

E265B

E305B

WORKSHOP MANUAL



All the information and data contained in this manual are based upon most recent information available at the time of its publication.

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NEW HOLLAND KOBELCO CONSTRUCTION MACHINERY S.p.A. - Product Support

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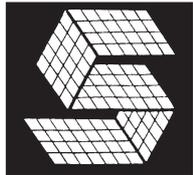
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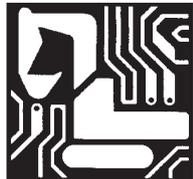
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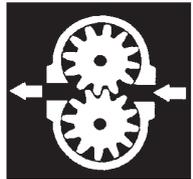
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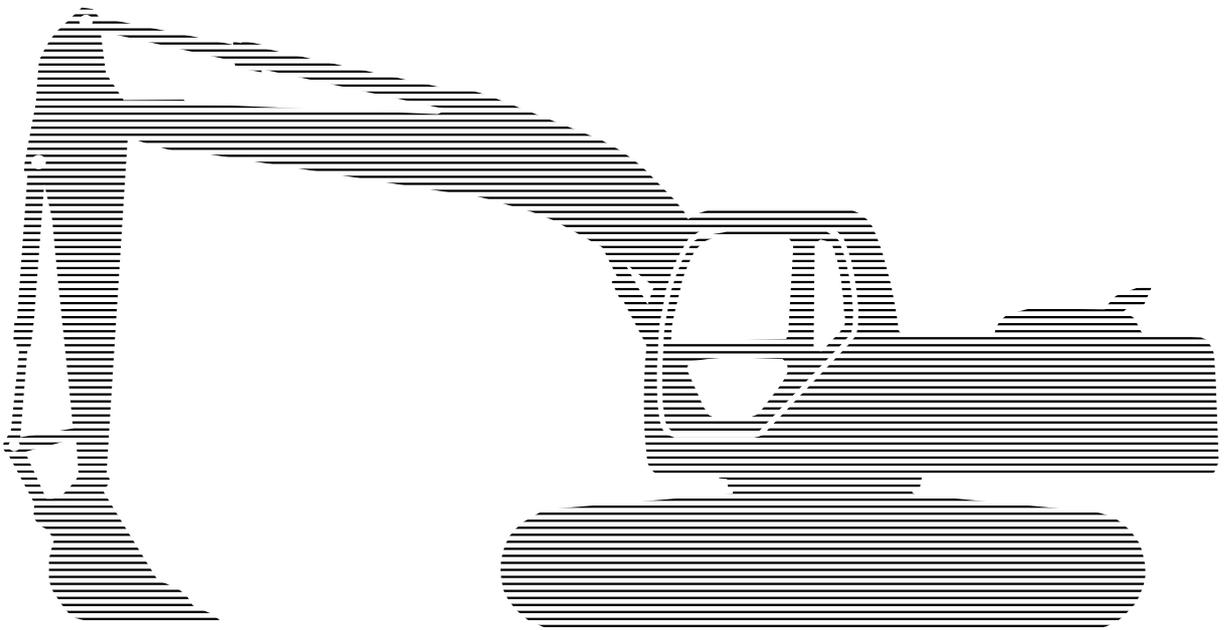
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SAFETY PRECAUTIONS



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SAFETY PRECAUTIONS

GENERALITIES

Read the Operation and Maintenance Instruction Manual carefully before starting, operating, maintaining, fuelling or servicing the machine.

Carefully read the explanation to each and all safety signs in the special section of this Manual before starting, operating, maintaining, fuelling or servicing the machine.

Machine-mounted safety plates are colour coded yellow with black borders when they refer to points where special **ATTENTION** must be paid and failure to observe them may cause a serious **DANGER** to the integrity of machine operators. They are white with red borders and black lettering when they refer to a **FORBIDDEN** practice.

It is fundamental that all machine operators know very well the meaning of each safety plate as this considerably decreases operating hazards and accidents.

Do not allow unauthorised personnel to operate or service this machine.

Do not wear rings, wrist watches, jewellery, loose or hanging garments, such as ties, torn clothing, scarves, unbuttoned or unzipped jackets that can get caught in moving parts. Wear certified safety clothes such as: hard hat, no-slip footwear, heavy gloves, ear protection, safety glasses, reflector vests, respirators every time the job requires it. Ask your employer about safety regulations in force and protective equipment.

