

EMPLOYEE TRAINING RECORD

TRAINING TITLE BACKHOE

KEY TEACHING POINTS

SAFE OPERATING PROCEDURES

- **Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.**
- **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 operations, only one person, the operator, should be permitted on the machine.**
- **Keep loading area as level as possible. When operating on a slope, use caution when swinging the backhoe bucket to the downhill direction. Dump on the uphill side.**
- **Do not change relief valve settings.**
- **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 of high voltage power lines.**
- **Don't dig close to outriggers. Soft ground or sandy soil might cause cave-in. Avoid contacting outriggers while boom is digging.**
- **Be sure to remove locking pins before operating the backhoe. Be sure to remove locking pins before operating the backhoe.**
- **Use swing and boom locking pins when transporting the backhoe.**
- **Be sure area is clear of personnel before lowering stabilizers or moving the boom.**
- **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 declutch promptly if the front wheels rise off the ground. Use the same care if rear wheels mire in soft ground or drop into a hoe. Back the unit out of these spots if at all possible.**
- **Reduce boom lift speed when raising loaded bucket to full height.**

TEST

| QUESTION | ANSWERS | |
|---|------------------------|-------|
| | TRUE | FALSE |
| 1 Be sure outriggers are properly set before operating backhoe. | | |
| 2 When driving out of a ditch, gully, or up a steep slope, engage the clutch quickly. | | |
| 3 Shift to low gear when loading downhill. | | |
| 4 Do not use the loader as a battering ram. | | |
| 5 Never allow anyone to work under a raised bucket. | | |
| EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
| SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |

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