



# West Bay Sanitary District Code of Safe Practice

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FOR IMMEDIATE RELEASE  
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Questions or comments regarding this  
Code of Safe Practice should be directed  
to the Regulatory Compliance Coordinator.

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## Backhoe Earth Moving Equipment

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- Review and understand the manufacturer's operator and maintenance manual before operating the backhoe.
- Never leave the backhoe unattended with the engine running.
- Highly skilled and trained operators with the ability and necessary skills to operate safely shall always do operation of heavy equipment such as backhoes. Ground-based workers shall be trained in how to work safely around heavy equipment. Unsafe practices by either can create very dangerous situations and serious injury can occur.
- Trained and qualified Fleet Services employees shall only conduct repairs. Do not attempt to make repairs to the backhoe if you are not a trained and qualified Fleet Services employee.
- Call USA Alert (USA North 1-800-227-2600) at least two (2) working days before the work begins.
- Before excavation, underground utilities must be located and marked.
- Adjacent structures must be stabilized, as needed, using shoring, bracing, or underpinning techniques.
- Operators and ground personnel shall use standardized hand signals.
- Ground workers shall wear high-visibility vests.
- All backhoes shall have an automatic, operable, audible back-up warning device.
- All personnel shall wear hearing protection as needed.
- Pre-operation, check all equipment including rental equipment.
- Review and be familiar with the operator's manual and all instructions for each backhoe.
- Operators must adhere to the "three-point" rule when climbing on to or off of heavy equipment. This "rule" means having two hands and one foot, or one

hand and both feet in contact with the machine or ladder at all times. No jumping.

- Do not leave attachments in the raised position when equipment is not in use. Always lower them to the ground.
- When in operation, only one person, the operator, shall be permitted on the machine.
- Keep loading area as level as possible.
- Do not change relief valve settings.
- When operating on a slope, use caution when swinging the backhoe bucket to the downhill direction. Dump on the uphill side.
- Be sure outriggers are properly set before operating backhoe.
- Carry the loader bucket as low as possible at all times, especially when working on a hillside or backing up an incline.
- After stopping engine, turn steering wheel until the hydraulic system accumulator fails to activate the power steering.
- Travel slowly when moving over rough terrain.
- Never allow anyone to work under a raised bucket.
- Never drive too close to the edge of a ditch or excavation.
- It is unlawful to operate boom within 10 feet of high voltage power lines.
- Don't dig close to outriggers. Soft ground or sandy soil might cause cave-in.
- Be sure area is clear of personnel before lowering stabilizers or moving the boom.
- Use swing and boom locking pins when transporting the backhoe.
- Be sure to remove locking pins before operating the backhoe.
- Do not use the loader as a battering ram.
- Shift to low gear when loading downhill.
- Always discharge accumulator by operating control levers before disconnecting any oil lines and hoses. Escaping fluid under pressure can have sufficient force to penetrate the skin, causing serious personal injury. Before disconnecting lines, be sure to relieve all pressure. Before applying pressure to the system, be sure all connections are tight and that lines, pipes and hoses are not damaged. Fluid escaping from a small hole can be almost invisible. Use a piece of cardboard or wood, rather than hands, to search for suspected leaks.
- If injured by escaping fluid, see a doctor at once. Serious infection or reaction can develop if proper medical treatment is not administered immediately.

- Reduce speed before turning or applying brakes. Couple the brake pedals together when deadheading. Be sure that both wheels are braked simultaneously when making an emergency stop. Drive at speeds slow enough to ensure your safety, especially over rough ground.
- When driving out of a ditch, gully, or up a steep slope, engage the clutch slowly. Be prepared to de-clutch promptly if the front wheels rise off the ground. Use the same care if rear wheels mire in soft ground or drop into a hole. Back the unit out of these spots if at all possible.
- Never attempt to start or operate the machine except from the operator's station.
- Reduce boom lift speed when raising loaded bucket to full height.
- Avoid deadheading trailer whenever possible. Chain down boom when trailering.
- Avoid contacting outriggers with boom while digging.

## PERSONAL PROTECTIVE EQUIPMENT

Protection Area	PPE Required
Eye	Wear safety glasses with side shields or goggles when operating the backhoe and connecting and disconnecting hydraulic quick disconnect fittings.
Face	Face shield to protect the face from flying objects.
Hand	Work gloves.
Head	Hardhat.
Foot	Safety steel or composite toe safety shoes or boots.
Body	Proper protective coveralls to protect personal clothing.
Respiratory	N95 dust mask when appropriate.
Hearing	Wear earplugs or earmuffs as necessary.