Corporate Standard
Earthmoving Equipment
HB# 560733

Please refer to the applicable Health and Safety Advice – 201120A to see the impacts of the new Workplace Health and Safety Act and Regulations 2011

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Functional Flowchart

Not applicable

Objective

To provide a corporate standard that outlines SCL’s procedure for managing hazards associated with the use of earthmoving equipment and the methods by which safe earthmoving equipment controls are to be implemented.

Scope

This corporate standard applies to SCL employees and controlled contractors using earthmoving equipment, or any situation in which a SCL employee or controlled contractor is required to undertake earthmoving activities within a SCL operated and / or maintained site.

Definitions

Skid-steer loader: Smaller (able to be ‘skid’ mounted to transport to job site) loaders which may have alternative attachments than a bucket for loading (e.g. Bobcat).

Competent person: a person who has through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly the specified task. Operators of earthmoving equipment are deemed to have a minimum level of competence if they hold the appropriate licence(s) for the earthmoving equipment to be used. Additional familiarisation is to be provided where relevant.

Dozer: a machine composed of a wheeled tractor or crawler tractor with a dozer blade mounted at the front of the machine.
Earthmoving machine: a machine used for the purpose of moving or transporting earth, overburden, rubble, spoil, or similar material.
Earthmoving equipment: any mobile plant / equipment used for undertaking earthmoving activities.

Front-end loader: a self-propelled crawler or wheeled machine with an integral front mounted bucket-supporting structure and linkage, which loads or excavates through forward motion of the machine, and lifts, transports and discharges material.

Grader: a self-propelled wheeled machine having an adjustable blade, positioned between the front and rear axles, which cuts, moves and spreads materials usually to grade requirements.

SWL: Safe Working Limit.

Tractor: Self-propelled crawler or wheeled machine used to exert a push or pull force through a mounted attachment or drawbar.

Responsibilities

<table>
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<tr>
<th>Position/Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>OH&amp;S Systems Manager</td>
<td>To maintain the currency and accuracy of the Earthmoving Equipment Corporate Standard reflective of legislative and corporate change</td>
</tr>
<tr>
<td>Station / Site Manager</td>
<td>To monitor the implementation of the Earthmoving Equipment Corporate Standard and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy the Corporate Standard</td>
</tr>
<tr>
<td>Workers (SCL employees or controlled contractors)</td>
<td>To comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures</td>
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</tbody>
</table>

Earthmoving Equipment Hazards

In relation to the operation of earthmoving equipment, SCL has implemented a safe system to control risks to health and safety arising from hazards and issues such as, but not limited to:

- roll-over;
- falling debris;
- contact with utility services, scaffolding etc;
- striking personnel; and
- exposure to excessive noise.

Earthmoving equipment hazards are to be assessed and managed as per a work method statement for the relevant work activity.

Controls

1. Design and Safety Equipment
   1.1 Earthmoving equipment (i.e. front-end loaders, excavators, backhoes, dozers, graders, skid-steer loaders and tractors etc.) is to be fitted with Falling Object Protective Structures (FOPS) and Roll Over Protective Structures (ROPS) in accordance with AS 2294: Earthmoving Machinery – Protective Structures, and AS 1636: Tractor Roll Over Protective Structures.

   1.2 All earthmoving equipment is to be fitted with a suitable seat belt(s) / restraint. Passengers are not to travel on earthmoving machinery unless restrained by a seat belt / restraint device in a proper seat.
Note: Operators are to ensure that seat belts are worn at all times during operation.

1.3 All glass panels and windscreens fitted to earthmoving equipment are to be in accordance with AS/NZS 2080 – Safety Glass for Land Vehicles.

1.4 All earthmoving equipment is to have the safe working load (SWL) identified and permanently and legibly marked on the equipment.

Note: The SWL of any earthmoving equipment is not to be exceeded.

1.5 All earthmoving equipment is to also be fitted with the following (where applicable):
   ▪ reversing beepers / travel alarms; or
   ▪ flashing amber lights; and
   ▪ two-way radio; and
   ▪ isolation switch.

1.6 A suitable fire extinguisher is to be maintained within the cab of all earthmoving equipment.

1.7 Machine guarding is not to be removed or modified unless removal or modification is required for maintenance, servicing or repair, or is approved by the manufacturer.

