Excavator Operation Best Practices

for Supervisory Personnel, Operators and Workers



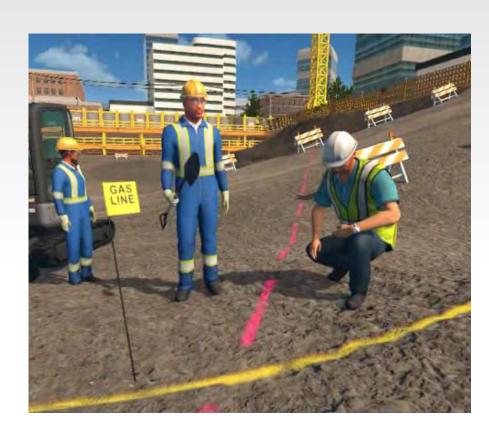
Pre-Operation

- Acquire proper excavation drawings.
- Ensure there is an appropriate Emergency Action Plan.
- Ensure there is a Trenching and Excavation program.
- Ensure there is a Confined Space program in place.





- Verify that the "Dial Before You Dig"
 call has been made and that the
 utilities are marked and depth verified
 .
- Ensure high visibility markings of all foreign underground crossing.
- Verify all overhead lines are identified and marked.
- Ensure a competent person has been appointed





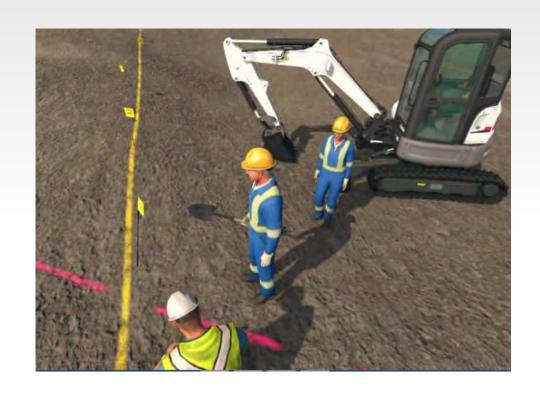
- Do a Job Safety Analysis (JSA) and communicate it with your working team
- Ensure availability and use of appropriate personal protective equipment (PPE)
- Review the excavator operator manual for unique operational requirements.
- Verify the fire extinguisher location.
- Communicate to all employees their assigned tasks and responsibilities.





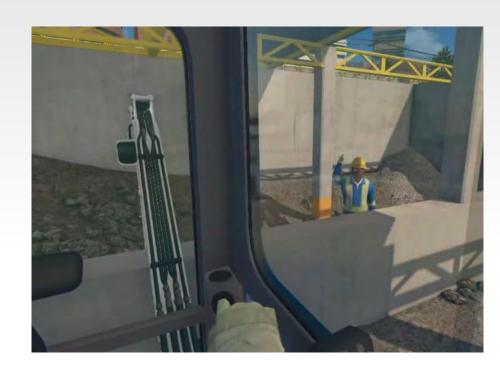
Operation

- Ensure there is a competent person on site.
- Ensure policies will be followed when excavating across utilities and underground structures.
- Ensure proper benching, sloping and shoring practices
- Ensure proper protection and support of existing utilities and structures.





- Verify that sufficient room is available to keep the spoil pile at least two feet from the edge.
- Ensure a spotter is used if there are utilities or tight working conditions in the work area.
- Ensure proper communication clearly indicating that all necessary personnel are prohibited from entering the work area.
- Ensure that hand signals are given by one person and understood by all personnel on site.
- Only qualified personnel shall operate equipment.





- Verify that the "Dial Before You Dig" call has been made and that the utilities
 have been marked and depth verified.
- Confirm that the equipment is kept as far away as practical from the side of excavation.
- Verify that all unnecessary personnel are prohibited from the work area.





Post Operation Activities

- Ensure that all open excavations are barricaded at the end of the work day.
- Ensure that prior to backfilling all equipment, materials, or other debris have been removed from the area.
- Verify equipment is properly parked, parking break set, and chock and block when needed.





Pre-Operation

- Verify that the "Dial Before You Dig" call has been made and that the utilities have been marked and depth verified.
- Verify the installation of high visibility markings of all underground crossing and structures.
- Ensure the public will be protected.
- Wear appropriate PPE.





Pre-operation continued

- Read, understand, and follow the operators manual.
- Use appropriate PPE for the task being performed
- Ensure you are qualified to operate the equipment.
- Conduct a walk around equipment inspection.
- Under no load perform a preoperation function check until you are familiar with the controls.





Pre-Operation continued

- When refueling, bond the supply tank with the fuel tank.
- Make sure all warning labels are legible.
- Verify that any attachments that have quick couplers are properly connected.
- Remove debris and clutter in the cab that would prevent safe operation.





