

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.

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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.



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RIVER2015

OPERATE A LIGHT VEHICLE



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare for
Operations



Section 2:
Check & Operate Light
Vehicle



Section 3:
Conclude Light Vehicle
Operations

Section 1:
Plan and Prepare for Operations



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1.1 Introduction

This course is based on the unit of competency **RIIVEH201E Operate Light Vehicle**.

You will learn about:

- ◆ Planning and preparing for operations.
- ◆ Operating the light vehicle safely.
- ◆ Carrying out operator maintenance.



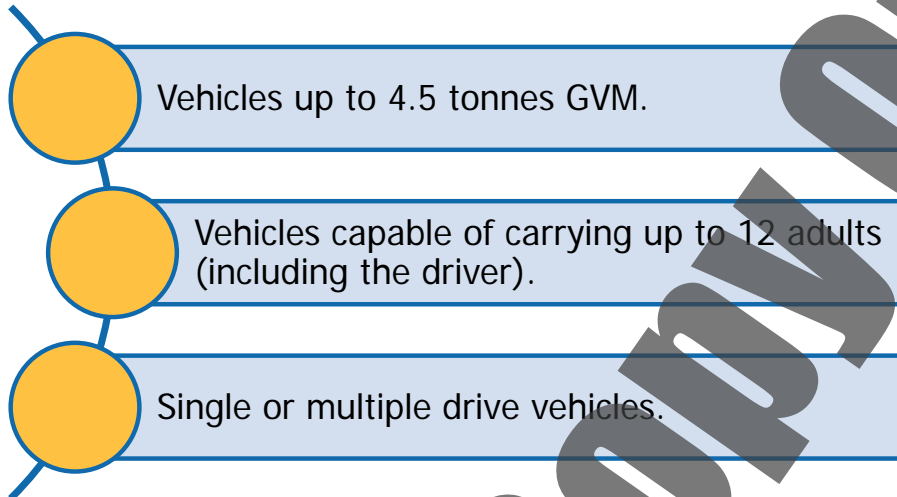
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You will learn about:

- ◆ Planning and preparing for operations.
- ◆ Operating the light vehicle safely.
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1.1.1 What are Light Vehicles?

The term 'light vehicle' refers to:

- 
- Vehicles up to 4.5 tonnes GVM.
 - Vehicles capable of carrying up to 12 adults (including the driver).
 - Single or multiple drive vehicles.

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1.2 Working Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



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1.2.1 Health and Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These tell you what the minimum requirement is for a job, product or hazard.

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Australian Standards - These tell you what the minimum requirement is for a job, product or hazard.

1.2.1 Health and Safety Rules

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

While driving the vehicle you may at times be on public roads, private roads and off-road as well. Wherever you drive always make sure you are following the rules and requirements for the situation.



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1.2.1 Health and Safety Rules

For example, when driving on public roads follow all local road rules, speed limits and traffic signs and signals. When travelling off-road, stick to designated tracks and act in accordance with environmental protection laws. Private property and roads that are part of work areas or construction sites will have other requirements such as lower speed limits and the use of warning lights and traffic controllers.



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1.2.1 Health and Safety Rules

Permits may also be required depending on where you are travelling and what you are carrying or the work you are doing. These need to be organised ahead of time and you should speak with your supervisor to make sure everything is ready before you travel.



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1.2.2 Safety Information and Procedures

Regardless of the type of work you do, when operating a light vehicle there are a number of safety procedures that need to be followed on a daily basis. Whenever using a light vehicle you need to act accordingly with regard to:

- ◆ Use of seat belts.
- ◆ Security of door.
- ◆ Conditions of brakes and braking system.
- ◆ Load characteristics.
- ◆ Vehicle speed.
- ◆ Fluid levels.



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Talk to your supervisor for guidance on what is expected of you as the driver and what responsibilities fall to other authorised personnel.



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1.2.3 Operations Documentation

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.



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1.2.3 Operations Documentation

Operations documentation includes:

Site Details

Hazard Details

Task Details

Faulty Equipment Procedures

Signage

Emergency Procedures

Equipment and Work Instructions

Operations documentation includes:

Documentation and Explanation

Site Details - The information and safety requirements of the workplace environment (where you will be working).

Hazard Details - Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.

Task Details - Instructions on what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.

Faulty Equipment Procedures - Isolation procedures to follow or forms to fill out.

Signage - Site signage tells you what equipment you need to have, or areas that are not safe to be in.

Emergency Procedures - Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.

Equipment and Work Instructions - Details of how to operate plant and equipment and the sequence of work to be done.

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1.2.4 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.



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1.2.4 How to Keep Everyone Safe

To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.



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1.2.4 How to Keep Everyone Safe

Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe work practices.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



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RIWVH201F

Section 1 Review Questions

1. List 3 things that may be included in 'operations documentation'.



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Answer may include but is not limited to:

- ◆ Site details.
- ◆ Hazard details.
- ◆ Task details.
- ◆ Faulty equipment procedures.
- ◆ Signage requirements.
- ◆ Emergency procedures.
- ◆ Equipment and work instructions.

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RIWVH201E

Section 1 Review Questions

2. How can you make sure you meet your Duty of Care requirements to keep yourself and other workers safe?



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2. How can you make sure you meet your Duty of Care requirements to keep yourself and other workers safe?

Answer should include:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

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