

## Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

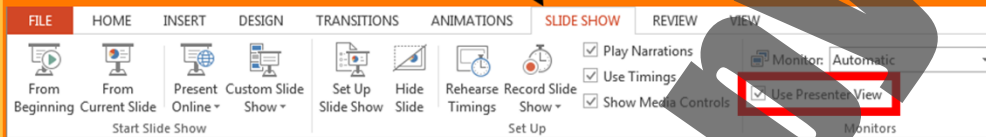
Evaluation Only

## Instructions for Viewing in Presenter View

**NOTE:** This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



**RICTOR 322E**

**RECEIVE! CHECK AND RECORD  
CONCRETE DELIVERIES**



**TRAINING  
PRESENTATION**

**Evaluation Only**

## Training Presentation Sections

Click on a box to go to that section.



Section 1: Prepare to  
Receive Concrete  
Deliveries



Section 2: Receiving and  
Discharging Concrete



Section 3: Record  
Information and  
Clean Up

Section 1:  
Prepare to Receive Concrete Deliveries



Evaluation only

## 1.1 Introduction

This training course is based on the national unit of competency **RIICRC322E – Receive, Check and Record Concrete Deliveries.**



This training course is based on the national unit of competency **RIICRC322E – Receive, Check and Record Concrete Deliveries.**

Evaluation Only

## 1.1 Introduction

This course will cover the following key aspects of concrete delivery:

- ◆ Confirmation of work requirements.
- ◆ Management of work health, safety and environment.
- ◆ Selection, use and storage of tools.
- ◆ Management of on-site traffic.
- ◆ Review of documentation.
- ◆ Checking of concrete delivery documentation for compliance.
- ◆ Management of the discharge and placement of concrete.
- ◆ Management of non-conforming loads.
- ◆ Site end of day processes.



This course will cover the following key aspects of concrete delivery:

- ◆ Confirmation of work requirements.
- ◆ Management of work health, safety and environment.
- ◆ Selection, use and storage of tools.
- ◆ Management of on-site traffic.
- ◆ Review of documentation.
- ◆ Checking of concrete delivery documentation for compliance.
- ◆ Management of the discharge and placement of concrete.
- ◆ Management of non-conforming loads.
- ◆ Site end of day processes.

## 1.1 Introduction

The following terminology will be used throughout this training material:

- ◆ Concrete – Concrete is a composite building material made from fine and coarse aggregates blended with a combination of cement, water and additives that hardens or cures over time.
- ◆ Batch – The activity of combining and mixing the concrete ingredients to create a mix or load.



The following terminology will be used throughout this training material:

- ◆ Concrete – Concrete is a composite building material made from fine and coarse aggregates blended with a combination of cement, water and additives that hardens or cures over time.
- ◆ Batch – The activity of combining and mixing the concrete ingredients to create a mix or load.



## 1.2 Plan for the Job

Be clear about the work you will be doing. Make sure you have everything about the job written down before you start, including what you will be doing, how you will be doing it and what equipment you will be using.

Your work instructions, plans and drawings will guide you and help you ensure you complete the job per the job requirements. Work requirements can include:

- ◆ Project dimensions.
- ◆ Project tolerances.
- ◆ Standards of work.
- ◆ Material standards.