2. General
2.1 Prior to work commencing, the following checks are to be undertaken and log book completed:
   ▪ ensure attachments are in good order, correctly fitted and ready for use*;
   ▪ ensure safety devices (horn, mirrors & lights etc.) are functioning correctly; and
   ▪ check machine for damage (e.g. fluid leaks, punctured tyre etc.).

Note: Operators are not to enter or leave earthmoving equipment whilst attachments are raised.

2.2 Operators are to also:
   ▪ ensure that all deck plates, steps and handles are kept in good repair and are free from mud, grease and oil;
   ▪ mount and dismount earthmoving equipment using steps and grab handles;

Note: Always use both hands and face the machine when mounting / dismounting earthmoving equipment.

   ▪ wear appropriate PPE, which may include (where relevant) –
     ▪ reflective vests;
     ▪ sun protection;
     ▪ hearing protection;
     ▪ safety glasses; and
     ▪ safety footwear.

Note: Refer to HBIRDPRO-#562508-Personal Protective Equipment (PPE) for further information regarding PPE requirements.
obey all on site traffic management controls in accordance with HBIRDPRO-#560730-Motor Vehicle Safety and Usage and Traffic Management, including (where applicable):

- speed limits;
- wearing of seat belts;
- barricading etc.
- yield right-of-way to any on-coming loaded machine;
- ensure no personnel are present on, under or in close proximity to the equipment prior to starting;
- keep front, rear and side windows clean to allow adequate visibility;
- operate equipment within the maximum permissible gradient, side gradient and gradient in the line of travel, for the type and model of plant;
- use the same gear range (usually a low gear) descending a slope as was required to ascend the slope;
- avoid large obstacles, deep holes and soft edges;
- operate equipment in well-ventilated areas to allow emissions to be safely expelled; and
- switch off engines before refuelling, servicing or greasing operations commence;

2.3 During earthmoving equipment maintenance activities, or the fitting of attachments to machines, precautions such as the following are to be ensured as relevant:

- sound placement of machine;
- locking of brakes;
- stopping of engine; and
- appropriate tags are to be positioned in conspicuous locations to prevent the use of the earthmoving equipment, (i.e. ‘Danger’ or ‘Out of Service’ tags). The individual that positions the tags during maintenance activities is to be the only person to remove them once that person has ensured that the earthmoving equipment is ready for safe operation.

2.4 Where applicable, areas where earthmoving equipment is operated is to be appropriately signed and barricaded in accordance with HBIRDPRO-#570000-Safety Signs and HBIRDPRO-#659518-Barricading and Restricted Access, to ensure unauthorised access is restricted. As a minimum, signage is to display the following information:

- PPE requirements; and
- "No Unauthorised Access".

2.5 Where earthmoving equipment is operated on a public road, it is to be operated in accordance with the Traffic Regulations for the particular State / Territory, and is to be fitted with the following:

- horn;
- brakes;
- head, tail and turn signal lights;
- reflectors;
- rear-view mirror; and
- reverse beepers.

2.6 Safe approach distances are to be confirmed prior to earthmoving equipment being brought into areas where overhead powerlines are located. Placement of identification markers, (e.g. tiger tails), or isolating electrical lines is only to be undertaken following specific consultation with, and direction from, the relevant local electrical authority.

Note: Refer to HBIRDPRO-#692270-ATW ELECTRICAL SAFETY for further information regarding safe approach distances and exclusion zones for overhead powerlines.
2.7 Excavation activities are to be carried out in accordance with the HBIRDPRO-#692252-ATW EXCAVATION & DIGGING. Prior to excavation activities on site, preparations are to be undertaken to identify and mark all underground services that may be at risk of being contacted. Operators are to be involved in this process and/or made specifically aware of all the locations, depths and any other pertinent underground service information.

Note: Refer to HBIRDPRO-#692252-ATW EXCAVATION & DIGGING for further information regarding requirements for excavation activities.

2.8 When parking earthmoving equipment the following is to be ensured:

- ground is even and compact;
- gears are in neutral or park position;
- blades, buckets and other attachments are lowered to the ground and securely blocked;
- park brake is locked; and
- engine stopped.

2.9 The following also applies to all relevant earthmoving equipment:

- adequate guarding in accordance with AS 4024 Safety of Machinery;
- only operate controls from within the cab, unless controls are appropriately positioned outside of cab (i.e. tipper trucks);
- to be kept in gear at all times whilst operating / moving, and is not to be allowed to coast downhill; and
- store with all implements and attachments lowered to the ground.

