

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 056 – MINI SKID STEER

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of mini skid steer loaders at Illusions Australia.

Applies to travel, loading, excavation, material handling and use of approved attachments.

2. AUTHORISATION AND COMPETENCY

Only trained, competent and authorised workers may operate the machine.

Operators must understand controls, rated capacity, attachment locking, stability, exclusion zones and emergency shutdown.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Hearing protection where required.
- High-visibility clothing where interacting with vehicles/plant.
- Eye protection where dust/debris may be generated.
- Seat belt/operator restraint where fitted and required by the manufacturer.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pre-start inspection is complete.
- Tyres/tracks, controls, hydraulics, guards, alarms and attachment locking are serviceable.
- Correct attachment is fitted and positively locked.
- Work area is checked for people, services, edges, soft ground and overhead hazards.
- Load/material is within machine capacity.
- Exclusion zone is established.

5. SAFE OPERATING PROCEDURE

1. Complete pre-start and function checks.
2. Mount/enter using designated access and restraints.
3. Test controls at low speed.
4. Keep bucket/attachment low during travel.
5. Travel at a speed suitable for ground and visibility.
6. Keep people outside the operating and crush zone.
7. Approach loads squarely and avoid sudden turns with raised loads.
8. Operate on slopes only within manufacturer limits and with the attachment positioned for stability.

9. Lower attachment to the ground before leaving the operator position.

10. Park, neutralise, apply brake and isolate/remove key as required.

6. PROHIBITED PRACTICES

Workers must not:

- Carry passengers.
- Allow anyone beneath a raised attachment.
- Exceed rated capacity.
- Travel unnecessarily with attachment raised.
- Operate near unsupported edges or excavations without assessment.
- Bypass interlocks/restraints.
- Leave the machine running unattended.
- Use unapproved or insecure attachments.

7. CRUSH AND BLIND-SPOT HAZARDS

Compact loaders can turn rapidly and have significant blind areas.

- Maintain an exclusion zone.
- Use a spotter where visibility is restricted.
- Never allow workers between the machine and fixed objects.

8. ATTACHMENTS AND HYDRAULICS

Raised attachments and pressurised hydraulics can fail or move unexpectedly.

- Lower attachments before access.
- Isolate before maintenance or coupling work requiring hazardous access.
- Never search for hydraulic leaks with hands.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for hydraulic leaks, failed interlocks, steering/brake fault, unstable ground, attachment movement or abnormal noise.

Isolate and tag defective plant.

10. SHUTDOWN AND HOUSEKEEPING

- Lower attachment fully.
- Park on stable ground.
- Apply brake and isolate/remove key.
- Clean accumulated debris.
- Report defects and refuel/charge in the designated manner.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.

3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Required competency is absent.
- Attachment is not positively locked.
- People cannot be excluded.
- Ground or slope is unsuitable.
- Safety-critical controls are defective.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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Prepared By	Aidan McDonnell
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