

# EXCAVATORS INSPECTOR'S TOOL

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

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