

ENGINEERING PROCEDURE LIST

1.0 Inspections

- ❖ Conduct pre-start inspections (trucks)
- ❖ Conduct pre-start inspections (machines)

2.0 Mounting and Dismounting

- ❖ Getting in & out of vehicles (trucks)
- ❖ Getting in & out of mobile equipment (machines)

3.0 In Cab Checks

- ❖ Conduct start-up and after start checks

4.0 Refueling

- ❖ Fill vehicles and mobile tanks from bowsers
- ❖ Conduct on site refueling
- ❖ Refuel using a jerry can

5.0 Preparing for Work

- ❖ Conduct inspection (trailers)
- ❖ Couple/uncouple trucks/vehicles and trailers
- ❖ Load skid steer loader onto trailer
- ❖ Use machine to load equipment onto trucks/trailers
- ❖ Manually load equipment onto trucks/trailers

6.0 Preparing the Work Area

- ❖ Conduct preliminary site assessment
- ❖ Prepare a vehicle access area for work
- ❖ Prepare a pedestrian access area for work
- ❖ Locate services
- ❖ Working around mobile equipment

7.0 Minor Construction Work

- ❖ Remove kerb
- ❖ Remove footpath
- ❖ Remove concrete crossover
- ❖ Remove bitumen crossover
- ❖ Remove trees from construction site
- ❖ Use machines to load sand/concrete/trees onto trucks
- ❖ Open truck swinging tailgate
- ❖ Tip loads from trucks

8.0 Major Construction Work

- ❖ Conduct preliminary site works
- ❖ Box out to subgrade level
- ❖ Transfer off-set levels (road works)
- ❖ Spread road materials

- ❖ Establish off-set centreline/level pegs for drainage
- ❖ Use laser to establish drain centreline and grade
- ❖ Excavate trench for manhole and pipe works
- ❖ Install manhole and gully
- ❖ Lay pipes
- ❖ Plaster manholes
- ❖ Use machines to backfill trenches
- ❖ Backfill behind kerbs
- ❖ Use front end loader to construct drains
- ❖ Conduct machine operations in soft sand
- ❖ Removing a bogged vehicle

9.0 Park-up and Shut Down

- ❖ Parking and shutdown (depot)
- ❖ Parking and shutdown (on-site)

10.0 Finishing Works

- ❖ Install brick pavers/slabs
- ❖ Loading/unloading concrete slabs
- ❖ Mount street sign to steel light pole
- ❖ Mount street sign to timber light pole
- ❖ Install free-standing signs
- ❖ Install wooden guide posts
- ❖ Install 'Rubber Tough' guide posts
- ❖ Line marking

11.0 Workshop and Manual Handling

- ❖ Open and close roller doors
- ❖ Vehicles entering/exiting a building or workshop
- ❖ Correct manual handling
- ❖ Changing a flat tyre (motor car)
- ❖ Lift and sling a load
- ❖ Transport a load using a mobile crane
- ❖ Using the human chain technique

12.0 Relocating Bus Shelters

- ❖ Remove Concrete Bus Shelter
- ❖ Install Concrete Bus Shelter

13.0 Small Tools

- ❖ Using welding equipment
- ❖ Using oxy acetylene equipment
- ❖ Using a grinder
- ❖ Using a chainsaw
- ❖ Using the mobile concrete cutter
- ❖ Replace the mobile concrete cutter blade

13.0 Small Tools (cont.)

- ❖ Using the hand-held concrete saw (Quickcutter)
- ❖ Using the cement mixer
- ❖ Using the brick cutter
- ❖ Using the vertical rammer/plate compactor
- ❖ Using a wheelbarrow

- ❖ Using electric power tools

14.0 Miscellaneous

- ❖ Handling & disposal of sharps (needles)
- ❖ Using Danger and Out of Service tags
- ❖ Responding to snake sightings/snake bite