



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Standards
- b) Why Training?

2) Anatomy & Components

- a) Operator's Manual
- b) Warning Labels
- c) Interior

- i. Seat Belt
- ii. Fire Extinguisher
- iii. Emergency Exit
- iv. Controls
- v. Parking Brake
- vi. Backup Alarm
- vii. Horn
- viii. Air, Heat, Other
- ix. Visibility

d) Exterior

- i. Capacity Labels
- ii. Exterior Lights
- iii. Chassis, Frame
- iv. Rotation Bearings
- v. Track System
- vi. Track Undercarriage
- vii. Tracks
- viii. Lug & Chain Assembly
- ix. Chain Assembly
- x. Rollers
- xi. Sprockets & Idlers
- xii. Rock Guards
- xiii. Cleaning



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- xiv. Body
- xv. Protective Structures
- xvi. Couplers
- xvii. Engine Check
- xviii. Boom
- xix. Stick (Dipper)
- xx. Bucket
- xxi. Backfill or Dozer Blade
- xxii. Slings & Lifting Gear

3) Stability Principles

- a) Balance & Leverage
- b) Leverage
- c) Lifting Capacity
- d) Navigating Slopes
 - i. Moving Up a Slope
 - ii. Moving Down a Slope
- e) Ground conditions

4) Safe Operations

- a) Know Your Machine
 - i. Operator's Manual
 - ii. Mounting & Dismounting
 - iii. Ergonomics
 - iv. Personal Protective Equipment
 - v. Rigging
 - vi. Lifting Hardware
 - vii. Lifting with the Excavator
 - viii. Lifting with the Bucket
 - ix. Safe Bucket Operations
- b) Know Your Worksite
 - i. Ground & Site Conditions
 - ii. Soil Types
 - iii. Type A
 - iv. Type B
 - v. Type C
 - vi. Underground Utilities
 - vii. Daylight Conditions
 - viii. Pedestrians
 - ix. Danger Area



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x. Entering the Danger Area

xi. Traffic

c) Trenching

i. Cleaning Out Cave-Ins

ii. Avoid Undercutting

iii. Communication

iv. Hand Signals

v. Transporting the Excavator

vi. Unloading the Excavator

5) Common Hazards

a) Critical Lifts

b) Struck by Machine

c) Tip Over

d) Trenching

e) Trench Hazards

f) Working Around Power Lines

g) Maintenance Related

h) The Human Factor

i) Weather, Heat & Cold

j) Fatigue

k) Emotional & Physical Health

l) Working Conditions

6) Conclusion