Always keep the operator's compartment, step plates, grab-rails and handles clean and clear of foreign objects, oil, grease, mud or snow to minimise the danger of slipping or stumbling. Remove mud or grease from your shoes before operating the machine.

Do not jump on or off the machine. Always keep both hands and one foot, or both feet and one hand in contact with steps and/or grab rails.

Do not use controls or hoses as hand holds. Hoses and controls are movable parts and do not provide solid support. Besides, controls may be inadvertently moved and cause unexpected movement of the machine or its attachments.

Never operate the machine or its attachments from any position other than sitting in the driver's seat. Keep head, body, limbs, hands and feet inside the operator's compartment at all times to reduce exposure to external hazards.

Be careful of possible slippery conditions of the steps and hand rails as well as of the ground around the machine. Wear protective boots or shoes with the soles made of highly no-slip rubber

Do not leave the machine until it has come to a complete stop.

Always check height, width and weight limitations which may be encountered in the working site and ensure the machine does not exceed them.

Assess exact paths of gas ducts, water mains, telephone lines, sewers, overhead and underground electric lines and all other possible obstacles.

Such paths should be opportunely defined by competent Authorities. If necessary, require that the service is interrupted or said installations are moved prior to starting the work.

You must know the working capacity of the machine.

Define the rear upperstructure swing area and provide for opportune barriers to prevent access into it.

Never exceed machine lifting capacity.

Remain within the limits shown in the loading capacity chart which located on the machine.

STARTING

Never start or operate a failed machine. Walk all around the machine before mounting.

Before operating the machine, make sure that any possible dangerous condition has been properly removed. Before starting machine, check that steering and attachment controls are in the neutral position and the safety lever is in the LOCK position. Immediately report any malfunction of parts or systems to the maintenance managers for proper action.

Prior to starting the engine, check, adjust and lock the driver's seat for maximum riding comfort and control accessibility. Prior to operating the machine and/or its attachments, check that bystanders are outside the machine operating range. Sound the horn.

Obey all hand signals, safety indications and signs.

Due to the presence of flammable fluids, never check fuel level, refuel, charge the batteries in the presence of smoking materials, open flames or sparks.

Ensure that nobody is within the excavator operating area before starting the machine, swinging the upper structure or moving in any direction.

Adjust all rear-view mirrors for maximum visibility of the area behind the machine.

Ensure that engine speed is appropriate to the job to be carried out.

If any hydraulic control or system exhibits erratic performance or responds abnormally, have the machine checked for air in the system.

Air in these circuits may cause incorrect movements with consequent accident hazard. Refer to the Operation and Maintenance Instruction Manual about corrective action to be taken.

OPERATING

Do not run the engine of this machine in closed buildings without proper ventilation capable to remove harmful exhaust gases which concentrate in the air.

Keep the operator's compartment free of foreign objects, especially if not firmly secured. Never use the machine to transport objects, unless proper securing points are provided.

Do not carry riders on the machine. Study and familiarise with escape routes alternative to normal exit routes. For your personal safety, do not climb on or off the machine while it is in motion.

Make sure that bystanders are clear of the machine operating range before starting the engine and operating the attachment. Sound the horn.

Obey all hand signals, safety indications and signs.

When backing, always look to where the machine is to be moved.

Be alert of the position of bystanders. Should someone enter the work area, stop the machine. Maintain a safe distance from other machines or obstacles to ensure required visibility conditions.

Always give way to loaded machines.

Maintain a clear vision of the surroundings of the travel or work area at all times. Keep cab windows clean and repaired.

When pulling loads or towing through a cable or chain, do not start suddenly at full throttle. Take-up slack carefully. Avoid kinking or twisting chains or cables.

Carefully inspect the towing items for flaws or problems before proceeding. Do not pull through a kinked chain or cable as the high anomalous stresses existing in this condition may induce failures in the kinked portion.

Always wear heavy gloves when handling chains or cables.

Chains and cables should be securely anchored using suitable hooks. Anchor points should be strong enough to withstand the expected load.

Keep anyone clear of anchor points and cables or chains.

