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## MONITOR MACHINE INDUCTION

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MODEL :

EXCAVATOR

Note :

Excavators require WorkCover licencing.  
Exemption is only available for the following reason;

The customer is only using the machine for private, non-profit tasks on private property. (A declaration must be signed by the customer).

Warning!

This is a basic induction only, and is not designed to remove the responsibility the operator has to be fully conversant with the Operator's Manual and any site-specific requirements.....

### INTRODUCTION:

- 1) Seatbelt must be work at all times.....
- 2) Minimum age of operators is 18 years .....
- 3) Check S.W.L. of machine.....
- 4) Identify Risks and Hazards of work site;  
eg: Power lines  
Phone lines  
Service drains and / or pipes  
Obstructions etc.....
- 5) Ensure children have no access to work site .....
- 6) Operator's manual.....
- 7) Do not use in poorly ventilated or confined areas ! .....

OPERATION:

- 1) Check fuel, engine oil, hydraulic oil, coolant & battery levels .....
- 2) Check for any damage, leaks or loose fittings or components .....
- 3) Grease all grease points (daily).....
- 4) Adjust seat + fit seatbelt .....
- 5) Engine start + stop .....
- 6) Drive functions.....
- 7) Boom and tilt functions .....
- 8) Steering .....
- 9) Remote engagement valve .....
- 10) Use extreme caution on slopes (keep boom low).....
- 11) Reverse up slopes. Do not traverse steep slopes .....
- 12) Do not carry passengers .....
- 13) Expanding tracks (use for extra stability).....

ATTACHMENTS:

- 1) Use only approved attachments .....
- 2) Safe engagement of quick-hitch pins .....
- 3) Attaching hoses (relieving pressure in lines) .....
- 4) Engaging remotes (forwards and reverse) .....

TRAILER:

- 1) Loading + unloading .....
- 2) Correct load balance .....
- 3) S.W.L. of towing vehicle .....
- 4) Brakes + adjustments.....
- 5) Safety chain connection .....
- 6) Correct tie-down method .....
- 7) Safely securing all attachments.....

SERVICE:

- 1) Report any faults or service requirements to Monitor immediately before further operation .....
- 2) Flashing lights and reversing alarms must not be disconnected. Report any malfunctions immediately.....
- 3) Monitor must service the machine every 100 hrs or 3 months. Advise Monitor if the machine reaches either of these intervals. The machine can be serviced on site without any inconvenience to the hirer.....
- 4) If working under boom, ensure the bucket is on the ground with no way of the boom being able to lower any further.....

AFTER USE:

- 1) Lower boom and attachment completely onto ground.....
- 2) Remove key .....

OTHER:

- 1) Hirer's responsibilities (theft / damage / services) .....
- 2) Theft & Damage Waiver: reduces liability.....
- 3) Hire Contract Terms & Conditions.....
- 4) Monitor contact numbers for any assistance .....
- 5) Notes:

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Date: \_\_\_ / \_\_\_ / \_\_\_

Location: \_\_\_\_\_

I acknowledge I have completed the above induction and fully understand each point covered.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Employer: \_\_\_\_\_

Ph: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

The above induction was given and completed by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

