

 DALHOUSIE UNIVERSITY Facilities Management Bobcats or Skid-Steer Loaders Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services		Shop: Grounds and Horticulture
Hazards Identified: Improper tire inflation, working on vehicle while engine is running, inadequate training, excessive loads, pinch or jam points, bad brakes, disabled safety features, rollover,		
Personal Protective Equipment Required: Safety boots, hard hat, safety goggles or safety glasses, hearing protection, long trousers, safety gloves, sunscreen		
Training Required: Before using this type of equipment employees must be trained by a competent person in its proper use and care. The operator's manual, tool safety markings and instructions for manufacturer approved attachments must be understood and followed by the operator at all times and reviewed regularly. Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.		

Pre-Operation

1. Check all fluid levels, lubrication, parts requiring grease.
2. Lubricate, grease and top up fluid levels as required before operating Bobcat.
3. Do not smoke while refueling.

4. Ensure that you know the location of all safety features and interlock systems. Ensure they are operational.
5. Use only manufacturer approved attachments and parts.
6. Ensure that Bob-Tach levers are fully down and locked with wedges extended through attachment mounting holes.
7. Ensure the auxiliary hydraulics mode switch is on to operate hydraulic attachments.
8. Do not use attachments that you have not been trained to use.
9. Ensure that attachments are securely fastened to the loader.
10. Do not get in loader until you have put on all required PPE.
11. Know the location of underground water, electrical or gas lines.
12. Always inspect the work area for any hazards that may exist.
13. Ensure that you know about any weight restrictions that apply to the area where you will be working.
14. Do not start operation before you have fastened your seat belt and lowered the seat bar.
15. Make sure that back-up alarms are operational.

Getting On or Off the Equipment

1. Before leaving the drivers seat always:
 - a. Lower the left arms and ensure attachment is flat on the ground.
 - b. Stop the engine.
 - c. Engage the parking brake.
 - d. Raise the seat bar and move controls until both lock
 - e. Remove seat belt.
 - f. Remove the keys and take them with you to prevent unauthorized use.
2. Do not jump off the Bobcat.
3. Always use the steps, handles and the skid resistant surfaces.

Operation

1. Ensure that the work area is clear of other employees or other persons.
2. Always start the loader with steering levers and hydraulic controls in neutral.
3. Do not move steering levers with jerky motions. Move them smoothly.
4. Do not pull the steering levers back suddenly to stop the Bobcat.
5. Always make sure that you are using the correct size and type of attachment.
6. Never exceed the loaders rated operating capacity.
7. Load, unload and turn on level ground.
8. Do not travel or turn with lift arms raised, carry the load as low as possible. Just high enough to clear the ground.
9. Do not raise the lift arms and attachment over other employees.
10. Always look in the direction of travel and ensure that your visibility is good.
11. Slow down when making turns, going around corners or at any time that your visibility is restricted. STOP if necessary.
12. DO NOT carry riders.
13. Do not, under any circumstances, use the loader as a manlift.
14. Always travel up and down slopes never across a slope.
15. Always keep the bucket level when raising the lift arms.
16. With a full bucket travel up hill with the bucket point up the hill.
17. With an empty bucket keep the back of the loader pointed up hill when going in that direction.
18. Do not disable the interlock control system under any circumstances.
19. Do not modify, bypass, disable or override safety systems for any reason.
20. Do not leave the drivers seat while loader engine is running.

21. Always keep your hands and feet on the controls or footrests.
22. Do not lean out of the front of the cab.
23. Never activate the operator controls from the ground.
24. Ensure that the loader is inspected on a regular and frequent basis.
25. Ensure that all necessary repairs and maintenance are performed as scheduled or required by a competent person.
26. Do not drive on roadways any more than is necessary.
27. Always follow the manufacturer's recommendation for operation, repairs and maintenance.