Do not pull or tow unless the operator's compartments of the machines involved are

properly protected against possible backlash in case of cable or chain failure or detachment.

Be alert of soft ground conditions close to newly constructed walls. The fill material and machine weight may cause the wall to collapse under the machine.

In darkness, check area of operation carefully before moving in with the machine. Use all lights provided. Do not move into low visibility areas.

If the engine tends to slow down and stall for whatever reason under load or at idle, immediately report this problem to the maintenance managers for proper action.

Do not operate the machine until this condition is corrected. Regularly check all exhaust system components, as exhaust fumes are toxic for the operator.

Operators must know the performance of the machine they are driving. When working on slopes or near sudden level drops in the terrain, pay attention not to lose adherence and avoid loose soft ground since overturn or loss of machine control could result.

If noise level is high and exceeds 90 dB (A) over 8 hours at the operator's ear, wear approved ear protection in compliance with local regulations.

Do not operate the machine if you are extremely tired or feel ill. Be especially careful towards the end of the working shift.

Where removable counterweights are provided, do not operate the machine if they have been removed.

When operating the machine, keep in mind height limits of overhead doors, arches, overhead cables and lines as well as width limits of corridors, roads and narrow passages.

Also, get to know load limits of the ground and paving type of the ramps you are to work on.

Beware of fog, smoke or dust that obscure visibility.

Always inspect the working area to identify potential risks such as: inclines, overhangs, trees, demolition rubble, fires, ravines, steep slopes, rough terrain, ditches, crowns, ridge trenches, diggings in traffic areas, crowded parking lots, crowded service areas, fenced zones. In such conditions, proceed with extreme care.

Whenever possible, avoid crossing over obstacles such as very rough terrain, rocks, logs, steps, ditches, railroad tracks.

When obstructions must be crossed, do so with extreme care and at a square angle, if possible. Slow down.

Ease up to the break-over point, pass the balance point slowly and ease down the other side also using the attachment, if necessary.

To overcome deep trenches or sinking ground, place the machine perpendicular to the obstacle, drastically reduce ground speed and start crossing using also

the attachment if necessary, only after assessing that ground conditions allow the traverse safely and without risks.

The gradient you may attempt to overcome is limited by factors such as ground conditions, load being handled, machine type and speed, and visibility. There is no substitute for good judgement and experience when working on slopes.

Avoid operating the attachment too close to an overhang or high wall, either above or below the machine. Beware of caving edges, falling objects and landslides. Remember that such hazards are likely to be concealed by bushes, undergrowth and such.

Avoid bushes, logs and rocks. Never drive over them, nor over any other surface irregularities that discontinue adherence or traction with the ground, especially near slopes or drop-offs.

Be alert to avoid changes in adherence conditions that could cause loss of control. **Work with extreme care** on ice or frozen ground and on stepped slopes or near drop-offs.

The word "bulldozing" generally refers to work in virgin rough terrain, characterised by the presence of all the perils and risks listed above. We emphasise the danger represented in these conditions by large tree limbs (possibly falling on the machine) and large roots (which may act as a leverage under the machine when up-rooted and cause the unit to overturn).

Position the machine dependent upon the loading and unloading areas in order to swing leftwards to load to obtain best visibility.

Never use the bucket or attachment as a man lift or carry riders. Never use the machine as a work platform or scaffolding. The machine must not be improperly used for works not consistent with its features (such as pushing railway cars, trucks or other machines).

Always pay attention to people within the machine operating range.

Never move or stop the bucket, other loads or the attachment above ground personnel or truck cabs.

Ensure the truck driver is in a safe place before loading the truck.

Load trucks from side or rear.

Use only the type of bucket recommended considering machine type, materials to be handled, material piling up and loading characteristics, ground type and other typical conditions of the work to be performed.

When transporting a loaded bucket, keep it as rolled-back as possible. Keep boom and arm as low as possible.

Ground speed should be adequate to the load and ground conditions.

The load must always be properly arranged in the bucket; move with extreme care when transporting oversized loads.

Do not lift and move the bucket overhead where persons are standing or working, nor downhill when working on a slope as this would decrease machine stability. Load the bucket from the uphill side.

Loads to be raised using the machine should be exclusively hooked to the hitch specially provided.

