

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 081 – TRENCHER

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of trenching machines at Illusions Australia.

Applies to powered trenchers used for excavation in approved ground conditions.

2. AUTHORISATION AND COMPETENCY

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

Underground services must be identified and required excavation/service-location controls completed before trenching.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- High-visibility clothing.
- Eye protection.
- Hearing protection.
- Hard hat where required by site conditions.
- Other task-specific PPE.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Required service plans/location checks are complete.
- Machine pre-start is satisfactory.
- Chain/teeth, guards, controls and emergency stop are serviceable.
- Ground conditions and trench route are assessed.
- Exclusion zone is established.
- Spoil discharge path is clear.
- Overhead and adjacent hazards are controlled.

5. SAFE OPERATING PROCEDURE

1. Confirm underground services and mark trench route.
2. Establish exclusion zone.
3. Complete machine pre-start.
4. Position machine squarely at the start point.
5. Engage cutting system at controlled speed and lower progressively.
6. Maintain stable travel and keep people clear of chain/spoil discharge.

7. Watch for changing soil, obstructions or machine movement.
8. Stop immediately if an unknown service/object is encountered.
9. Disengage cutting chain before repositioning outside the trenching run.
10. Park with cutting equipment lowered and isolate.

6. PROHIBITED PRACTICES

Workers must not:

- Trench before services are identified.
- Allow people near the cutting chain or spoil discharge.
- Reach into a moving chain.
- Operate across unsuitable slopes/edges.
- Bypass guards or interlocks.
- Clear jams while energised.
- Continue after striking or exposing an unknown service.

7. UNDERGROUND SERVICES

Contact with electricity, gas, water or communications services can cause fatal injury and major damage.

- Locate and verify services before excavation.
- Use required permit/non-destructive methods near services.
- Stop if actual conditions differ from plans.

8. ROTATING CHAIN AND EJECTION

Cutting teeth can entangle and eject stones/debris.

- Maintain guarding and exclusion zone.
- Keep body clear during operation.
- Wear eye protection.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for service strike/suspected service, guard failure, chain damage, hydraulic leak, unstable ground or abnormal machine movement.

Isolate and follow emergency/service-strike procedures.

10. SHUTDOWN AND HOUSEKEEPING

- Disengage and lower cutting equipment.
- Park on stable ground and isolate/remove key.
- Clean debris only after isolation.
- Report defects/ground hazards.

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:

- Services are not positively located.
- Required excavation controls are absent.
- People cannot be excluded.
- Machine/guards are defective.
- Ground is unsuitable.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 081 – Trencher
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