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Approved by:	Bobby Lewis	Date Issued:	August 2018

SAFE OPERATING PROCEDURES

Tractor, Backhoe and Loader

SOP 12A-22

Hazard Review		
Mounting/Dismounting	Backing	Underground/Overhead Conflicts
Workers on Foot	Blind Spots	Silica Dust
Traffic	Struck By	
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Vest	Safety Shoes	Hard Hat
Safety Glasses		

1. Supervisors shall verify that drivers are capable and qualified on each type of equipment before allowing the equipment to be operated unsupervised.
2. Drivers shall perform a pre-operational check of their equipment. Be familiar with operator's manual. Report all needed repairs promptly. Do not use any equipment that is unsafe.
3. Operators shall wear seat belts and/or shoulder harnesses as provided.
4. Keep windshield, windshield wipers, side windows and mirrors clean. Make sure that the mirrors provide a large as possible view of the rear.
5. When mounting or dismounting equipment, use steps and handholds provided. Do not jump from vehicle.
6. Plan ahead to minimize or eliminate the need for backing. Always check to the rear before backing and use an observer when available. Make sure back-up alarms are working properly.
7. Choose safest location possible to park equipment. Avoid parking in other equipment's blind spots.
8. Be aware of fire extinguisher locations on your equipment and make sure they are properly charged and that the monthly inspection tag has been initialed.
9. Operators should be aware of employees and others on foot in work zones and be sure area is clear of personnel before lowering stabilizers or moving the boom.
10. Do not leave attachments in the raised position when equipment is not in use; always lower to the ground.
11. When in operation, only the operator should be permitted on the machine.
12. Be sure outriggers are properly set before operating backhoe.
13. Never allow anyone to work under a raised bucket.
14. Do not operate backhoe boom within 20 feet of energized power line.
15. Utilize trailer whenever possible to transport backhoe. Use swing and boom locking pins when transporting.
16. Make sure equipment is properly secured prior to transporting with (4) independent tie downs and a chain or strap across the lowered bucket.
17. Before digging, review excavating, trenching and shoring guidelines found in Chapter 11E.
18. When operating on slopes, use caution when swinging bucket in the downhill direction. Dump on the uphill side. Keep loader bucket low when moving.

19. Select loading areas that are as level as possible.
20. Do not leave equipment unattended with the engine running. Shut off engine and set the parking brake when equipment is not in use.
21. To eliminate silica dust exposure, the operator should remain in the cab of the equipment with the door closed. Cabs should be kept as dust free as possible and wet cleaned when needed. Cabs must be filtered; door seals and door closing mechanisms should work properly with heating and cooling capabilities

Related SOP's

General SOP's.....Chapter 10	SOP 11B-44..... Inmate Labor
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