

# RIIVEH304E

## Conduct Tip Truck Operations

### 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

## RIIVEH304E Conduct Tip Truck Operations

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

### 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 is a Tip Truck? .....	5
1.1.1.1 National Truck Licence Classes .....	5
1.1.2 Tip Truck Components .....	6
Review Questions .....	6
<b>1.2 Site Policies and Procedures</b> .....	<b>7</b>
1.2.1 Health & Safety Rules .....	8
Review Questions .....	9
<b>1.3 Work Instructions</b> .....	<b>10</b>
1.3.1 Reading and Checking Your Work Instructions .....	10
1.3.2 Work Method Statements .....	11
1.3.3 Safety Data Sheets .....	11
1.3.4 Shift Handover Details .....	12
1.3.5 Plans and Specifications .....	13
1.3.5.1 Quality Requirements .....	13
1.3.6 Organising Your Work Activities .....	14
Review Questions .....	14
<b>1.4 Site Signage Requirements</b> .....	<b>17</b>
1.4.1 Traffic Management Plan .....	17
Review Questions .....	18
<b>1.5 Environmental Protection Requirements</b> .....	<b>19</b>
1.5.1 Noise .....	19
1.5.2 Dust and Vibration .....	19
1.5.3 Resource Pollution and Waste Management .....	20
Review Questions .....	20
<b>2.1 Choose and Check Vehicle and Equipment</b> .....	<b>21</b>
2.1.1 Checking Tools and Equipment .....	22
2.1.2 Conduct Routine Checks .....	22
2.1.2.1 Pre-Start Checks .....	23
2.1.2.2 Start the Tip Truck .....	24
2.1.2.3 Operational Checks .....	24
2.1.3 Report All Faults .....	25
Review Questions .....	25
<b>2.2 Site Hazard Identification and Control</b> .....	<b>28</b>
2.2.1 Identify Hazards .....	28
2.2.2 Manage Hazards .....	30
2.2.2.1 Safe Operating Techniques .....	31
Review Questions .....	32
<b>3.1 Drive the Tip Truck</b> .....	<b>34</b>
3.1.1 Driving Safely .....	34
3.1.2 Managing Power Efficiency and Gear Selection .....	35
3.1.3 Braking .....	36
3.1.3.1 Brakes .....	37
3.1.3.2 Retarder .....	37
3.1.3.3 Park Brake .....	37
Review Questions .....	37

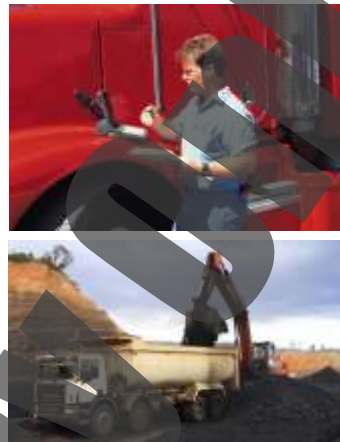
<b>3.2 Load, Transport and Tip Materials .....</b>	<b>39</b>
3.2.1 Assess the Load and Materials .....	39
3.2.1.1 Load Calculations .....	40
3.2.2 Position the Tip Truck .....	42
3.2.3 Load Tip Truck .....	43
3.2.3.1 Maintaining Load Safety and Security .....	44
3.2.3.2 Covering Loads .....	45
3.2.4 Discharge Load .....	46
3.2.4.1 Raise and Lower the Tray .....	47
3.2.4.2 Discharge Load at Fill Site .....	48
3.2.4.3 Dump and Spread Materials .....	49
3.2.4.4 Finish the Load and Resume Travel .....	49
Review Questions .....	50
<b>3.3 Monitor and Check for Hazards.....</b>	<b>55</b>
Review Questions .....	56
<b>4.1 Park and Shut Down the Tip Truck .....</b>	<b>57</b>
4.1.1 Parking the Tip Truck .....	57
4.1.2 Shutting Down the Tip Truck .....	58
Review Questions .....	58
<b>4.2 Post-Operational Checks.....</b>	<b>59</b>
4.2.1 Reporting Faults .....	59
Review Questions .....	60
<b>4.3 Carry Out Maintenance Tasks .....</b>	<b>61</b>
4.3.1 Servicing and Minor Replacements .....	61
Review Questions .....	62
<b>4.4 Processing Vehicle Records .....</b>	<b>63</b>
Review Questions .....	64
<b>4.5 Clean Up After Work .....</b>	<b>65</b>
4.5.1 Clearing the Work Area .....	65
4.5.2 Checking and Maintaining Equipment .....	65
4.5.2.1 Cleaning, Checking and Maintenance .....	66
4.5.2.2 Storage .....	66
Review Questions .....	66
<b>Appendix A – Tip Truck Daily Inspection Checklist .....</b>	<b>68</b>
<b>Practical Assessment Instructions.....</b>	<b>71</b>
Conditions of Assessment .....	71
Personal Protective Equipment (PPE) Requirements .....	71
Grounds for Stopping the Assessment .....	71
Achieving a Satisfactory Outcome .....	71
Practical Assessments .....	72

