

# PREPARATION FOR USE

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## INSPECTION AFTER DELIVERY

When the machine is delivered, it should be inspected for any evidence of damage caused as a result of shipment before it is declared ready for use. The preparation of the mini loader for use should only be undertaken by a responsible person who has read and understood this manual. The requirements are simple and coupled with the use of good common sense, together with general occupational health and safety knowledge and a visual inspection, should not pose any problems. The following checklist provides suggestions for detecting defective or damaged parts.

## CHECK BEFORE USE

1	Inspect the machine chassis for any visible damage.
2	Visually inspect all components to ensure they are attached securely.
3	Inspect all areas for evidence of hydraulic oil, engine oil or fuel leakage.
4	Inspect Arm assembly area for firm attachment and sufficient lubrication. Check hydraulic cylinders for oil leakage and visible damage.
5	Check hydraulic oil lines for correct connection and for signs of leakage.
6	Check wheel and tyre assemblies for loose or missing wheel nuts, any visible damage and proper tyre inflation.
7	Check wheel drive motor assemblies for any visible damage and oil leakage.
8	Inspect all cylinders for rust, nicks, scratches or foreign material on shafts. Check for hydraulic oil leaks at the seal and fitting areas.
9	Inspect the engine compartment for loose or missing components and any evidence of damage or leakage.
10	Check the hydraulic fluid level is within operating limits as marked on the Sight Gauge.
11	Check the engine oil level is within operating limits as marked on the Dip Stick.


# SAFETY LABEL IDENTIFICATION






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The safety section lists safety precautions **required** to be taken when operating or maintaining a Kanga Loader. Read and follow **all** operating and safety instructions contained in this Manual and illustrated on the decals fitted to the Loader, and ensure that you assess the risk of any task by use of the attached Job Safety & Environmental analysis (JSEA) sheet.

If you are unable to identify hazards or do not understand the process for use of the JSEA chart, stop the job and consult a qualified Occupational Health and Safety consultant.

	<p><b>This Symbol has been used throughout this manual to highlight <u>critical</u> safety information to prevent death and injury.</b></p>
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	<p><b>This symbol has been used throughout this manual to highlight important safety information. Ensure you read and understand the information before embarking on any related task.</b></p>
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 <p><b>SAFETY VEST MUST BE WORN</b></p>	 <p><b>FOOT PROTECTION MUST BE WORN</b></p>	 <p><b>HEARING AND EYE PROTECTION MUST BE WORN</b></p>	 <p><b>HAND PROTECTION MUST BE WORN</b></p>	 <p><b>WHEELS MUST BE CHOCKED</b></p>
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**These symbols are pictograms and refer to compulsory Personal Protective Equipment (PPE) that must be worn and/or actions that must be taken by the operator to allow safe operation of the machine to occur.**

# SAFE OPERATION

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The Kanga Loader is a versatile machine, capable of performing a variety of tasks in a safe and effective manner, when used in accordance with established procedures and supported by Risk Assessment. However, to ensure the safety of operators and others, it is important to ensure that the capacity of the machine is not exceeded and that the Loader is operated appropriately, and only after all tasks associated with the work at hand have been documented and the relevant risk control measures implemented.

To ensure the safe operation and transport of your Kanga Loader, the following basic Safety Rules must be understood and complied with at all times.

## Safe Loading/Unloading and Transportation:

- When loading/unloading the Kanga from a trailer, it is important that the trailer remains attached to the towing vehicle on a firm even surface.
- Never unload a trailer positioned on a slope.
- Ensure the angle of ascent/descent is within safe operational limitations.
- Ensure bystanders are sufficiently clear.
- All loading/unloading is to be carried out at a slow speed with due care for personal safety and damage to equipment. Practice the manoeuvres first on flat ground if necessary.
- When lifting the machine, use appropriately rated slings and shackles and attach securely to the lifting point on the top of the machine.



- Always use the tie down points on each side of the machine to secure the Loader when transporting.
- Always use witches hats, signage and traffic signals to control the unloading/loading zone, particularly when in close proximity to operational roads.

