



# West Bay Sanitary District Code of Safe Practice

---

FOR IMMEDIATE RELEASE  
Initial: June 01, 2012

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

---

## Tractor, Wheeled Earth Moving Equipment

---

- Review safe work practices for applicable equipment (including rental equipment) and perform pre-operational checks.
- Review and understand the manufacturer's operator's manual for this equipment.
- Never leave the machine unattended with the engine running.
- 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, should 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 low 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 (3 meters) 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. 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.
- Before digging, review Trenching and Excavation Safety guidelines.
- Avoid contacting outriggers with boom while digging.

## PERSONAL PROTECTIVE EQUIPMENT

Protection Area	PPE Required
Eye	Safety glasses or goggles meeting the ANSI Z87.1 Standard.
Face	
Hand	Work gloves.
Head	Hardhat.
Foot	Leather steel toe safety shoes or boots.

Body	
Respiratory	
Hearing	Wear earplugs or earmuffs as necessary.