2.10 Any malfunction or damage to earthmoving equipment is to be reported immediately to the relevant person (i.e. supervisor, site manager), who is to arrange for the inspection / repair of the equipment by a competent person (e.g. mechanic) as soon as practicable. The earthmoving equipment is also to be tagged out with a ‘Caution – Out of Service’ tag, have its keys removed and is not to be operated until it is repaired, or until a competent person has deemed it safe for use.

3. Front-end Loaders / Excavators / Backhoes

General

3.1 Wherever possible, a level area is to be created when work is required on a steep grade. If not practicable to do so, operators are to ensure that the machine is operated slowly and that downhill movements of the boom are restricted and minimised as much as possible.

3.2 Turns are to be undertaken slowly and in a wide arc when travelling on a steep slope.

3.3 Additional controls (where relevant) include:

- drive at slow speeds to ensure adequate control;
- operators are to carry the bucket as low as possible, ensuring teeth are pointed up as vertical as possible, to maintain stability and maximise visibility;
- not to be used to hoist personnel;
- material carried in the bucket is to be secured from accidental dislodgment;
- the bucket is to face uphill at all times to avoid tipping when operating on slopes; and
- the de-clutch brake is not to be used when descending a slope.
Excavators / Backhoes

3.4 During the excavation of trenches, material is to be placed at a distance as far as practicable (i.e. minimum 600mm) from the trench, where it is not likely to subside back into trench or jeopardise the stability of the trench wall.

3.5 During excavation activities operators are to ensure that the ground beneath the machine is not undercut.

3.6 Jerky slewing movements and sudden braking are to be avoided to keep the machine stable and to minimise the probability of overloading machine components.

3.7 When excavators are used in crane mode, competent operators are to ensure the safe working capacity of the machine, and maximum side gradient during lifting, is not exceeded and is within the rated lift capacity. Only correct and certified lifting equipment, inspected as fit for use with the excavator and for the lifting task(s) is to be used.

Note: HBIRDPRO-#560726-Lifting Equipment for further information regarding the inspection, selection and use of lifting equipment.

3.8 Earthmoving machines with quick-hitch implements are not to be operated under any circumstances without the safety pin locked in position.

3.9 When ascending / descending an incline, the bucket is to be placed in a safe position to counter balance the machine.

3.10 Buckets are not to be slewed over / above personnel under any circumstances.

4. Dozers / Graders

4.1 Dozers / graders are not to be operated in unsafe locations adjacent to edges of banks, ditches, cuts or fills or near overhanging material where vibration and / or the weight of the dozer / grader may cause the edge to give way or overhanging material to fall.

4.2 Travelling across a slope is to be avoided wherever possible. If not possible, extreme caution is to be taken by operators to ensure roll over does not occur. If the machine starts to slide sideways when working across a slope, the operator is to turn the dozer / grader downhill and drop the blade carefully.

Note: This is only to be undertaken in extreme emergencies and the manufacturer’s requirements for maximum slope access are to be complied with at all times.

4.3 Dozer / grader blades are to be kept close to the ground to maintain balance when the machine is travelling around site, and in particular when travelling up a slope.

Graders

4.4 For maximum stability graders are to be:
   - operated at low speed;
   - operated with front tyres leaning toward the uphill side; and
   - operated such that the material is cast to the downhill side of the machine.
4.5 **Graders** are to be operated on as level a surface as possible when cutting high banks with the blade positioned as low as practicable to ensure stability.

4.6 Operators are to leave the edges of fill batters slightly tilted back to the centre of the fill to ensure suitable compaction and safety for roller operations.

**Land Clearing**

4.7 Where land clearing operations are undertaken, operators are to consider / ensure the following prior to commencing clearing:
- machine(s) is fitted with suitable canopy cover;
- ground slope is considered for the type of machine and methods proposed;
- wind speed and direction;
- ground cover including hazards that may be encountered such as dead / fallen trees; and
- capacity limits are not exceeded.

4.8 Prior to work commencing, operators are to ensure that falling trees will safely clear the machine and operator.

4.9 Operators are to use two-way radios to ensure communication during clearing operations.

4.10 Operators are to clear and remain aware of other personnel within the area whilst undertaking land clearing operations.