## Before Commencing Work:

- Ensure all safety instructions are clearly understood, that operating manuals have been read and that operators are familiar with the controls of the Kanga Loader.
- Ensure that the daily inspection routine has been successfully conducted. It is particularly important to ensure that all attachment Locking Pins are fully engaged and secure.
- Ensure the driving platform is free from dirt, grease or mud before use.
- Check all controls for proper response. Shut down the machine if a fault is detected, tag the machine out with an 'Out of Service' tag, remove the key and contact the local Service Agent.
- Review the working site for hazards through the use of a Job Safety Analysis and/or Risk Assessment and implement the risk control measures to eliminate or minimise their effects, such as:
  - **Overhead power lines**
  - **Underground services**
  - **Excavations**
  - **Slopes or adverse cambers**
  - **Confined spaces**
  - **Other obstructions**
  - **Other people or animals accessing the working area or machine**

## ALWAYS...

- Completely read and understand the Operator's Manual supplied with the machine.
- Undertake a Job Safety and Environmental Analysis (JSEA) and/or Risk Assessment before any use of both the Kanga Loader and the trailer upon which the Loader and/or attachments are carried. A blank JSEA is provided in Appendix A for use. Photocopy as required.
- Use the Job Safety and Environmental Analysis Checklist to check that the relevant safety procedures are in place before work commences.
- Position the trailer carrying the Kanga in an area free from traffic, establish a traffic control plan/zone, chock the wheels and ensure that people are not placed in a position where they can be struck by vehicles or equipment being loaded or unloaded.
- Demarcate the work area with barricades and/or witches hats before using the Kanga Loader.
- Identify, mark and delineate all underground services before any work commences.
- Have both feet planted firmly on the driving platform at all times when operating the Kanga Loader. This is especially important when carrying loads, as body weight provides additional counter-balance to the bucket load.
- Come to a complete stop before changing direction from forward to reverse and vice versa. Failure to do so can affect the stability of the Loader and may also damage the drive of your machine.
- Come to a complete stop before operating other hydraulic controls.
- Reverse down slopes at slow speed when carrying loads.
- Ensure the machine is fully stopped and turned off before alighting or exiting the machine. Never use control levers as hand holds, instead utilize the handholds, using the thumbs and forefingers to operate the control levers.
- Travel at speeds suitable for the conditions and as determined by the task **JSEA** or Risk Assessment.
- When travelling over undulating surfaces and/or rough terrain, it is essential that the operator ensures that the speed is appropriate to suit conditions and to creep over uneven terrain at minimum speed. The recommended normal operating speed is between 2/3 to 3/4 throttle; at a lower speed the noise levels are reduced to both the operator and bystanders.
- Wear approved, appropriate Personal Protective Equipment (PPE), such as:
  - hearing protection,
  - safety footwear,
  - eye protection,
  - hard hat,
  - long, close fitting protective clothing, and
  - a high visibility vest or clothing, etc.
- Keep hands, feet and clothing away from all moving parts, including hydraulic rams.
- Keep body parts within the confines of the machine.
- Keep alert, and avoid being distracted whilst operating the Loader.
- Remove the key and chock the wheels whenever the Loader is to be left unattended and/or unsupervised



## NEVER...

- Operate this machine or the trailer without undertaking a Risk Assessment or JSEA.
- Operate this machine without Personal Protective Equipment (PPE).
- Exceed the Safe Working Load (SWL) of 340kg (748lbs) for the 8 Series
- Carry passengers on any part of the Loader or attachments.
- Place feet under the driving platform.
- Smoke (or approach the Loader with a naked flame) whilst operating or refuelling.
- Leave the engine running whilst refuelling.
- Tie or secure yourself to any part of the machine or attachment.
- Fool around while operating the Loader or attachments.
- Carry a load with the bucket raised. Carry all loads as close to the ground as practicable.
- Traverse across slopes, especially on uneven ground.
- Jerk the control levers. Always use a steady, even action to achieve proper control.
- Touch exhaust, engine parts, hydraulic pipes and fittings, drive chains, friction parts or guards.
- Park or leave Loader unattended on a slope.
- Remove safety decals.
- Remove safety guarding.
- During operation use mobile telephones or portable radios.
- Operate machine for extended periods at full throttle.



## **CAUTION**

Always exercise care when operating on slopes. The Kanga Loader has been designed to be able to access restricted areas, due to its minimal width. This, however, reduces its stability when crossing slopes.

The Kanga Loader is designed to operate on slopes to a maximum of 20°, under no circumstance is this to be exceeded. The actual safe slope angle may need to be reduced depending on a number of variables, such as site conditions, attachments, condition and configuration of machine and operator experience.

Crossing slopes should be avoided wherever possible. If it is not possible, slopes should be traversed with loads lowered as far as possible, reduced speed and extreme caution.

# FIVE STEPS TO EFFECTIVE JSEA

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## **1. Document the Activity**

Assemble those involved in the activity and then, using the JSEA worksheet, write down in step by step form, the tasks that make up the activity.

## **2. Identify the Hazards**

Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity.

## **3. Document the Control Measures**

For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.

## **4. Identify Who is Responsible**

Document the name of the person responsible for implementing the control measure

## **5. Monitor and Review**

Ensure that the activity is supervised and that the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

# NO GO ZONES FOR UNDERGROUND SERVICES

No work is to commence on any worksite until you have checked if it contains underground services. Here is how you can find out.

