Using a Shovel

Safe Operating Procedures | Almond farms | English transcript

General information only. Your host will provide the exact site procedure, machine instructions, PPE requirements and practical training before you start work. This video does not authorise equipment operation.

0:04 Before you start

This video provides general information for workers on almond farms. Before you start work, your host employer will explain the exact safe operating procedure, machine instructions and personal protective equipment required at your site. This video supports training. It does not replace practical training, assessment, supervisor sign-off or a training record. English is the authoritative version.

0:39 Step 1

Training and Safety

Potential risk.

Workers unsure of the process may lead to unwanted events which may result in injury, fatality or damage to equipment

Risk treatment.

At the end of this training which includes the practical component if you are unsure of the process do not proceed contact your Supervisor and the Orchard Manager immediately

If at any time during this process you feel unsafe you are authorised and expected to stop

Contact your Supervisor and the Orchard Manager immediately

1:20 Step 2

Pre-start/safety meeting

Potential risk.

Employees not aware of traffic management requirements may lead to serious collision resulting in injury to operator and damage to equipment

Poor communication when machinery is moved from block to block

Employees with language barriers may not understand traffic management plans

Employees taking short cuts through headlands may lead to collisions resulting in injury to employees and damage to equipment

Risk treatment.

Employees MUST attend morning pre-starts in front of the orchard activity board

host employer management MUST communicate daily work plan and safety information which includes but not limited traffic management

Team supervisors MUST reiterate daily work plan and safety matters their teams

If there are language barriers an interpreter MUST be used to communicate information

If traffic management changes throughout the day host employer management and supervisors are responsible for communicating changes to employees and updating the orchard activity board

2:37 Step 3

Only use a shovel if the task cannot be done by mechanical means

Potential risk.

Health risk for persons over 45 years of age, smokers, high blood pressure, overweight or has a heart condition.

The source does not specify the risk treatment for this step. Your host must explain the controls before you start work.

3:02 Step 4

Receive work instruction of what needs to be completed and communicate to staff

Potential risk.

Inexperienced or unqualified staff being asked to carry out works

Incomplete jobs

Risk treatment.

Ensure operators complete relevant Safe Operating Procedure’s and are trained to operate the shovel.

Check with operator that they understand the job to be completed.

3:31 Step 5

Prepare to use the shovel.

Suitable clothing

Suitable shovel

UV Protection

Water

Potential risk.

Unsure of procedures

Worker not physically fit for task

Shovel not suitable for task

UV rays

Dehydration

Blisters

Foot Injuries

Risk treatment.

Operator trained and competent

Ensure worker does not have medical conditions as listed above.

Select the correct shovel for the task.

Wear correct PPE including a broad rim hat and sunscreen

Have adequate cool clean water on hand

Wear leather gloves

Wear sturdy steal capped boots

4:15 Step 6

Mark out area to be dug

Potential risk.

Underground services

Existing equipment, materials and above ground equipment.

Struck by onsite traffic

Risk treatment.

“Dial before you dig” Check site plan

Clear site of obstacles

Discuss with site manager if changes are necessary

4:40 Step 7

Use shovel to dig up pipe for repair

Potential risk.

Underground services

Muscular or skeletal injuries

Trench cave in

Risk treatment.

Minimise twisting while digging.

Don’t overload the shovel

Take frequent breaks

Minimise the distance the spoil is to be thrown.

Slope sides of trench

5:05 Step 8

Secure hole location

Potential risk.

People or vehicles falling into hole

Risk treatment.

Install bunting around the hole

5:15 Qualifications and experience

Qualifications and experience.

All employees/ workers must be trained, hold relevant licenses, and be assessed as competent before operating any equipment on host employer sites. there must be safety induction records with the workers' name on the records. where licenses are required a copy of this must be on site file or personal file.

5:43 Duties and responsibilities

Duties and responsibilities.

All employees/ workers must adhere to host employer policies and procedures and report any concerns and incidents immediately to their manager/ supervisor. it is the responsibility of both host employer onsite management and contractor companies to identify language barriers and provide interpreters where required.

6:12 Training required

Training required.

All employees/ workers must have been inducted to the site and deemed competent in relevant Safe Operating Procedure and site traffic management plans. site managers must sign off all Safe Operating Procedure before employees/ worker start work on site or equipment. training should be completed by a competent person or training organization.

6:41 Codes of practice and legislation

Codes of practice and legislation.

All employees/ workers must adhere to codes of practice, standards and guideline, whs and ohs acts and regulations.

6:58 Plant, equipment and PPE

Plant, equipment and PPE.

Job specific protective personal equipment (ppe) must be identified and worn when required (i.e. positive sealed goggles with a strap when using compressed air). PPE is a shared responsibility between your host employer and Orchard Tech. Your host employer will provide the PPE required for your task. If the required PPE has not been supplied, stop work and contact Orchard Tech. workers to wear all outdoor ppe where required – wear positive sealed eye protection, gloves, hat, sunburn cream, steel capped boots, long sleeve shirts and long trousers. hi viz clothing must be worn at all times.

7:54 Maintenance checks

Maintenance checks.

If a vehicle, plant, equipment, or machinery is found to be defective or damaged, it must be tagged with ‘out of service’ tag until repaired and isolation register completed. daily pre-start/ pre-shift checks and post-checks if required are to be completed and recorded in all instances. maintenance teams are responsible for all maintenance on equipment. workers can only undertake maintenance if they have been adequately trained in the relevant process.

8:33 Before work starts

This video provides general information. Before you start work, your host employer will explain the exact procedure and provide practical training for your site. This video does not replace assessment, supervisor sign-off or a training record. If you do not understand something, use the English or talk to your supervisor at the host employer site. The host will provide you with an interpreter.

Orchard Tech · hari@orchardtech.com.au · 0439 32 32 32