



## SAFE JOB PROCEDURES

### Job: Skid Steer-Start Up

Developed By: Cristie Gourley/Darren Gourley

Date: March 17, 2008

Approved By: Darren Gourley

Date: March 17, 2008

Revised By: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment Required: skid steer

Material Required: operator's manual & certification, first aid kit, communication device, fire extinguisher, inspection report

PPE Required: hard hat, safety boots, safety vest, hearing protection, safety glasses

#### Job Steps:

1. **Complete the Pre-Start Inspection.**
2. Complete a jobsite inspection to familiarize yourself with the working area, taking note of any overhead obstructions, unlevel ground, slopes or hills, other workers
3. Using the hand holds or 3 point contact, get into the loader. Remove any debris or clutter around the pedals and controls
4. Adjust the seat so controls are easy to reach
5. Connect the seat belt and adjust so that the belt fits snug around the lower part of your hips.
6. Connect shoulder belt to lap belt. Pull the lap belt across the side and fasten.
7. Lower the seat bar and keep feet on the pedals or footrests
8. Make sure controls are in neutral and the parking brake is on
9. Start engine, with engine speed control at idle position
10. Check to make sure you are in a clear area away from everyone
11. Test all controls: steering, forward, reverse, lift arms, attachment controls
12. Check all gauges
13. Check the horn and backup alarm
14. Pay attention to your surroundings at all times
15. **Proceed with the safe job procedure of operating a skid steer**



## SAFE JOB PROCEDURES

### Job: Operation of Skid Steer

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Equipment Required: skid steer

Material Required: operator's manual & certification, first aid kit, communication device, fire extinguisher, inspection report

PPE Required: hard hat, safety boots, safety vest, hearing protection, safety glasses

#### Job Steps:

1. **Operator must be trained and certified by the company**
2. **Read and complete the safe job procedure for start-up of skid steer**
3. Always maintain a clear line of sight and look both ways before backing up.
4. Operate the controls smoothly
5. Travel at an appropriate speed keeping attachments and loads close to the ground
6. Distribute loads evenly and lift slowly, securing any unstable loads. The carrying capacity is half of the lifting capacity.
7. Load and unload on solid level ground
8. Drive up and down hills, not across them and keep the heavy end of the loader pointed uphill. Stay away from steep hills.
9. If you must cross railroad tracks, ditches, curbs or similar rough surfaces, cross at an angle and drive slowly. Avoid steep edges, holes, large bumps, soft spots and weak floors
10. Sound the horn around corners
11. Shut off the engine for refueling
12. Follow safe job procedure for safe shut down and exit
13. In an emergency situation, call for immediate assistance and follow safe job procedure for safe shut down and exit of skid steer



**SAFE JOB PROCEDURES**

**Job: Shut Down and Exit of Skid Steer**

Developed By: Cristie Gourley/Darren Gourley

Date: March 17, 2008

Approved By: Darren Gourley

Date: March 17, 2008

Revised By: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment Required: skid steer

Material Required: operator's manual & certification, first aid kit, communication device, fire extinguisher

PPE Required: hard hat, safety boots, safety vest, hearing protection, safety goggles

**Job Steps:**

1. Park on a level surface
2. Lower the lift arms and attachments to the ground
3. Place controls in neutral and set the park brake
4. Turn the engine off and remove the key
5. Unbuckle the safety belt and raise the safety/restraining bar
6. Check the controls for "lock" position
7. Exit using the non-slip steps and hand holds or 3 point contact method