- The “Dial before You Dig” service (in Australia), **dial 1100**, provides free and easy access to the records of a large number of organizations, including telecommunications, water, electricity and gas.
- To see a list of organizations registered with the service or to log an enquiry electronically, visit the Dial Before You Dig website at [www.dialbeforeyoudig.com.au](http://www.dialbeforeyoudig.com.au), or telephone 1100 (otherwise consult with your local environment department).

If underground services are present, you must comply with the No Go Zones.

If the worksite contains or is suspected to contain ANY underground services, before any work commences, you must follow the relevant No Go Zone safety procedures:

- No Go Zone safety procedures are available from all gas, water, telecommunications, and electricity companies.
- You must follow these safe systems of work at all times. If you cannot comply with these safety procedures, then **NO** work shall be undertaken without written permission being received from the utility company.
- The Kanga Loader and attachments must be kept a minimum distance of 2 meters from all underground services.



**Minimum of 2 metre distance from ANY Underground Service**



# OPERATOR SAFETY - Summary



1. READ OPERATORS MANUAL PRIOR TO USE



2. DAILY INSPECTION



3. ENSURE BOTH (2) ATTACHMENT LOCK PINS ARE FULLY ENGAGED



4. ENSURE HYDRAULIC HOSES ARE CLEAN AND ATTACHED A&B



5. TRANSPORT MATERIAL WITH BUCKET DOWN AND LEVEL



6. ALWAYS REVERSE DOWN SLOPES



7. WEAR APPROPRIATE PROTECTION



8. NO PERSONNEL WITHIN A 4M (12 ft.) DIAMETER



9. NO SMOKING WHILE FILLING



10. DO NOT PLACE FEET UNDER STANDING PLATFORM



11. DO NOT TRAVEL WITH ARMS RAISED



12. AVOID TRAVELLING ACROSS SLOPES



13. NO PERSONNEL IN BUCKET OR ATTACHMENTS



14. PAY ATTENTION



15. OPTIMUM OPERATION OF THIS MACHINE IS ACHIEVED AT 2/3 TO 3/4 THROTTLE

**DANGER**

FAILURE TO READ THESE SAFETY RULES PRIOR TO ANY MACHINE OPERATIONS MAY LEAD TO SERIOUS INJURY, PROPERTY DAMAGE OR DEATH



# **TASK PLANNING & SAFETY CONSIDERATIONS**

## **Site assessment**

### **Is the terrain stable or suitable to work on?**

- Unload Loader from a trailer with ramps
- Conduct a thorough site inspection before entering site with Loader
- Consider Wet or boggy conditions
- Consider environmental factors
- Consider steep slopes. Do not work side on to slopes.
- Dial before you dig (dial 1100) to check for services.
- Amend your plans and take precautions where necessary
- Document your plans in the JSA/SWMS

### **Personal safety.**

- Where other mobile plant and equipment is in use, wear high visibility garments
- Read the Loader instruction manual – familiarize yourself with Loader features
- Use Loader only as specified in instruction manual
- Perform a pre-operational inspection of the Loader to identify any faults.
- Ensure all safety features are operable
- Use bunting, flags or witches hats to demarcate or isolate work area
- Wear additional PPE such as safety glasses, hearing protection and hard hat and steel capped boots

### **Task execution**

- Discuss work plans with other workers/persons in the area
- Coordinate Loader activities with other trades/activities on site
- Work in a logical sequence
- Do not exceed weight/load and operational limitations of the Loader
- Keep loads low to the ground when travelling
- Keep bucket down when not in use

### **Site Clean Up**

- Remove Loader from site
- Wash Loader down and inspect Loader for hydraulic leaks/damage
- Return Loader and attachments to trailer
- Remove bunting, flags, witches hats
- Restore site conditions as required

# PRE-OPERATIONAL RISK ASSESSMENT

## Perform an Assessment

ENGAGE YOUR MIND BEFORE USING THE LOADER

Assess the risks

STEP BACK - Take 5 X 5

Take 5 steps back

Take 5 minutes to reflect

- Stop and think.
- Observe the work area and surroundings.
- Step through your mind what you are going to do.
- Think about what else is happening in the area or nearby.
- Identify what else could go wrong.
- Decide on control measures to prevent things going wrong.
- Make sure the hazards are controlled before starting work.

Think about the consequences to your quality of life, your income, your family, your children and everything you value. Are these things worth the risk of rushing or cutting corners? It's not just your life that could be affected – you may shatter the lives of the ones you hold dear.

**THINK SAFE! ACT SAFE! BE SAFE! GO HOME**