

# RIIVEH201E

## Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

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

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**



# LEARNER GUIDE

# RIIVEH201E Operate a Light Vehicle

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

# Table of Contents

<b>1.1 Introduction</b> .....	<b>5</b>
1.1.1 What are Light Vehicles? .....	5
<b>1.2 Working Safely</b> .....	<b>5</b>
1.2.1 Health and Safety Rules.....	5
1.2.2 Safety Information and Procedures .....	6
1.2.3 Operations Documentation .....	7
1.2.4 How to Keep Everyone Safe.....	7
Review Questions .....	8
<b>1.3 Work Instructions</b> .....	<b>9</b>
1.3.1 Work Instruction Details .....	9
1.3.2 Reading and Checking Your Work Instructions .....	10
1.3.3 Work Method Statements .....	10
Review Questions .....	10
<b>1.4 Preparing for a Journey</b> .....	<b>11</b>
1.4.1 Planning .....	11
1.4.2 Maps and Navigation .....	12
1.4.3 Passengers and Equipment .....	12
1.4.4 Emergency Procedures .....	12
Review Questions .....	13
<b>1.5 Hazard Identification and Control</b> .....	<b>14</b>
1.5.1 Identify Hazards.....	15
1.5.2 Control Hazards .....	16
1.5.2.1 Defensive Driving Techniques .....	16
1.5.2.2 Personal Protective Equipment (PPE).....	17
1.5.3 Environmental Impact .....	18
Review Questions .....	19
<b>2.1 Choose and Check Equipment</b> .....	<b>22</b>
2.1.1 Communications Equipment.....	22
2.1.2 Ancillary Attachments.....	23
2.1.3 Conduct Routine Checks on the Vehicle .....	23
2.1.3.1 Pre-Start Check.....	24
2.1.3.2 Operational Checks .....	24
2.1.4 Recording and Reporting Faults .....	25
Review Questions .....	25
<b>2.2 Loading and Unloading Procedures</b> .....	<b>26</b>
2.2.1 Manual Handling .....	27
2.2.2 Secure Loads .....	27
Review Questions .....	28
<b>2.3 Operate the Light Vehicle</b> .....	<b>29</b>
2.3.1 Drive Safely .....	29
2.3.2 Drugs and Alcohol.....	29
2.3.3 Environmental Factors.....	30
2.3.4 Braking Distance.....	30
2.3.5 Drive on Normal Roads.....	31
2.3.6 Lights and Indicators.....	32
2.3.7 Use Ancillary Equipment .....	32
2.3.8 Fatigue Management.....	33
2.3.9 Respond to Emergencies .....	33
Review Questions .....	34
<b>3.1 Complete Operations</b> .....	<b>37</b>
3.1.1 Work Area .....	37
3.1.2 Park and Shut Down the Light Vehicle .....	37
3.1.3 Carry Out Visual Inspection.....	38
Review Questions .....	38

<b>3.2 Carry Out Maintenance Tasks .....</b>	<b>40</b>
3.2.1 Safety.....	40
3.2.2 Vehicle Refuelling Procedures .....	41
3.2.2.1 Provide Support for Major Maintenance .....	41
3.2.3 Reporting Faults.....	42
Review Questions .....	42
<b>3.3 Process Written Records .....</b>	<b>43</b>
3.3.1 Recording Information.....	44
Review Questions .....	44
<b>Practical Assessment Instructions .....</b>	<b>45</b>
Conditions of Assessment .....	45
Protective Personal Equipment (PPE) Requirements.....	45
Grounds for stopping the assessment .....	45
Achieving a Satisfactory Outcome.....	45
Practical Assessments .....	46

**Evaluation Copy Only**

# 1.1 Introduction

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

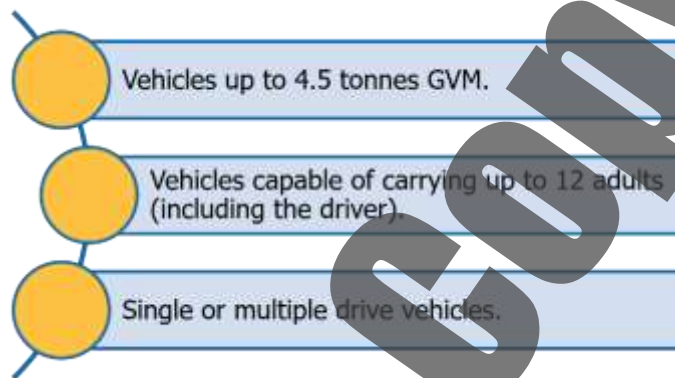
You will learn about:

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



## 1.1.1 What are Light Vehicles?

The term 'light vehicle' refers to:



## 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.



### 1.2.1 Health and Safety Rules

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

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

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.



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.

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.

## 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.

Ignoring any of these items can place you in danger, and may cause damage to the vehicle.

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



## 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.

Operations documentation includes:

<b>Site Details</b>	The information and safety requirements of the workplace environment (where you will be working).
<b>Hazard Details</b>	Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
<b>Task Details</b>	Instructions of 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.
<b>Faulty Equipment Procedures</b>	Isolation procedures to follow or forms to fill out.
<b>Signage</b>	Site signage tells you what equipment you need to have, or areas that are not safe to be in.
<b>Emergency Procedures</b>	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.
<b>Equipment and Work Instructions</b>	Details of how to operate plant and equipment and the sequence of work to be done.

## 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.

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.



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.