5. **Skid-Steer Loaders**

5.1 Additional controls for the operation of **skid-steer loaders** include:
- operators are to ensure safety devices to lock bucket arms in the raised position are available and used where necessary.
- are to be fitted with protective cabin screenings.

6. **Trucks / Tippers**

6.1 Prior to operation of **trucks / tippers**, the following checks are to be undertaken by the operator (minimum):
- check brakes are functioning correctly; and
- check steering is functioning correctly.

6.2 **Truck / tipper** operators are to ensure a safe distance when following other vehicles. As a minimum, one **truck / tipper** length for every 10km per hour of speed is considered a safe travelling distance.

6.3 Where practicable, **truck / tipper** are to be reversed under the direction of a signal person.

6.4 **Truck / tipper** operators are to remain cautious of any load spillage, as it may present a hazard to other personnel and / or other mobile plant / vehicle tyres.

6.5 Where **truck / tipper** are to reverse to a tip head, a protective beam, timber baulk or signal person are to be used to ensure the **truck / tipper** does not fall over the tip head edge.

6.6 A designated exclusion zone is to be implemented in the vicinity of tipper operations.

**Loading/Unloading**

6.7 The loading of **trucks / tippers** is to be in accordance with the following:
- do not access or egress the cab whilst loading is in operation.
- materials are to be loaded to ensure they do not project beyond the body of the truck.
loads are to be secured at the lowest point on the tray with ropes or chains.
- loads are to be covered where relevant.
- Safe weight of loads not to be exceeded.

Note: Please refer to HBRIDPRO-#1569746-SPS Coal Combustion Products Resource Utilisation when removing fly ash from site.

6.8 The unloading of truck / tipper is to be in accordance with the following:
- truck / tipper bodies are to be lowered before leaving the area.
- materials are only to be loaded when the surface under the truck is stable and as flat as possible to avoid roll over.
- no part of a person’s body is to be positioned under a raised truck / tipper body unless it is securely propped.

7. Tractors
- The operation of tractors is to be in accordance with the following:
  - reverse up steep slopes to reduce the risk of roll over;
  - wheels are to be set as wide apart as practicable to increase stability;
  - drive at slow speeds to ensure adequate control over unexpected hazards such as logs, ditches, rocks and uneven ground;
  - speed is to be reduced prior to turning or applying brakes. Turns are to be undertaken slowly and in a wide arc when travelling;
  - drive cautiously and in low gear when descending slopes;
  - do not mount or dismount whilst the engine is still running unless, the transmission is in neutral, or in park position and the park brake is effectively engaged;
  - when attaching equipment, only the drawbar three-point linkage or other specified hitch / mounting points are to be used;
  - weight applied to a three-point linkage is not to exceed manufacturer’s specifications.
  - prior to an obstruction being cleared, the tractor is to be stationary, the drive to the attachment disconnected and any moving parts disengaged.

Site Specific Management of Earthmoving Equipment

Inspection and Maintenance
1. Routine / preventative maintenance is to be carried out on all SCL earthmoving equipment, by the manufacturer, supplier or other qualified person, as per manufacturers’ instructions.

2. All safety features and warning devices on earthmoving equipment are to be maintained and tested regularly by a competent person.

Log Books and Register
3. Log books are to be kept with all earthmoving equipment (or other designated area), and are to be maintained by the operator(s) or another designated competent person. These log books are to contain details of all maintenance and repairs undertaken on a particular machine.

4. All SCL sites where SCL owned earthmoving equipment is kept / operated are to establish and maintain a Mobile Plant Register (SCL Form : Mobile Plant Register), which is to contain (as a guide) the identification, inspection, maintenance and repair details of all earthmoving equipment.
Training and Competency of Personnel

Where the relevant state/territory WH&S legislation requires the operator of certain earthmoving equipment to be certified, the use of such equipment is only to be undertaken either by a certified operator, or under the conditions stipulated in the relevant legislation.

All persons involved with earthmoving equipment operations are to be deemed competent to perform the various earthmoving equipment planning roles and work activities (where relevant). Operators of earthmoving equipment are deemed to have a minimum level of competence if they hold the appropriate licence(s) for the earthmoving equipment to be operated. Operator familiarisation is to be provided where relevant.