Virginia specific overhead power line sticker



Operation

- Use 3-points of contact to enter the machine
- Get on the machine only at locations that have steps and/or handholds.
- Do not use any controls as handholds when entering or existing the operators compartment.
- Always wear the seatbelt when operating the piece of equipment.





- Check that the controls are in the proper setting before starting the machine.
- When the equipment is in operation, the doors, if installed, must be closed or secured by the latch in the open position.
- No personnel shall be under the bucket.



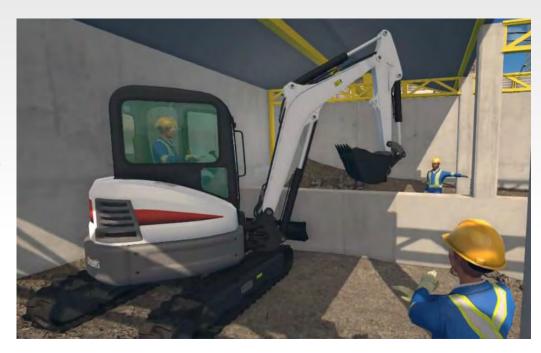


- Follow the policies of the governing agency when crossing foreign utilities.
- Ensure a spotter is used when near utilities.
- Assure that proper sloping, benching, or shoring techniques are utilized.





- Only qualified personnel shall operate equipment.
- Ensure that a spotter has been used when working around utilities, and in tight working conditions.
- Ensure there is enough room for the swing radius.



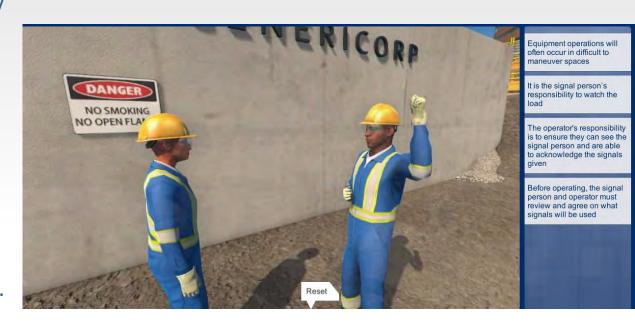


- Equipment shall be kept as far away as practical from the side of excavation.
- Verify that sufficient room is available to keep spoil pile at an approved distance from the side.
- of the equipment, the hydraulics shall be lowered to the ground, parking brake set, chock and block if necessary and turn the machine off.
- All unnecessary personnel shall be prohibited from the work area.





- Hand signals shall be given by one person and must be understood by all personnel on site.
- When moving a excavator, proper rigging and lifting techniques shall be used.
- No riders shall be permitted and no personnel shall be lifted or carried in the bucket.
- Do not operate this piece of equipment during storming conditions.
- When moving the excavator, the bucket shall be lowered and curled in.





Post Operation

- Park, set parking brake, chock and block as necessary.
- Lower the hydraulics.
- Shut engine off, remove key, lock doors and engage the security system if available
- Use 3 points of contact to exist the machine.





Best Practice for Workers

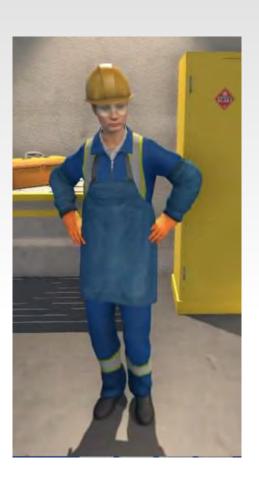
- Always follow all company safety and health rules and regulations.
- Stay clear of pinch points created by operating equipment.
- Never get under a load or between the load and the machine.
- During an electrical storm, stay away from the vicinity of the machine.





Best Practice for Workers continued

- Wear appropriate PPE as required by the task being performed and as required by regulations.
- Be aware of suspended loads, counter weights, and pinch points. Maintain eye contact with the operator at all times.
- Be aware of and listen for the backup alarm operation.
- You may be asked to act as a spotter if there are overhead power lines, underground utilities, or tight working conditions.





Best Practice for Workers continued

- No personnel shall be under the bucket.
- All unnecessary personnel shall be prohibited from the work area.
- Hand signals shall be given by one person and must be understood by all personnel on site.
- No riders shall be permitted.
- Know the location of the nearest fire extinguisher.





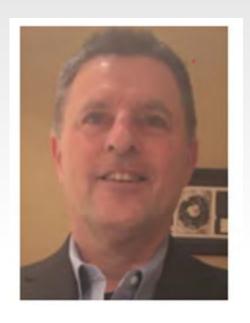
Summary

- Always be aware of and adhere to the rules and regulations for the jurisdiction where operations will take place.
- Ensure all Inspections are completed before operation.
- Understand the safety features of your particular unit.
- Be aware of the factors that affect the stability of a excavator.
- Follow best practices as they relate to your role in safe operating procedures.

Questions?



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