## Review Questions

<b>1.</b>	List 3 things that may be included in 'operations documentation'.	<input type="checkbox"/>
1.		
2.		
3.		
<b>2.</b>	How can you make sure you meet your Duty of Care requirements to keep yourself and other workers safe?	<input type="checkbox"/>



## 1.3 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.



### 1.3.1 Work Instruction Details

Make sure you have all of the details about where you will be working. For example:

- ◆ **The Site** – Is there clear access for the vehicle? Are there obstacles in the way? What are the ground conditions like? Are there structures, workers, traffic or areas that you need to avoid?
- ◆ **The Weather** – Is there rain or other bad weather? Is it dark?
- ◆ **Traffic** – Are there people, vehicles or other equipment on site that you need to think about? Will you be driving on busy roads or off-road?
- ◆ **Hazards** – Are there hazards on site or between sites that you need to manage or avoid?



You also need to make sure you have all of the details about the kind of work you will be doing:



- ◆ **The Task** – Where are you going? How much time do you have to get there? What are you carrying or transporting?
- ◆ **Vehicle** – What type of vehicle will be used? How big is it? How much room does it need? How many passengers can you fit? How will equipment be secured?
- ◆ **Communications** – How are you going to communicate with other workers?
- ◆ **Procedures and Rules** – Do you need any special permits or licences to drive the vehicle?

### 1.3.2 Reading and Checking Your Work Instructions



All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site. This is especially important in civil construction projects that need to be completed in a particular sequence.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand the language or civil construction terminology being used in them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



### 1.3.3 Work Method Statements



Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work method statements can be used as a tool for organising your work activities and making sure you have completed everything. They will also outline the details of all tools, equipment and coordination with other workers relating to your job. Make sure all of these are available and ready before you start.

### Review Questions

3.

What details about the work area can you get from your work instructions?



4.

Who should you confirm your work requirements with?



## 1.4 Preparing for a Journey

When preparing for a journey, there are several details that you should think about before you travel.



### 1.4.1 Planning

Before setting off it is important to plan out the journey.

This includes:

- ◆ Checking the distance that needs to be covered.
- ◆ How long it will take.
- ◆ When and where to take breaks.
- ◆ Making sure you have all of the necessary emergency and ancillary equipment to ensure a safe journey.

Your Estimated Time of Departure (ETD) and Estimated Time of Arrival (ETA) need to be communicated to the appropriate personnel before you leave.

This will provide them with an expected time of arrival and will allow them to take action if you do not arrive when you are expected.



## 1.4.2 Maps and Navigation

Make sure the maps you have are current and clearly mark out the route you plan to travel.

Use satellite navigation equipment (satnav), but do not ignore the need for a real map. If you run into a problem and don't have any reception you could end up in a lot of trouble.

Use the scales provided on maps to calculate the distance to be covered. Knowing what this distance is, combined with the type of terrain you are expecting to travel over, you can determine how long it will take to complete the trip.



## 1.4.3 Passengers and Equipment

If you are travelling with passengers make sure there are enough available seats and seat belts for everyone in the vehicle you are selecting. Any equipment you take needs to be stored securely. If equipment or personal luggage needs to be kept in the cabin of the vehicle, make sure:



- ◆ It does not and cannot accidentally block the pedals of the vehicle.
- ◆ It does not block the view of the driver at any time.
- ◆ It does not distract the driver.
- ◆ It is secured properly and will not cause a hazard in the event of a crash or sudden braking.

## 1.4.4 Emergency Procedures

It is important that you know what to do in the event of a vehicle emergency. Depending on the severity of the situation, your organisation will have standard actions that should be taken during an emergency.

Vehicle emergencies include:

- ◆ Accidents or collisions with other vehicles, wildlife or obstructions.
- ◆ Equipment faults resulting in vehicles losing control or functions.
- ◆ Tyre blowouts or damage caused by travelling over rough terrain.



In order to be prepared for emergencies you should consider packing:

- ◆ Communication equipment.
- ◆ Extra food and water (if travelling in remote locations).
- ◆ A first aid kit.
- ◆ Recovery equipment such as traffic cones or triangles, shovels, jacks, jackplates or soleplates, winching equipment, slings, snatch straps and shackles.
- ◆ PPE such as sunscreen, gloves, safety goggles, work boots and warm long-sleeved clothing.
- ◆ Any other equipment required by workplace policies or procedures such as fire extinguishers.



## Review Questions

**5.**

List 3 things that planning out your journey will include.



1.

2.

3.

**6.**

Why should you not ignore the need for a real map?



7.

How can you make sure that equipment in the cabin won't accidentally block the pedals of the vehicle or distract you when you are driving?



8.

List 3 examples of equipment that you might keep in the vehicle to respond to an emergency.



1.

2.

3.

## 1.5 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.



## 1.5.1 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

A **hazard** is a thing or situation that has the potential to cause injury, harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- ◆ Up high above your head.
- ◆ All around you at eye level.
- ◆ Down low on the ground (and also think about what is under the ground).

Not all hazards can be prevented, especially when driving. The best thing you can do is to make sure you know how to react when something goes wrong.

Hazards you may come across while driving the light vehicle are:



- ◆ Steep slopes.
- ◆ Wet and iced roads or terrain.
- ◆ Flooded road or terrain.
- ◆ Oil on road.
- ◆ Fire in vehicle.
- ◆ Leaking fuel.
- ◆ Faulty brakes.
- ◆ Parked vehicles on the road.
- ◆ Faulty steering on vehicle.
- ◆ Pedestrians crossing the road.
- ◆ Animals and objects on the road.
- ◆ Windy or foggy section of road or terrain.
- ◆ Abandoned equipment.
- ◆ Adjoining pit walls.
- ◆ Chemicals and contaminants.
- ◆ Fences.
- ◆ Over-hanging rocks.
- ◆ Potholes.
- ◆ Unsafe ground and faces.
- ◆ Worksite hazards.