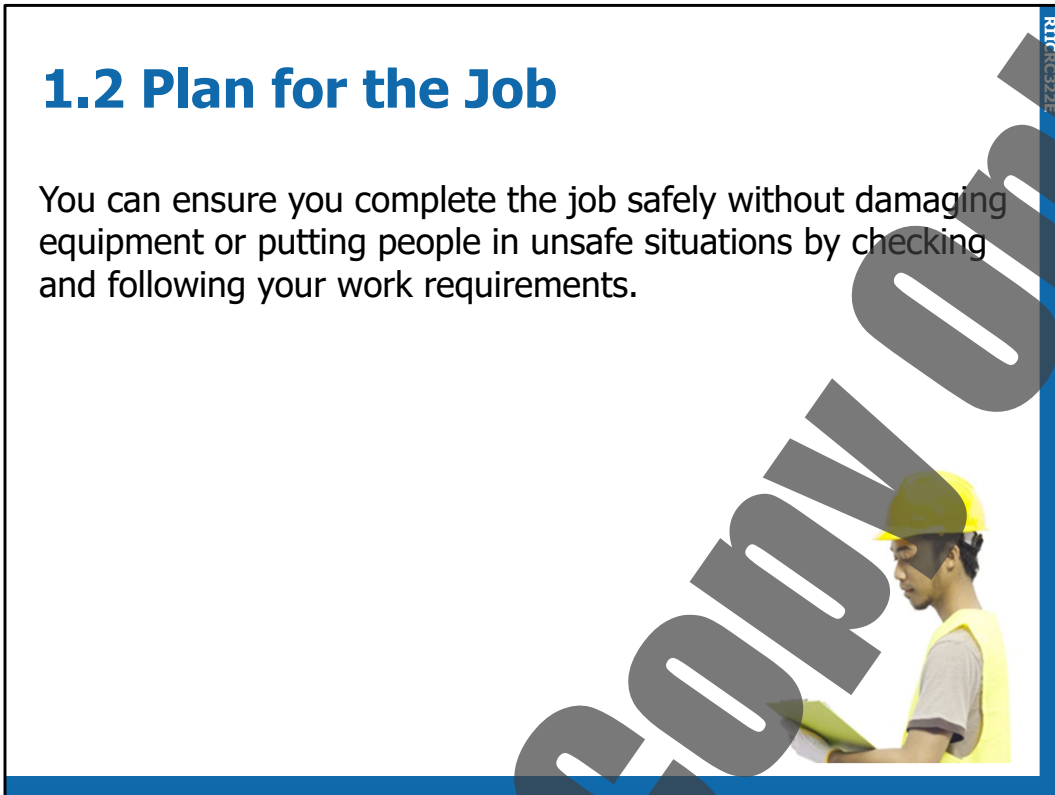
Be clear about the work you will be doing. Make sure you have everything about the job written down before you start, including what you will be doing, how you will be doing it and what equipment you will be using.

Your work instructions, plans and drawings will guide you and help you ensure you complete the job per the job requirements. Work requirements can include:

- ◆ Project dimensions.
- ◆ Project tolerances.
- ◆ Standards of work.
- ◆ Material standards.

## 1.2 Plan for the Job

You can ensure you complete the job safely without damaging equipment or putting people in unsafe situations by checking and following your work requirements.



You can ensure you complete the job safely without damaging equipment or putting people in unsafe situations by checking and following your work requirements.

Evaluation Only

## 1.2.1 Confirm Work Requirements

Every civil construction and concreting project will have to meet specific work requirements. As concrete has a short shelf life from batching to placing and finishing, you must understand the work requirements before beginning the job. Doing this will ensure the concrete pour is successful.

The requirements for the job can change for each concrete pour based on the environmental conditions, type of pour, discharge method, and traffic and weather conditions.



Every civil construction and concreting project will have to meet specific work requirements. As concrete has a short shelf life from batching to placing and finishing, you must understand the work requirements before beginning the job. Doing this will ensure the concrete pour is successful.

The requirements for the job can change for each concrete pour based on the environmental conditions, type of pour, discharge method, and traffic and weather conditions.

Evaluation Only

### 1.2.1 Confirm Work Requirements

The concrete suppliers and contractors can provide detailed information on how these factors may impact the work being completed, so make sure they are contacted and involved in the planning process.



The concrete suppliers and contractors can provide detailed information on how these factors may impact the work being completed, so make sure they are contacted and involved in the planning process.

Evaluation

## 1.2.1 Confirm Work Requirements

Before receiving the concrete delivery, you should confirm with the supplier if any specific factors may impact the work requirements and how the work is completed. This could include asking them about the:

- ◆ Size.
- ◆ Location.
- ◆ Traffic Management.
- ◆ Type of Concrete.
- ◆ Timing.



Before receiving the concrete delivery, you should confirm with the supplier if any specific factors may impact the work requirements and how the work is completed. This could include asking them about the:

- ◆ **Size** – How big is the job? How many cubic metres of concrete will be needed?
- ◆ **Location** – Where is the job site?
- ◆ **Traffic Management** – Where are the safe entry and exit points? Will there be any off-site queueing or community issues? (For example, a school across the road.)
- ◆ **Type of Concrete** – What is the required strength, aggregate size, specification, and slump of the concrete?
- ◆ **Timing** – When is the first truck needed on site?