# 1.1 Introduction

These materials are based on the national unit of competency **RIIVEH304E Conduct Tip Truck Operations.**

You will learn about:

- ◆ Planning and preparing the tip truck for operations.
- ◆ Conducting pre-operational checks.
- ◆ Operating a tip truck.
- ◆ Loading, transporting and tipping materials.
- ◆ Carrying out maintenance tasks.
- ◆ Cleaning up and processing records.



## 1.1.1 What is a Tip Truck?

Tip trucks are self-propelled vehicles designed for on road use for transporting a variety of materials to and from worksites.



They may vary according to their required functions and can be:

- ◆ Rigid (with or without a dog trailer) or articulated.
- ◆ In various configurations – e.g. number of axles, allowed weight of each vehicle and load capacities (which are dependent on the vehicle class).
- ◆ Rear tippers, but some tip trucks may use side and belly dumping.

### 1.1.1.1 National Truck Licence Classes

There are 4 different licences for driving a tip truck:

Licence Type:	Description:
<b>MR (Medium Rigid)</b>	<ul style="list-style-type: none"> <li>◆ A vehicle (2 axles only).</li> <li>◆ Is greater than 8t Gross Vehicle Mass (GVM).</li> <li>◆ Plus a trailer of not more than 9t GVM.</li> </ul>
<b>HR (Heavy Rigid)</b>	<ul style="list-style-type: none"> <li>◆ A vehicle (no axle limit).</li> <li>◆ Is greater than 8t GVM.</li> <li>◆ Plus a trailer of not more than 9t GVM.</li> </ul>
<b>HC (Heavy Combination)</b>	<ul style="list-style-type: none"> <li>◆ A heavy rigid vehicle with a trailer greater than 9t GVM.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>◆ A prime mover and semi-trailer.</li> </ul>
<b>MC (Multi Combination)</b>	<ul style="list-style-type: none"> <li>◆ Multi-combination vehicle – such as Road Trains and B-Double vehicles.</li> <li>◆ Also includes vehicles in the 'HC' class.</li> </ul>

## 1.1.2 Tip Truck Components

The following diagram shows some of the general components of a tip truck:



Component	Description
<b>Hydraulic Hoist</b>	Moves the tip tray up and down for discharge of materials.
<b>Cabin</b>	Part where operator controls the tip truck from. Tip tray controls are used in here.
<b>Fenders</b>	This part forms the wheel well. It helps to prevent large rocks, liquids and other materials from being thrown into the air as the wheels rotate.
<b>Tip Tray</b>	Dumping bed of the truck. Holds the materials during loading and is lifted up or opened during discharge or dumping.
<b>Rock Shield (Tip Tray Extension)</b>	This protects the cabin of the truck from large rocks and other materials that could fall out of the tip tray during loading and discharge.

### Review Questions

<b>1.</b>	What is a tip truck?	<input type="checkbox"/>

## 1.2 Site Policies and Procedures

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.

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



Vehicle haulage documentation may include:

<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 and what haul route must be followed.
<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.



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 operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.

## 1.2.1 Health & 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.

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





## Review Questions

**2.**

- a) List 3 things that may be included in 'operations documentation'.
- b) What are the 4 main types of health and safety rules?



2a) 1.

2.

3.

2b)

## 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.

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

- ◆ **The Site** – Is there clear access for all equipment? Are there obstacles in the way? What are the ground conditions like? Is the site ready for your work to begin? Are there any 'out of bounds' areas you need to avoid?
- ◆ **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- ◆ **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- ◆ **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- ◆ **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to other people?



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



- ◆ **The Task** – What kind of material is being moved? How much is there to move? How long do you have to complete the work? Where will the load be discharged?
- ◆ **Plant** – What type of plant will be used? How big is it? How much room does it need? Is it available?
- ◆ **Communications** – How are you going to communicate with other workers?
- ◆ **Procedures and Rules** – Do you need any special permits or licences? Are there site rules that affect the way you will do the work e.g. contamination control requirements?

