

EXCAVATORS INSPECTOR'S TOOL

| KEY | DESCRIPTION |
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| EC | Enforcement Considerations |
| PN | Prohibition Notice |
| IN | Improvement Notice |
| CoP | Excavation Work Code of Practice, SafeWork Australia 2013 |
| HSE Act | Section in the Health and Safety in Employment Act 1995 |
| ACoP | Approved Code of Practice for Operator Protective Structures, Department of Labour, 1999 |
| LLR ACoP | Approved Code of Practice for Load-lifting Rigging, Ministry of Business Innovation and Employment 2012 |
| WNZ factsheet | Using Quick Hitches Safely, Worksafe NZ fact sheet |

| AREA OF ASSESSMENT | REFERENCES | EC | PAGE |
|--|------------------------------------|---------------------|-----------|
| <p>1. NATURE OF WORK:</p> <ul style="list-style-type: none"> › What is the work plan/work method, and how is this communicated to all those involved in the excavator operations? › Forestry, construction and demolition each require differing work methods (see OPS below). › Has a site-specific and current hazard identification/control been conducted? Have workers been trained on its content? › Are the key causes of harm identified? › Are the hazards identified? › Are the hazard controls outlined? › How are workers in the vicinity warned of machine operation? › Have underground utilities (water, sewer, gas, telecommunications) been identified, located and marked prior to excavation? › Have overhead utilities (power/phone lines) or obstacles been identified? | <p>CoP 4.3</p> <p>HSE Act S 12</p> | <p>PN</p> <p>PN</p> | <p>5</p> |
| <p>2. SITE SECURITY</p> <ul style="list-style-type: none"> › Is the site externally secure? (e.g. fencing, barriers) › Is the site internally secure? (e.g. fencing, barriers) › Are there exclusion zones and/or a spotter around the mobile plant? | <p>CoP 4.3</p> | | <p>8</p> |
| <p>3. OPERATOR COMPETENCY</p> <ul style="list-style-type: none"> › Either Unit Standards or, › Evidence of company or manufacturers training and, › Familiarity with machine | | <p>IN</p> | <p>11</p> |

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|---|-------------------------------|------------------------|-----------|
| <p>4. ONBOARD DOCUMENTATION</p> <ul style="list-style-type: none"> › Operator/manufacturer's instructions › Log books › Pre start checks in line with the above › Proof of regular planned inspections › Operator instruction decals legible › Load lifting charts when used for load traversing. | CoP 4.3 | IN | 13 |
| <p>5. OPERATOR PROTECTIVE STRUCTURES (OPS)</p> <p>ROPS - Roll Over Protective Structure TOPS - Tip Over Protective Structure FOPS - Falling Object Protective structure COPS - Cabin Operator Protective Structure</p> <ul style="list-style-type: none"> › Certified and fit for purpose (in the cab) › Used with seatbelts? › Used with seatbelts? | ACoP ACoP10 | IN | 15 |
| <p>6. SLEW SAFETY ZONE</p> <ul style="list-style-type: none"> › Is the continual movement of the machine increasing the danger of the slew zone managed? | CoP 4.3 | IN | 19 |
| <p>7. BLIND SPOTS</p> <ul style="list-style-type: none"> › Restricted operator views necessitate use of mirrors (if fitted) or spotter. › Are movement warning devices active? (Look for audible alarms, flashing lights.) › If a spotter is assigned to assist the operator are they aware of control measures and in constant communication? | CoP 4.3 | IN | 20 |
| <p>8. EQUIPMENT AND ACCESSORIES</p> <ul style="list-style-type: none"> › Are quick hitches used correctly and locking pins used? › Are lifting eyes/hooks rated and loads lifted within the manufacturers instructions for range and height? › Are slings and lifting equipment rated and used correctly? | WNZ factsheet LLR ACoP 3.1 | PN PN | 22 |
| <p>9. GENERAL CONDITION OF EXCAVATOR</p> <ul style="list-style-type: none"> › Any evidence of excessive leaks from hoses and rams? › Controls return to neutral when released and operation ceases (can indicate incorrect hydraulic oil pressure) › Excessive wear or deformation of boom parts and digger attachments › Safe operator access and egress in and around excavator? | CoP 4.3 | IN | 27 |