*Continued...*

## 1.2.1 Confirm Work Requirements

- ◆ Truck Spacing.
- ◆ Risk Management.
- ◆ Local Regulations.
- ◆ Discharge method.
- ◆ Testing.



...Continued

- ◆ **Truck Spacing** – What is the estimated time to discharge each truck on site? How many trucks can fit on site at once?
- ◆ **Risk Management** – Are there hazards and control measures on site that other personnel should be aware of? What rules should people on site follow? (Hazards might include a highrise construction with cranes and boom pump on site).
- ◆ **Local Regulations** – Are there specified times when noisy works cannot occur? (For example, reverse squawkers on trucks).
- ◆ **Discharge method** – Will the concrete be discharged directly? Will it be discharged using a pump, wheelbarrow, crane, or kibble?
- ◆ **Testing** – What type and frequency of testing is required for the concrete pour? What is the best location for testing waste collection and removal?

## 1.2.1 Confirm Work Requirements

You may find it helpful to discuss these factors with the concrete supplier and contractors, as they will advise on how to perform the job effectively under those conditions.

It may be helpful to provide the concrete supplier with a site map ahead of time to ensure the drivers arriving on site understand:

- ◆ The appropriate points of entry.
- ◆ Where to queue to get on site.
- ◆ Pump and pour areas.



You may find it helpful to discuss these factors with the concrete supplier and contractors, as they will advise on how to perform the job effectively under each of these conditions.

It may be helpful to provide the concrete supplier with a site map ahead of time to ensure the drivers arriving on site understand:

- ◆ The appropriate points of entry.
- ◆ Where to queue to get on site.
- ◆ Pump and pour areas.

## 1.2.1 Confirm Work Requirements

Ensuring the concrete supplier knows the layout of the work site will assist in minimising the chance of concrete trucks becoming lost in the area.

Your work site may already have checklists and procedures to ensure that the details of the work requirements are confirmed and communicated to all relevant personnel before the concrete is delivered. Speak with your supervisor if you do not understand the job's work requirements.



Ensuring the concrete supplier knows the layout of the work site will assist in minimising the chance of concrete trucks becoming lost in the area.

Your work site may already have checklists and procedures to ensure that the details of the work requirements are confirmed and communicated to all relevant personnel before the concrete is delivered. Speak with your supervisor if you do not understand the job's work requirements.



## 1.2.2 Access and Interpret Documentation

A set of records will accompany each concrete delivery. Understanding what information is required and how to interpret the information is essential. Different companies use various templates and terminology, so clarifying what you need ahead of time and how to collate, store and manage the information on the day will ensure your job is completed efficiently.



A set of records will accompany each concrete delivery. Understanding what information is required and how to interpret the information is essential. Different companies use various templates and terminology, so clarifying what you need ahead of time and how to collate, store and manage the information on the day will ensure your job is completed efficiently.

Evaluation.com.au

## 1.2.2 Access and Interpret Documentation

The types of documentation that may be required include:

- ◆ **Health, Safety and Environmental** – Toolbox talks, site induction handouts, work method statements, health, safety and environmental policies and procedures, hazard report forms, incident reports, audit checklists, site checklists, site health, safety and environmental plans.
- ◆ **Concrete Specific** – Specifications, designs, quality, inspection and testing plans.
- ◆ **Operational** – Site maps, work instructions, project plans, construction plans.



The types of documentation that may be required include:

- ◆ **Health, Safety and Environmental** – Toolbox talks, site induction handouts, work method statements, health, safety and environmental policies and procedures, hazard report forms, incident reports, audit checklists, site checklists, site health, safety and environmental plans.
- ◆ **Concrete Specific** – Specifications, designs, quality, inspection and testing plans.
- ◆ **Operational** – Site maps, work instructions, project plans, construction plans.

## Section 1 Review Questions

1. What five (5) details should you confirm with the supplier before receiving a concrete delivery?



**Evaluation Copy Only**

## Section 1 Review Questions

1. What five (5) details should you confirm with the supplier before receiving a concrete delivery?

Answer may include five (5) of the following:

- ◆ Size.
- ◆ Location.
- ◆ Traffic management.
- ◆ Type of concrete.
- ◆ Timing.
- ◆ Truck spacing.
- ◆ Risk management.
- ◆ Local regulations.
- ◆ Discharge method.
- ◆ Testing.



**Evaluation Copy Only**