### 1.3.1 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.

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 them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



### 1.3.2 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 a Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

### 1.3.3 Safety Data Sheets

A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The SDS will contain details that can help you to identify:

<b>Basic Details of the Chemical or Material</b>	Name, type and identification number.
<b>Hazards Associated with the Material</b>	Whether it is flammable or corrosive.
<b>Safe Handling and Storage Procedures</b>	PPE to use, sealed containers or storage temperatures.
<b>Emergency Procedures</b>	What to do if the chemical or material gets out of hand.
<b>Disposal Procedures</b>	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods

For hazardous material containers there is usually a placard or label attached giving category of material, and codes for handling issues and a contact number for expert advice.

Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

### 1.3.4 Shift Handover Details



Before starting your work, you will need to receive the shift handover details from authorised personnel. You will then need to interpret and clarify these details with your supervisor to ensure you fully understand what you are required to do during your shift.

Effective communication is essential to receiving and interpreting the correct work instructions and site information. This ensures that everyone knows what they are required to do, where they need to do it, when they should do it and how they need to do it.

You may receive communications about shift handover details during:

- ◆ Handover meetings.
- ◆ Site meetings.
- ◆ Toolbox meetings.
- ◆ Team briefings.
- ◆ Notice boards.
- ◆ Work Method Statements (WMS).



Shift handover briefings will outline what has been completed in the previous shift and the targets and work instructions for the coming shift.

Some of the issues and items that may be covered may include:

Issue/Item Addressed	Description
<b>Material Shifting Plan and Program</b>	This will outline the requirements, targets and goals for the shift. This should include vehicle movement plans and processes.
<b>Work Coordination Requirements</b>	This plan will show how the work patterns will coordinate together to achieve the targets.
<b>Worksite and Formation Inspections</b>	The inspections that are required for the activities during the shift.
<b>Location of Potential Hazards</b>	Where hazards may be and what to do if you find a new hazard.
<b>Permit and Access Requirements</b>	Outline any permits or access requirements for the activities undertaken during that shift or for the worksite in general.
<b>Scope and Limitations</b>	This is how much of an activity or operation is to be done and any issues that confine or limit the operations and activities.
<b>Issues from Previous Shift</b>	Any hazards, risks or potential issues that are a hangover from the previous shift. For example, situations where an accident has occurred therefore additional personnel will be onsite, areas may be out of bounds or additional safety procedures have been implemented.

You need to make sure you have all of the information possible in order to complete your work safely and quickly. If you are unsure of what something means or what you are required to do, speak with your supervisor immediately.

## 1.3.5 Plans and Specifications

Some of your work instructions might be given to you in plans, maps, reports and specifications. You will need to get the information out of these documents and use it to do your job.

Project specifications will tell you the types, quantities, grades and classifications of materials you will be working with.

Make sure you are familiar with the site product or materials before you begin work. Some materials are more cohesive or sticky while others may be much less stable to work with, or create hazards like dust, contamination, or damage to equipment if they are not handled just the right way.



Plans are usually "scale drawings" that represent a large area on a small sheet of paper and show proportion at the same time.

Project plans and maps give you an overview of the site, for example:

- ◆ The location of your work area in relation to the whole work site.
- ◆ The position of stockpiles, work zones, roads and access areas.
- ◆ The location of environmentally sensitive or 'no go' areas.
- ◆ Contours, or the lay of the land, e.g. slopes, banks, depressions.

### 1.3.5.1 Quality Requirements

Every project will have quality requirements. These will give you information on when tasks need to be completed and the required standard of the work.

Your work instructions and plans or drawings will guide you, and help you to make sure you are achieving the quality standard for the project.

They can include:

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



### 1.3.6 Organising Your Work Activities

After receiving and clarifying all of your work instructions and requirements, you will need to organise and plan for the tip truck operations.

Organising your work activities involves scheduling your daily and weekly tasks to complete all assigned tasks in the best, most efficient manner that still meets the requirements of the worksite. It will allow you to plan for the time ahead to ensure that project timelines do not get out of hand.

Some people prefer a handwritten checklist or work method statement, others a computerised diary entry. What works for you is the most important thing.



Work method statements are a great tool for organising your work activities and making sure you have completed everything. This is because they 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.

Flexibility is important when organising your work priorities to allow you to reorganise if a higher priority task needs to be completed. It also allows for you to adjust your tasks if any sudden hazards or situations occur.

### Review Questions

<b>3.</b>	What details about the work area can you get from your work instructions?	<input type="checkbox"/>

**4.**

Why is it a good idea to check your work instructions with your boss or supervisor?

**5.**

What is a Work Method Statement?

**6.**

List 3 things that a safety data sheet will help you to identify.

1.

2.

3.