



***Excavator Operators  
"Quick Hitch"  
Check Sheets***

*WORK SAFE – HOME SAFE*

# "Quick Hitch" Check

## Guidance Section

The purpose of this Checklist is to aid operators of plant which use "quick hitches" in the "checking" process when changing different types of attachments onto the hitch fitted to their machine. This checklist has been designed to allow the operator to follow a sequential series of visual and operational checks and to involve the allocated "Banksman" when undertaking such checks. The involvement of the Banksman does not allow for the transfer of Operator responsibilities

The checklist provides clear pictorial descriptions of each "type" of hitch to allow the Operator and Banksmen to recognise which type of hitch has been fitted to the respective item of plant.

**IMPORTANT!:** All Plant Operators using "quick hitches" must receive training pertinent to the hitch being used.

## Responsibilities

- The Operator is responsible for ensuring that all attachments fitted to the "quick hitch" have been fully engaged into the mechanism and is fully locked. This responsibility applies to manual, semi-automatic and automatic hitch types.
- The Operator must not use any "Quick Hitch" that he/she has not been trained on.
- The Operator must report any defects of the hitch being used to the Banksman and Site Manager and must not operate the Plant until the defect has been resolved.
- The Operator must ensure that the correct "Safety Pins" are being used and must not allow his machine to be used without them being correctly positioned (this includes any other safety pins located on the item being attached).
- The Operator must issue his/her "Banksman" with the carbon copy of the inspection sheet. The Banksman must retain all copies of the inspection
- The Banksman must NOT allow the machine to operate until he/she has been issued a Check sheet which states that a visual and operational check has been undertaken by the operator.
- The Banksman must ensure that no one is within the operating radius of the Machine when the "Operational Check" is being undertaken.
- Both Operator and Banksman must jointly inspect the attachment once the operational check has been undertaken.

## Application

- The Operator shall be issued and retain this document and upon request produce the document for inspection.
- The Operator must complete a "Quick Hitch Check" every time a new attachment is to be used. This includes using the same attachment on several occasions in the same day.
- The visual inspection **MUST** take place once the attachment has been engaged and locked in position and **NOT** prior.



# "Quick Hitch" Check

This Section must be completed by a GBM Site Manager / Supervisor overseeing the works.

## Site Details

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

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

Site Foreman \_\_\_\_\_

Appointed Person (Lifting Operations) \_\_\_\_\_

Current First Aid Person: \_\_\_\_\_

## Issue Details

Issued by: \_\_\_\_\_

Name of Operator: \_\_\_\_\_

Certification Details (e.g. CPCS 360 excavator): \_\_\_\_\_

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

Name of Employer: \_\_\_\_\_

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

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

*This booklet must be returned to the GBM Site Manager when complete or when the respective Operator has concluded his works on the project.*

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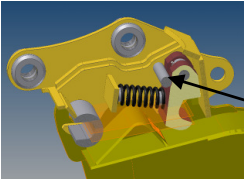
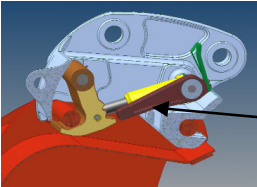
# "Quick Hitch" Check

1. Location (Specific): \_\_\_\_\_

2. Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Hrs

3. What is being attached to the Hitch?  
\_\_\_\_\_

**Type of Hitch** (Tick appropriate Box)

<p>Manual <input type="checkbox"/></p>  <p>Locking pin</p>	<p>Automatic <input type="checkbox"/></p>  <p>Blocking Bar</p>
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**Operators Visual Check** (Tick Box when inspection complete)

- I confirmed that the Hitch has been safely attached and locked in accordance with the manufacturers instruction
- I have undertaken a visual inspection and have confirmed that the mechanism has been correctly engaged and is locked in position.

**Operators Operational Check** (Tick Box when inspection complete)

- Machine has been raised and lowered three times with new attachment and a second joint inspection with the Banksman undertaken.

**Witnessed by Banksman (where appropriate)**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Operators Declaration** (Tick appropriate Box when inspection complete)

- I confirm that that I have correctly attached the item described in Section 3 above and have undertaken a visual inspection to ensure that the hitch has properly engaged and locked and is safe to use and all other safety pins where required within the whole configuration are in place:
- **The machine cannot be operated safely and has been withdrawn for operation due to the following fault:**

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_