The excavator is no lifting and transportation means, therefore it should not be used to position loads accurately. Should it be exceptionally used to lift and lay building components, special caution must be taken as follows:

- The machine must be equipped compulsorily with the appropriate variant provided upon request.
- Secure the loads to be raised using cables or chains fastened with appropriate hooking mechanisms.
- Nobody should be allowed to remain under the raised load or within the excavator operating range for any reason whatever.

Never exceed specified loading capacity. Incorrect fastening of slings or chains may cause boom/arm failure or failure of the lifting means with consequent bodily injuries and even death.

Always ensure that slings and chains used for lifting are adequate to the load and in good condition.

All loading capacities are referred to the machine on a level surface and should be disregarded when working on a slope.

Avoid travelling across slopes. Proceed from uphill downhill and vice-versa. If machine starts slipping sideways when on a slope, lower the bucket and thrust bucket teeth into the ground.

Working on slopes is dangerous. Grade the working area if possible. Reduce work cycle time if it is not possible to grade the working area.

Do not move full bucket or a load from uphill downhill as this would reduce machine stability. Do not work with the bucket turned to the uphill side.

Do not work with the bucket turned uphill as counterweights protruding downhill would reduce machine stability on the slope and increase risk of overturning.

We recommend to work on slopes with the bucket downhill, after checking machine stability with the bucket empty and attachment retracted, by slowly swinging the upper structure by 360°.

Position the carriage at a right angle relative to slopes, hanging walls, etc. to exit the working area easily.

Standard use, provides for the travel controls at the front and travel motors at the back. Should travel

motors be positioned at the front with regard to the actual travel direction. Remind relative to travel direction that controls are reversed.

Always check travel motor position before moving off.

Properly judge ground conditions with particular attention to consistency of the area you are going to work on.

Keep the machine sufficiently far from the ditch edge.

Never dig under the machine.

Should it be necessary to dig under the machine, always ensure that digging walls are opportunely propped up against landslide to prevent the machine from falling into the trench.

Do not swing the upperstructure, raise the load or brake abruptly if not required. This may cause accidents.

Prior to beginning the work near gas distribution mains or other public utilities:

- Contact the company owner of the gas mains or its nearest branch before starting the work. Look up the number in the telephone directory.
- Define together which precautions should be taken to guarantee work safety.
- Decrease work speed. Reaction time could be too slow and distance evaluation wrong.
- When working near gas mains or other public utilities installations, appoint a person in charge of signalling duties. This person will have the responsibility of observing the machine, any part of it and/or the load approaching the gas mains from a standpoint more favourable than the Operator's. This signal man (flag-man) must be in direct communication with the Operator and the Operator must pay undivided attention to the signals supplied.
- The gas distributing Company, if previously advised and involved in the work, as well as machine Operator, Owner and/or any natural person or legal entity having rent or leased the machine or being responsible at the time by contract or by law, are liable for the adoption of the necessary precautions.

Working near electric lines can be very dangerous, therefore some special precautions must be observed.

Within this Manual, "work near electric lines" means when the attachment or load raised by the excavator (in any position) may reach the minimum safety distance established by local or international Safety Regulations.

To work without risks, keep maximum possible distance from electric lines and never trespass minimum safety distance.

- Contact the Company owner of the electric lines or its nearest branch before starting the work.

- Look up the in the telephone directory.
- Define together with the Company representative which precautions should be taken to guarantee work safety.
- All electric lines should be considered as operative live lines even though it might be well known that the line in question is out of work and visibly connected to the ground.
- The Electric Power Company, if previously advised and involved in the work, as well as machine Operator, Owner and/or any natural person or legal entity having rent or leased the machine or being responsible at the time by contract or by law, are liable for the adoption of the necessary precautions.
- Decrease work speed. Reaction time could be too slow and distance evaluation wrong.
- Warn all ground personnel to keep clear of the machine and/or load at all times. If the load has to be guided down for laying, consult the Electric Power Company to know which precautions should be taken.
- Appoint a person in charge of signalling duties. This person will have the responsibility of observing the machine, any part of it and/or the load approaching the electric lines from a standpoint more favourable than the Operator's. This signal man (flag-man) must be in direct communication with the Operator and the Operator must pay undivided attention to the signals supplied.

