

COMPANY

Safe Job Procedure

TASK	CREATED BY	DATE
Loading hyhoe on trailer		June 1, 2009

Notes:

Operators conducting this task are required to have appropriate training and/or certification as per the Company Policy and Procedure manual. No operators shall conduct operations without approval from the Safety Officer. Operators/Employees/Contractors must adhere to those rules and wear all PPE listed below. Conduct site assessment and ensure all employees/contractors onsite are aware of emergency response plans and location of emergency equipment.

Hazards Present

Overhead Powerlines	General public access and potential site traffic
Physical Injury/Other persons working onsite	Hyhoe falling off ramps/trailer
Wet/Icy trailer deck	

Personal Protective Equipment (PPE) Required

Hard Hat	CSA Steel Toe Boots	Ear Protection
Gloves	Safety Glasses	Vest/Coveralls

Job Procedure

1. Assess the scene for hazards
2. Ensure trailer brakes are on and all air has been released from trailer air bags
3. Have truck driver watch for other people, cars, etc.
4. Line up machine with trailer
5. Stretch bucket over back end of trailer and rest it on the deck
6. Lift hoe tracks, press down on bucket and track forward
7. Rest tracks on beaver tail of trailer
8. Track forward slowly with even pressure on tracks
9. Lift bucket and bring it in slowly walk the hoe
10. Check for any hazards
11. Continue to climb up the ramps until the hoe is level
12. Track forward on trailer deck
13. Stop at proper weight position
14. Spin hoe around when safe and clear to do so

- 15. Place bucket between tracks, lower bucket and tuck in boom and stick**
- 16. Idle machine**
- 17. Disengage hydraulics**
- 18. Turn off lights and machine**
- 19. Ensure door is closed, put on window covering**
- 20. Chain down the machine as per NSC Standard 10**
- 21. Chain any attachments as per NSC Standard 10**
- 22. Flag if over dimensions of the trailer**