

# Safe Operating Procedure Post Hole Borer

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We are located at:  
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The instructions recommended within this document apply to normal risk conditions. If the Post Hole Borer is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

## GENERAL SAFETY

- Wear safety footwear, safety gloves, hearing protection, eye protection and Hi-Vis jacket)
- The Post Hole Borer can only be operated if it is in a safe and sound operating condition and by a competent operator.
- Work sites on roads must be separated from normal traffic flow
- Post Hole Borer activity should occur in a barricaded area to avoid entry of unauthorised persons.
- Unit is best operated on firm and reasonably level ground
- Ensure adequate fresh air is available if operating in an enclosed area
- **A CHECK MUST BE MADE TO ENSURE THERE ARE NO UNDERGROUND SERVICES AT THE POINT OF THE BORE**
- The machine must not be left unattended when still operating
- Machine to be switched off before refueling

## TRANSPORT OF POST HOLE BORER

- Ensure unit is firmly tied down on transport vehicle without damaging engine and fittings

## OPERATING CONDITIONS

- Check fuel and oil levels
- Check for fuel and oil leaks. **DO NOT OPERATE UNIT IF LEAKS ARE FOUND**
- Ensure no slip/trip hazards are present in work area
- Avoid standing on loose ground
- Ensure auger lock pin is fitted correctly
- Turn on fuel valve
- Pull cord to start
- Operate drive control and ensure operating speed before starting a bore
- Bring revs to operating speed
- **USE BOTH HANDS AT ALL TIMES**
- Regularly withdraw auger from hole to clear debris
- **NEVER LEAVE POST HOLE BORER RUNNING WHILE UNATTENDED**

## SHUT DOWN PROCEDURE

- Turn off fuel valve
- Move hand throttle back to start position when engine has stopped

## INSPECTION AND MAINTENANCE

- Inspect fuel lines and tank for leaks.
- Ensure fuel valve and drive controls are functioning properly.
- Check auger bits and locking pin for damage

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

# Post Hole Borer Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Operating Risks	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Before using ensure there are no underground services at the bore position</li> <li>• Make sure auger locking pin is installed correctly</li> <li>• Operator to check for fuel leaks and replace fuel cap firmly after filling</li> <li>• Operator to ensure engine and control devices are not damaged</li> <li>• Unit is best used on firm level ground</li> <li>• Machine not to be left unattended especially when still running</li> <li>• Operator to use both hands when machine is operating</li> <li>• Regularly clear soil from auger bit to prevent jamming</li> <li>• Operator to switch off machine and fuel after use</li> <li>• Hearing protection, gloves, safety glasses, safety footwear and Hi-Vis shirt to be worn</li> </ul>	Every hire
Transporting unit	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 <b>LOW</b>	<ul style="list-style-type: none"> <li>• Machine to be lifted carefully to avoid damage to engine parts and control mechanisms</li> <li>• Machine to be firmly secured in the upright position</li> </ul>	Every hire
Burns & other injuries	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 <b>LOW</b>	<ul style="list-style-type: none"> <li>• Operator or other person to avoid touching hot engine</li> <li>• No person is to go near auger bit when machine is operating</li> </ul>	Every hire
Explosion or Fire when refueling	Operator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Machine to be switched off before re-fuelling</li> <li>• Avoid spillage especially onto hot engine parts</li> </ul> Tightly seal fuel tank cap after filling	Every hire
Slips, trips and falls	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Wear safety footwear</li> <li>• Remove obstacles from operating area</li> <li>• Use extreme care in wet conditions</li> </ul>	Every hire
Noise, fumes and dust	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Wear hearing protection</li> <li>• Ensure abundant fresh air is available when operating in enclosed work spaces</li> <li>• Wear appropriate mask if work area is dusty</li> </ul>	Every hire

## Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

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**Risk Likelihood (L)** - The likelihood of the harm occurring is evaluated on the basis of: Unlikely = 1, Possible = 2, Likely = 3

**Overall Risk** is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

**NB** This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.