When working in or near pits, in ditches or very high walls, check that the walls are sufficiently propped up to avoid cave-in hazards.

Pay the utmost attention when working near overhang walls or where landslides may take place. Make sure that the support surface is strong enough to prevent landslides.

When digging, there is the risk of cave-ins and landslides.

Always check ground conditions and conditions of the material to be removed. Support everywhere it is required to prevent possible cave-ins or landslides when:

- Digging near previous trenches filled with material.
- Digging in bad ground conditions.
- Digging trenches subject to vibration from railroads, working machines or highway traffic.

STOPPING

When the machine is to be stopped for whatever reason, always check that all controls are in the neutral position and that the safety lever is on the lock position to guarantee risk-free start-up.

Never leave the machine unattended with the engine running.

Prior to leaving the driver's seat, and after making sure that all people are clear of the machine, slowly lower the attachment until resting it safely to the ground. Retract possible auxiliary tools to the closed safety position.

Check that all controls are in the neutral position. Move engine controls to the shut-down position. Switch off the key-start switch. Consult the Operation and Maintenance Instruction Manual.

Park the machine in a non-operating and no-traffic area. Park on firm level ground. If this is not possible, position the machine at a right angle to the slope, making sure there is no danger of uncontrolled sliding.

If parking in traffic lanes cannot be avoided, provide appropriate flags, barriers, flares and other signals as required to adequately warn the oncoming drivers.

Always switch off the key-start switch before cleaning, repairing, or parking the machine to prevent accidental unauthorised start-up.

Never lower the attachment or auxiliary tools other than from sitting in the operator's seat. Sound the horn. Make sure that nobody is within the machine operating range. Lower the attachment slowly.

Securely block and lock the machine every time you leave it unattended. Return keys to the safe place previously agreed upon. Perform all necessary operations for stopping as detailed in the Operation and Maintenance Instruction Manual.

Drive the machine far from pits, trenches, rocky hanging walls, areas with overhead electric lines, and slopes before stopping it at the end of the working day.

Align the upperstructure to the tracks in order to allow to easily get on and off the driver's compartment.

Move all controls to the position specified for machine stopping. Refer the Operation and Maintenance Instruction Manual.

Never park on an incline without accurately blocking the machine to prevent unexpected movement.

Follow stopping instructions contained in the Operation and Maintenance Instruction Manual.

MAINTENANCE

GENERALITIES

Carefully read the Operation and Maintenance Instruction Manual before starting, operating, maintaining, fuelling or servicing the machine in any manner.

Read all safety plates mounted on the machine and observe instructions they contain before starting, operating, repairing, fuelling or servicing the machine.

Do not allow unauthorised personnel to repair or service the machine.

Follow all recommended maintenance and service procedures.

Do not wear rings, wrist watches, jewellery, loose or hanging garments, such as ties, torn clothing, scarves, unbuttoned or unzipped jackets that can get caught in moving parts. Wear certified safety clothes such as: hard hat, no-slip footwear, heavy gloves, ear protection, safety glasses, reflector vests, respirators when required. Ask your employer about safety regulations in force and protective equipment.

Do not use controls or hoses as hand holds. Hoses and controls are movable parts and do not provide solid support. Besides, controls may be inadvertently moved and cause unexpected movement of the machine or its attachments.

Do not jump on or off the machine. Always keep both hands and one foot, or both feet and one hand in contact with steps and/or grab rails.

Never service the machine with someone sitting in the driver's seat, unless this person is an authorised operator assisting in the maintenance being carried out.

Keep the operator's compartment, step plates, grab rails and handles clear of foreign objects, oil, grease, mud or snow to minimise the danger of slipping or stumbling.

Clean mud or grease from your shoes before climbing on the machine or driving it.

Never attempt to operate the machine or its attachments from any position other than sitting in the operator's seat.

Keep the driver's seat free from foreign objects, especially if these are not secured.

Should it be necessary to move the attachment for maintenance purposes, do not raise or lower the attachment from any other position than sitting in the operator's seat. Before starting the machine or moving its attachment, sound the horn and require that nobody remains near the machine.

Raise the attachment slowly.