Persons are to receive training as per HB#794196 – HS023 – Earthmoving Equipment Awareness Training Rationale.

Review

This Corporate Standard is reviewed every 3 years by the H&S Systems Manager.

Links and References

HBIRDPRO#659518-Barricading and Restricted Access
HBIRDPRO#692270-ATW ELECTRICAL SAFETY
HBIRDPRO#692247-HS&E HAZARD MANAGEMENT ATW
HBIRDPRO#692252-ATW EXCAVATION & DIGGING
HBIRDPRO#560726-Lifting Equipment
HBIRDPRO#562508-Personal Protective Equipment (PPE)
HBIRDPRO#570000-Safety Signs
HBIRDPRO#560730-Motor Vehicle Safety and Usage
SCL Form: Mobile Plant Register

HB#623746 – Earthmoving Equipment Awareness Training
HB#794196 – HS023 – Earthmoving Equipment Awareness Training Rationale.

QLD Workplace Health & Safety Regulation 2008.
QLD Plant Code of Practice, 2005

AS 1636: 1996 Tractor Roll Over Protective Structures
AS 2294: 1997 Earth-moving machinery – Protective structures
AS 4024: 2008 Safety of machinery
AS/NZS 2080: 2006 Safety glazing for land vehicles
AS/NZS 2153: 1997 Tractors and machinery for agriculture and forestry – Technical means for ensuring safety
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Attachments
Attachment 1: Audit Checklist

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Attachment 1: Audit Checklist

1. Refer Word SCL Templates/Corporate Management/Audit Report Template for further explanation of Risk Levels/Root Causes.
2. Complete page 1 of the Audit Report Template when the findings are to be entered into the ARD and combine with this table.
3. Save completed document to Hummingbird/Corporate Management/Audit when used for an internal audit.

<table>
<thead>
<tr>
<th>ARD ID #</th>
<th>SHORT TITLE</th>
<th>STANDARD / OBLIGATION BEING AUDITED AND FINDING</th>
<th>RECOMMENDATIONS AND ACTIONS</th>
<th>RECOMMEND’N CLASSIFICATION</th>
<th>TARGET DATE</th>
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<th>APPROVING OFFICER</th>
<th>APPROVING GM</th>
<th>RISK LEVEL/ROOT CAUSE</th>
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<td>Log books maintained and up-to-date?</td>
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<td>SWL identified and permanently marked on equipment?</td>
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<td>Deck plates, steps and handles in good repair and free from mud, grease, oil etc.?</td>
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<td>Falling object protection, and roll-over protection fitted?</td>
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<td>The following is fitted and in good working order: seat belt(s) / restraint device?</td>
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<td>Fire extinguisher located in cab?</td>
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<td>Machine guarding is not modified or removed?</td>
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<td>All glass panels and windscreens fitted to earthmoving equipment are in accordance with AS/NZS 2080?</td>
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</table>
| +        | Earthmoving equipment that is operated on a public road is fitted with:  
  - horn?  
  - brakes?  
  - head, tail and turn signal lights?  
  - reflectors?  
  - rear-view mirror?  
  - reverse beepers? | | Please select: | | | | | | RL: | |
| +        | Appropriate PPE available/used by operators? | | Please select: | | | | | | RL: | |
| +        | Signage and barricading as relevant is available/used? | | Please select: | | | | | | RL: | |
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<td>RL: RC:</td>
</tr>
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<td>Operator familiarisation provided where relevant?</td>
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<td>All persons operating earthmoving equipment have received training as per HB#794196 – HS023 – Earthmoving Equipment</td>
<td>Please select:</td>
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### Corporate Standard
#### Earthmoving Equipment

**HB#560733**

<table>
<thead>
<tr>
<th>ARD ID #</th>
<th>SHORT TITLE</th>
<th>STANDARD / OBLIGATION BEING AUDITED AND FINDING</th>
<th>RECOMMENDATIONS AND ACTIONS</th>
<th>RECOMMEND’N CLASSIFICATION</th>
<th>TARGET DATE</th>
<th>ACTION OFFICER</th>
<th>APPROVING OFFICER</th>
<th>APPROVING GM</th>
<th>RISK LEVEL/ROOT CAUSE</th>
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<td>Awareness Training Rationale?</td>
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**Further Information:**

Completed by (print name): Date:  
Entered into ARD: Name: Signature: Date: