



Conduct
**BACKHOE /LOADER
OPERATIONS**

Participants Notes

for unit

RIIMPO319A Conduct backhoe loader operations



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Code of Practice

This Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of education and training services by Australian Training Management Pty Ltd abn 04 093 634 345, a Registered Training Organisation registered in Western Australia by the Training Accreditation Council.

PROVISION OF TRAINING AND ASSESSMENT SERVICES

Australian Training Management Pty Ltd has policies and management practices which maintain high professional standards in the delivery of training and assessment services, and which safeguard the interests and welfare of trainees and/or clients. Our objective is to foster a learning environment that is conducive to the success of trainees.

We will ensure that staff who provide training and assessment have competence at least to the vocational qualification level for which training and assessment is being given and to use methods and materials appropriate to the learning and assessment needs of trainees. Australian Training Management Pty Ltd ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of trainees, and it provides training for our staff as required. Our organisation is committed to access and equity principles and processes in the delivery of its services.

Trainers constantly monitor the progress of trainees and ensure that assessments are conducted in a manner that meets the endorsed components of the relevant Training Package(s) and/or accredited courses.

ISSUANCE OF QUALIFICATIONS

Nationally recognised Qualifications and Statements of Attainment are issued to trainees who meet the required outcomes of a Qualification or unit of competency in accordance with all appropriate National Guidelines. Australian Training Management Pty Ltd recognises the Qualifications and Statements of Attainment issued by other registered training organisations under the principle of mutual recognition.

Persons who are not yet competent to the standard required by the endorsed Training Package Unit of Competence for the issue of a Statement of Attainment for mobile equipment operations will, if deemed competent at least to the minimum national standards for operators of load-shifting equipment, be issued with a Certificate of Competence to the NOHSC7019 competence standard.

MARKETING OF TRAINING AND ASSESSMENT SERVICES

Australian Training Management Pty Ltd markets and advertises its products and services in a fair and honest manner. The organisation accurately represents recognised training products and services to prospective trainees and clients.

Trainees and clients are provided with full details of conditions in any contractual arrangements with the organisation, and no false or misleading comparisons are drawn with any other training organisation or qualification.

We will obtain written permission from a trainee or client before using their name or information about them in any marketing materials.

FINANCIAL STANDARDS

A fair and equitable refund policy is made available to all trainees and clients.

The contractual and financial relationship between the trainee/client and the organisation is fully and properly documented and copies of the documentation are made available to the trainee/client. Documentation includes the rights and responsibilities of trainees; costs of training and assessment services and issuance of Qualifications; payment arrangements and any other matters that place obligations on trainees or clients.

Trainees and clients who make advance payment of training fees will receive a refund of fees for services not provided. No refund will apply to resources once supplied.

PROVISION OF INFORMATION

Accurate, relevant and up-to-date information is given to prospective trainees and clients before either party enters into written agreements. Information provided is regularly reviewed to ensure its accuracy and relevance.

SUPPORT SERVICES

As a safe training organisation, Australian Training Management Pty Ltd provides adequate protection for the health, safety and welfare of trainees and, without limiting the ordinary meaning of the word, includes adequate and appropriate support services in terms of academic and personal counselling.

GRIEVANCE MECHANISM

The organisation ensures that trainees and clients have access to a fair and equitable process for dealing with grievances and provides an avenue for trainees to appeal against decisions which affect their trainees' progress. Every effort is made by our organisation to resolve trainees'/clients' grievances internally. Australian Training Management Pty Ltd will participate in mediation if ever that should be required.

RECORD KEEPING

Complete and accurate records are maintained of the attendance and progress of trainees. Financial records that reflect all payments and charges and the balance due are maintained, copies of which are available on request.

QUALITY CONTROL AND CONTINUOUS IMPROVEMENT

The management and staff at Australian Training Management Pty Ltd seeks feedback from our trainees and clients on their satisfaction with services they have received and seeks to improve its services in accordance with their expectations.

PETER LEWIS

Managing Director

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SAMPLE

FROM THE AUTHOR

This learning resource has been designed to be used in your training and to share with you the finer points of safely and efficiently operating your machine. It should be read in conjunction with the machine manufacturers operation and maintenance handbook.

Possibly, you may already have some experience in the operation of the machine. If so, then it is hoped that you might find ways of enhancing your operations.

For those who have little or no experience on the machine you will gain much benefit from the information provided.

The competencies addressed align to both the Workcover Australia NOHSC 7019 standard, the minimum national standard for users of load-shifting equipment, and those identified in Training Packages endorsed by the Australian National Training Authority. As such a successful outcome of this training is the awarding of a nationally recognized Statement of Attainment bearing the Nationally Recognised Training logo.

After discussing these necessary safety standards and procedures, you will learn how to perform the recommended pre-start inspection as outlined by the manufacturer of this machine. Later you will be asked to complete an inspection for your assessor.

Your trainer will also demonstrate to you the correct operating techniques applicable to your operating conditions.

Please note, that the operating techniques outlined in this resource are basic. Skill and technique develop as you gain knowledge of, experience with and confidence in the machine and its capabilities.

We trust that you will enjoy learning to use this machine. If you have any concerns please do not hesitate to speak with your trainer.

Remember - Work Safe.

About the Author

PETER LEWIS
Managing Director, Australian Training Management Pty Ltd
(Grad Cert Ed, Dip Ed, TAA, WorkSafeWA assessor)

Peter has over 35 years of hands on experience in the civil construction and mining industries working as a final trim grader operator, construction assessor and trainer. A highlight in his career has been his appointment as 'Operator Trainer' for the Caterpillar dealerships in Western Australia.

Along with his wife Susan, Peter established Earthmoving Industry Training Services in 1989. Now, as owners of Australian Training Management Pty Ltd, they remain passionate about developing the skills and expertise needed to ensure the continued success of the civil infrastructure and mining industries.



TRAINING AND ASSESSMENT ARRANGEMENTS

Classroom and In-field Instruction

Used in conjunction with formal training by a course facilitator, this program commences by introducing you to the equipment through classroom training, gradually migrating to hands-on operation of the machine.

After discussing the necessary standards and safety procedures, your trainer will show you how to perform the recommended pre-start inspection as outlined by the manufacturer of this machine. Later you will be asked to conduct an inspection for the assessor.

Your trainer will also demonstrate the correct operating techniques applicable to on-site conditions. Please note, that the operating techniques outlined in this manual are basic. Skill and technique development as operators gain knowledge, experience and confidence in the machine and its capabilities.

Assessment

Employers are required to ensure that those who use load-shifting equipment are competent. That employers and training providers conduct programs such as this to enable operators to complete formal assessment processes and qualify for the issue of a 'Certificate of Competency' or 'Statement of Attainment'.

The assessment is conducted by a Workplace Assessor and incorporates:

- A knowledge assessment, and
- A performance assessment

To demonstrate competence candidates will be asked a minimum number of questions from the standard assessment document. Thereafter, they are given the opportunity to demonstrate their understanding of the required procedures during the performance assessment.

Where a candidate demonstrates the minimum level of competence required, a 'Certificate of Competency' will be issued. If, for any reason, a person is not yet competent, a reassessment can be scheduled after you have had sufficient opportunity to develop the required competencies.

Appealing an assessment outcome

Australian Training Management Pty Ltd provides the avenue for you to appeal the outcome of your assessment if you so desire. Please first discuss any concerns you may have with your instructor or contact:

Peter Lewis
Managing Director
Australian Training Management Pty Ltd.

Ph 08 9274 1277
Email peter.lewis@australiantraining.com.au

Recognition of Prior Learning (RPL)

RPL recognises what you may have already learned from;

- Other courses
- Life experience, and
- Work experience

and measures it against what you are being asked to learn now.

If what you have learned at work or elsewhere is relevant to the course, you may not have to do those parts of the course again. If you think you might be eligible for RPL please feel free to discuss this with your instructor.

COMPETENCY STANDARDS

NOHSC7019 Competency Standard

The NOHSC7019 competency standard outlines the minimum requirements for the issue of a Certificate of Competence for users of load-shifting equipment.

The standard addresses the following elements:

- Conduct routine checks
- Check controls and equipment
- Plan the work
- Do the work
- Shut down equipment
- Secure the site

Resources and Infrastructure Training Package Competency Standard

The nationally endorsed Resources and Infrastructure Training Package contains the Units of Competence relevant to front end loader operations. Whilst the units have primary application to the civil construction and mining industries they can be contextualised for other industries. Not-with-standing, it is often not possible for a person using the machine for other applications to demonstrate competence in all of the required *Critical Aspects of Evidence* as outlined in the units *Evidence Guide*. It is for this reason that Australian Training Management Pty Ltd will often only issue a Certificate of Competence to the lesser NOHSC7019 minimum national competence standard.

The Elements to be addressed in these endorsed Units of Competence include;

1. Plan and prepare
2. Conduct machine pre-operational checks
3. Operate backhoe / loader
4. Attach, secure, lift, carry and place materials
5. Select, remove and fit attachments
6. Relocate backhoe / loader
7. Carry out machine operator maintenance
8. Clean up

RII Performance Criteria

The Performance Criteria listed below will be addressed in the learning resource.

Section 1. Plan and prepare

In this Section the learning resource will address things that should be considered when planning and preparing for operations, including;

- Compliance documentation
- Work instructions
- Safety requirements
- Signage requirements
- Tools and equipment
- Environmental protection requirements

Section 2. Conduct machine pre-operational checks

In this Section the learning resource will address the inspection and checks that should be carried out in preparation for operating the machine, including;

- Pre-start, start-up, park and shutdown procedures
- Checks of controls and functions, including implements or other attachments
- Check of brakes and maneuverability if applicable
- Rectification or reporting of any faults

Section 3. Operate backhoe / loader

In this Section the learning resource will address the basic operation of the machine, including;

- Identifying hazards
- Safe techniques to minimize risk
- Operating techniques for optimum control
- Reference to work instructions

Section 4. Attach, secure, lift, carry and place materials

In this Section the learning resource will address the application of the machine, including;

- Communication
- Establishing load weights
- Use of slings and lifting gear
- Operation of the machine to move the load safely and efficiently
- Hand signals

Section 5. Select, remove and fit attachments

In this Section the learning resource will address the attachment and use of machine attachments, including;

- Fitting and testing security of attachments
- Use of fork and materials handler jib attachments
- Removal and storage of attachments

Section 6. Relocate backhoe / loader

In this Section the learning resource will address requirements for relocating the machine, including;

- Movement between work sites using gazetted roads
- Preparing the machine for transporting on a float

Section 7. Machine maintenance

In this Section the learning resource will address the maintenance of the machine, including;

- Positioning for maintenance
- Inspection and fault finding
- Removal of defective parts
- Daily maintenance tasks

Section 8. Clean up

In this Section the learning resource will address clean up requirements, including;

- Disposal / recycle of waste material
- Cleaning and storage of plant and tools

SAMPLE

SECTION 1. PLAN AND PREPARE

In this Section the learning resource will address things that should be considered when planning and preparing for operations, including;

- 1.1. Compliance documentation
- 1.2. Work instructions
- 1.3. Safety requirements
- 1.4. Signage requirements
- 1.5. Tools and equipment
- 1.6. Environmental protection requirements

1.1 Compliance Documentation

Prior to commencing operations the operator has the responsibility to ensure that they have obtained and correctly interpreted any compliance documentation relevant to their operations. These may include;

- Legislative requirements
 - Occupational Health and Safety Acts and Regulations
 - Mines Regulations
 - Certification and licensing requirements
- Organisational requirements
 - Site requirements and procedures
 - Permit to operate, including Worksafe permits
 - Isolation and tagging
 - Maintaining designated exclusion zones
 - Excavation permits
 - Working in proximity to power lines
- Manufacturer's guidelines and specifications
 - Machine operation and maintenance manuals
- Codes of Practice
 - Excavation
 - Fatigue management
 - Manual handling

The following is a summary of key aspects of the relevant compliance documentation available in most civil construction and mining organisations.

Legislative Requirements: Duty of Care

Operators have a responsibility to confirm details of the tasks with relevant personnel and to be informed as to any Regulatory requirements that must be complied with.

Under statute law in Australia, employers and employees have a legal obligation to ensure that no-one is put at risk whilst at work. They must exercise their 'duty of care' to ensure their own safety and the safety of those on, or even passing by, the work area.

To fully understand their obligations operators should refer to the Occupational Health and Safety Act and Regulations. As a quick overview, however, the Regulations state that:

Employers must;

- Provide systems of work that limit an employee's exposure to a hazard.
- Ensure that operators are trained and competent to undertake the work they ask them to perform.

Operators must do whatever is necessary in order to;

- Ensure the health and safety while at work of:
 - Themselves
 - Fellow workers
 - Members of the public
- Comply with health and safety instructions and training given in the use of safety and personal protective equipment provided.

Licensing and Certification Requirements

Some rubber tyred machines can be driven on roadway, however it should be stressed that the driver must have a current Motor Vehicle Drivers Licence (MVDL) endorsed for the particular class and size of vehicle. The following table identifies the class of MVDL required for the various machines.

'C' Class	required for load-shifting equipment up to 4,500kg
'LR' Class	required for load-shifting equipment between 4,500 and 9,000kg
'MR' Class	required for load-shifting equipment between 9,000 and 15,000kg
'HR' Class	required for load-shifting equipment over 15,000kg

The machine itself must be licensed or permitted to travel in the intended areas, checked over for safety and prepared in the way specified in the manufacturer's hand book prior to transport.

All traffic regulations must be observed. It is illegal to drive any machine on a public road after the hours of daylight without a permit. The use of any width machine on a public roadway requires the carriage of a valid permit issued by the Commissioner of Police and an escort vehicle must be in attendance where necessary.

Attachments must be raised high enough to clear the roadway when travelling, yet not so high as to restrict forward vision. Any attachments must be lowered to the ground before the operator exits the operator's compartment

Some job sites have further requirements for licensing and certification of operators. It is therefore a requirement to refer to the Safety Policies and Procedures for operations on each site.

1.2 Work Instructions

Site Specific Rules and Procedures

Prior to operating on any site, an operator must find out if there are any on-site rules and procedures that must be adhered to during the course of the work.

Rules provide limits of operation whereas procedures provide the method of operation.

Examples of where operators need to look for site rules include:

- Safety Management Plans (SMP)
- Traffic Management Plans (TMP)
- Environmental Management Plans (EMP)
- Job Hazard Analysis (JHA) and Risk Assessments
- Safe Work Procedures / Safe Work Instructions (SWP / SWI)

Always seek the assistance of the supervisor to determine if any site rules apply to the work that are required to carry out.

Permits

Operator Certification

Under Mines Regulations the mine manager must approve all persons who operate machinery on the mine. This process is controlled through the Permit to Operate system.

Whilst the civil construction industry does not have the same regulated requirements, prudent managers and safety professional are including standards in their Safety Management Plans for operators to have recognized certification. This is evidenced by the issue of a Certificate of Competency to the WHSC7019 standard, or a Statement of Attainment to a relevant Unit of Competence.

Verification of Competence (VoC)

Many sites are now also requiring that an operator undertake a Verification of Competence (VoC) assessment to ensure that the skills and knowledge that initially established evidence of competence have been retained by the operator.

It should be noted that a VoC *cannot* be performed unless competence has first been determined through formal assessment by a qualified assessor.

Permits to Work

Permits that may be required for different types of work may include;

- Clearing vegetation
- Excavation
- Working near power lines

Operators should not expect that all rules and procedures related to their specific duties will have been explained during site specific inductions.

It is therefore the operator's responsibility to consult with site supervisors and other experienced operators currently working on site performing the same work to determine if there are any rules and procedures that impact the intended activities.

Isolation and Tagging Procedures

Whenever personnel could be endangered in their work or damage to equipment may occur by the operation of faulty equipment, an item of equipment must be isolated in accordance with site and company specified isolation procedures. This applies specifically to the time when the operator is conducting the pre-start inspection and when carrying out routine machine maintenance.

If, in the opinion of the operator, a machine develops a fault which they feel renders it unsafe to use, an *Out of Service* tag is to be applied.

If a fault is of a minor nature and does not render the machine unsafe, an information tag or the Pre Start Inspection check sheet shall be used to pass general information to the supervisor who, in turn, will make a request to maintenance personnel to carry out necessary repairs.

Any person that would be exposed to a hazard should the machine or energy source become active must isolate the machine by using their *Personal Dangertag*. This will generally be the case with all maintenance activities.

If a *Personal Dangertag* is attached to a machine the only person permitted to remove it shall be the person whose name appears on the tag.

Personal Dangertags /locks must be removed immediately after the work has been completed. If the person who placed the tag/lock has left the site the tag/lock may be removed with the approval of the manager after every precaution has been taken to ensure that it is safe to do so.

All tags should be stored in clean, dry places or destroyed after use.

Always follow your site and company tagging and isolation procedures.



1.3 Safety Requirements

Hazard Identification

The work area is to be inspected before commencing work to identify hazards.

These may include:

- Personnel
- Structures
- Embankments
- Ground conditions
- Recently filled trenches
- Other machinery and vehicles
- Overhead and underground services
- Overhead and underground power lines
- Ventilation and dust control requirements



Note:

This list is not all inclusive.

IT REMAINS THE OPERATORS RESPONSIBILITY TO CHECK FOR ALL HAZARDS IN THE WORK AREA THAT MAY HAVE SOME AFFECT ON THE CONDUCT OF THE REQUIRED ACTIVITIES

Hazard Control

Always follow your sites procedures or work instructions for each task.

Where procedures and instructions do not cover the area of risk, operators should conduct a Job Hazard Analysis (J.H.A.) before commencing the task.

Appropriate hazard prevention/control measures need to be considered and implemented.

Under the 'Hierarchy of Hazard Control' the most preferred course of action is:

- **Eliminate** the hazard altogether, does the job need to be done this way
- **Substitute** the way the job is done, would a different way of doing the job be safer
- **Engineering** control measures such as isolating machinery before working on it
- **Administration** controls such as putting in place safe work procedures
- The last line of defense considered should be **Personal Protective Equipment (PPE)**

Personal Protective Equipment

Always follow your sites requirements in regards to P.P.E. Even though you may be in a fully enclosed cabin the same rules apply as if you were outside.

Close fitting clothing must be worn, long hair tied back, and loose fitting jewelry removed when working at or near moving machinery.



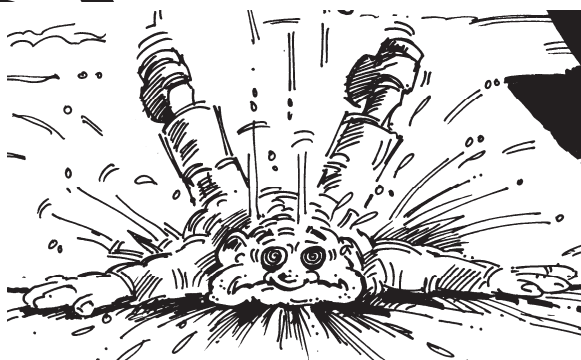
Mounting and Dismounting

Exercise extreme care when mounting and dismounting. Mount and dismount the machine only where steps and handrails are provided. Use both hands and face the machine. Never get on or off a moving machine and never jump, always climb down off the machine.

Many operators have slipped and injured themselves because of losing their footing on the dirt and rubble that accumulates on the steps, or have lost their grip because of oil or grease accumulated on the handrails.

WARNING!
MOST BACK INJURIES ARE CAUSED BY PERSONNEL SLIPPING OR JARRING AS A RESULT OF JUMPING DOWN INSTEAD OF STEPPING

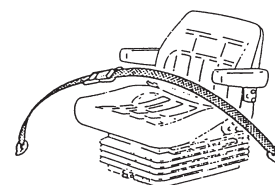
DON'T BE CRIPPLED FOR LIFE



Use of Seat Belts

It is a company policy that seatbelts are to be worn whenever a machine is in operation.

It is possible that, if an injury should occur and the seat belt was not being used, insurance cover may be declined and the operator left with disabilities for which they are not eligible for compensation.



Carriage of Passengers

Passengers may only be carried where provision has been made by the inclusion of an approved passenger seat and seatbelt.

Where no such provision is made *no passengers are permitted*. It is possible, and it has happened on many occasions, that a sudden jolt may throw the passenger from the machine. A fatal injury may occur.

When training is being conducted the trainer is permitted in machines equipped with a seat and seatbelt specifically intended for the carriage of passengers or where an approved restraint is fitted.



Regulations for Working near Power Lines

Prior to commencing work in the vicinity of power lines, operators must confirm site specific requirements and shall comply with these requirements at all times.

Operations conducted within close proximity (10 meters) to high voltage power lines require the issue of relevant permits in accordance with site requirements, and as a minimum those requirements specified by the relevant Authority.

The Occupational Safety and Health Regulations provide the following guidelines regarding restrictions on working in the vicinity of overhead power lines:

“Danger zone means anywhere:

- Is within 3.0 meters of a live overhead power line whether insulated or not, of a voltage exceeding 1000 volts (not including 50, 100 and 250 volts)
- Is within 6.0 meters of a live overhead power line, whether insulated or not, of a voltage exceeding 33000 volts

“Overhead power line” means an overhead line for the transmission of electrical energy.

A person who, at the workplace is an employer, main contractor, a self-employed person or a person having control of the workplace MUST ensure that employee or any plant or material does not enter that danger zone of the overhead power-line. Penalty \$25,000.00.