Always lock all moving components or parts of the machine that must be lifted for maintenance purposes using adequate external means as required by local and national regulations. Do not allow anyone to pass or stay near or below a raised attachment. If you are not absolutely sure about your safety, do not stay or walk under a raised attachment.

Do not place head, body, limbs, hands, feet or fingers near articulated cutting edges deprived of the necessary guards, unless they are suitably and safely locked.

Never lubricate, repair or adjust the machine with the engine running, except when this is specifically required by the Operation and Maintenance Instruction Manual.

Do not wear loose clothing, jewellery near rotating parts.

When service or maintenance require access to areas that cannot be reached from the ground, use a ladder or step platform conforming to local or national regulations to reach the working area. If such means are not available, use machine grab rails and steps. Always perform all service or maintenance work with the greatest care and attention.

Shop and/or field service platforms or ladders should be manufactured and maintained in accordance with local or national safety regulations in force.

Disconnect batteries and label all controls to warn that service work is in progress, according to local and national safety regulation requirements.

Block the machine and all attachments to be raised according to local and national safety regulation requirements.

Do not check or fill fuel tanks or install batteries near burning or smoking materials and open flames due to the presence of flammable vapours.

The fuel filler pipe nozzle must be constantly kept in contact with the filler neck and this even before fuel starts flowing in. Keep this contact from the beginning to the end of the fuelling operation to avoid possible generation of sparks due to static electricity.

Use a truck or trailer to haul a failed machine. Should it be necessary to tow it, provide for suitable danger signals as required by the local norms and regulations and observe recommendations given in the Operation and Maintenance Instruction Manual. Load/unload the machine on firm level ground providing safe support to the wheels of the truck or trailer. Use strong access ramps, with adequate height and angle. Keep the trailer flatbed free of mud, oil or slippery materials. Tie the machine securely to the trailer and block carriages and upperstructure.

Never align holes or slots using your fingers; always use appropriate aligning tools.

Remove all sharp edges and burrs from re-worked parts.

Use only approved and effectively grounded auxiliary power sources for heaters, battery chargers, pumps and similar equipment to reduce electrical shock hazard.

Lift and handle heavy components using hoisting devices of appropriate capacity. Ensure the parts are supported by appropriate straps and hooks.

Use lifting eyes provided to this aim.

Pay attention to bystanders near the lifting area.

Never pour gasoline or diesel fuel into open containers. Never use gasoline, solvents or other

flammable fluids to clean parts. Use proprietary certified non-flammable, non-toxic solvents only.

When using compressed air to clean parts, wear safety glasses with side shields. Limit pressure to max. 2 bars, in accordance with local and national safety regulations in force.

Do not run the engine of this machine in closed buildings without proper forced ventilation capable to remove toxic exhaust gases concentrating in the air.

Do not smoke, nor allow open flames or sparks nearby while refuelling the unit or handling highly flammable materials.

Do not use open flames as light sources to look for leaks or inspect anywhere on the machine.

Make sure that all mechanical tools provided are in good condition at all times. Never use tools with mushroomed or damaged heads. Always wear eye protections with side shields.

Move with extreme care when working under, on or near the machine or its attachments.

In case of attachment tests during which the engine should be kept running, a qualified operator must sit in the driver's seat at all times while the mechanic is at work.

Keep hands and clothes far off moving parts.

Stop the engine and move the safety lever to the lock position before starting adjusting or repairing an assembly.

Do not carry out any work on the attachment without prior authorisation. Observe maintenance and repair procedures.

In case of field service, move the machine to level ground and block it. If work on an incline cannot be avoided, securely block the machine and its attachments. Move the machine to level ground as soon as possible.

Do not twist chains and cables. Never use a twisted chain or cable for lifting or pulling. Always wear safety gloves to handle chains or cables.

Be sure chains and cables are firmly fastened and that the anchor point is strong enough to withstand the expected load.

Keep all bystanders clear of the anchor point, cables or chains. **Do not pull or tow unless the operator's compartments of the machines involved are fitted with proper guards against cable or chain backlash.**

Keep the maintenance area clean and dry at all times.

Clean immediately all water and oil spillage.

Do not pile up oily or greasy rags as they represent a major fire hazard. Always store them in closed metal containers.

Before starting the machine or its attachment, check, adjust and lock the operator's seat. Also ensure that nobody is within the machine or attachment



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