Telehandler operations

RIIHAN309F

Conduct telescopic materials handler operations

Learner Workbook

Knowledge & Practical (Formative assessment)

TRAINER'S COPY WITH ANSWERS

SAMPLE

This resource was developed by

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Definition of a telescopic materials handler

The definition may include:

- A telescopic materials handler (sometimes referred to as a 'telehandler') is a self-propelled wheeled machine with a hydraulically operated telescopic boom assembly. It is a versatile machine due to its manoeuvring capabilities, reach height and the varying types of attachments that may be fitted generally via the integral quick coupler. On some equipment there may also be outriggers fitted.

- Tasks are to include lifting and carrying materials and may include forklift activities and working with front bucket attachments.

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Question	PC	Question and answer
7	1.4	(Q) What PPE (personal protective equipment) might you need as a telehandler operator? (A) Answer may include: • Hard hat • Steel cap boots • High visibility vest • Hearing protection • Safety glasses/ sunglasses
8	1.5	(Q) What signs and warnings might you need? (A) Answer may include: • Hazard warnings • Speed limit signs • Traffic controller • Signs guiding pedestrians

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Question	PC	Question and answer
9	1.6	(Q) What are some hand tools and attachments you might need? (A) Answer may include: • Shovel • Levels • Forks / tines • Buckets • Jibs • Work platforms
10	1.7	(Q) What are some ways to communicate with people on a worksite? (A) Answers may include: • Talking and asking questions. • 2-way radios. • Hand signals. • Signs. • Whistles. • Toolbox meetings, etc.

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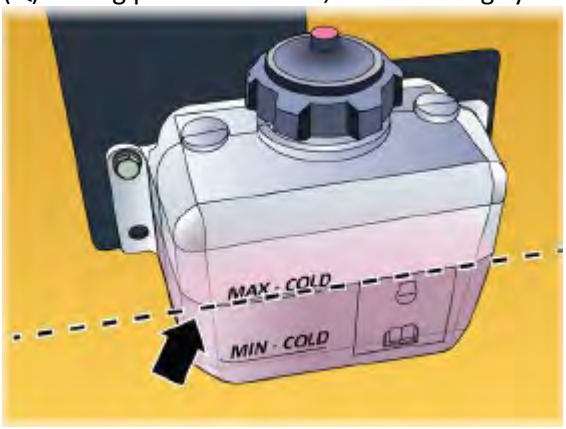
Question	PC	Question and answer
11	2.1	(Q) During pre-start checks, name 2 things you should check under the bonnet.  (A) Answer may include: • Oil (engine and transmission) • Coolant • Air filter
12	2.2	(Q) How do you test the park brake? (A) Apply the brakes. Choose a high gear. Make sure the machine does not move.
13	2.2	(Q) What do you do if you find a problem during pre-operational checks? (A) Fix it if you are authorised to. If you can't fix the problem, write it down in the logbook and tell your supervisor.

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Question	PC	Question and answer
16	2.4	(Q) You have to lift a load but the ground where you are working is uneven. Can you lift the maximum load shown on the load chart? Give a reason for your answer. (A) No because uneven ground reduces the load capacity of the telehandler.
17	2.4	(Q) Which way should the load face if you are travelling up or down a slope? (A) The load should always face up hill.
18	3.1	(Q) What are some load handling communication methods you can use? List two (2). (A) Answer may include: • Hand signals • Whistles • 2-way radios • Verbal instructions
19	3.2	(Q) You need to move a pallet with the fork attachments. List 2 ways you can find out the weight of a load. (A) Answer may include: • Documentation (weighbridge or consignment note) • Weight is marked on the load • Calculate the weight of the load

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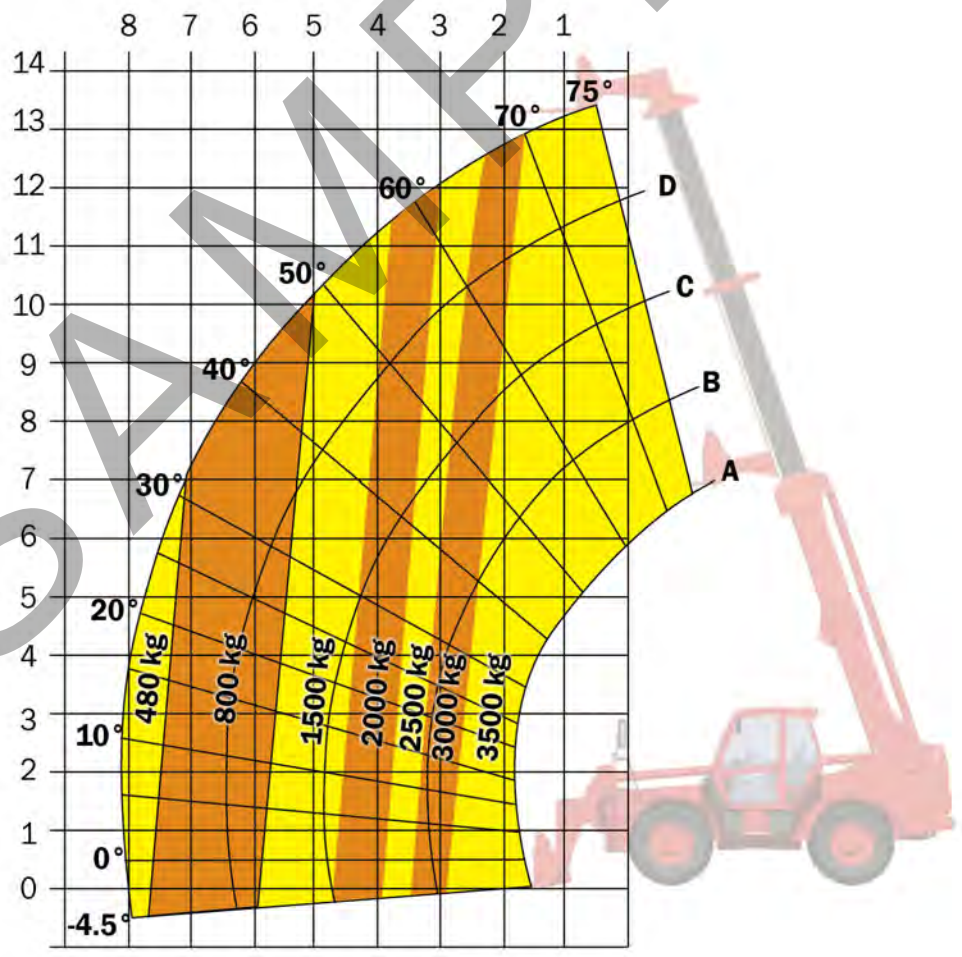
Question	PC	Question and answer
20	3.3	(Q) What should you check to make sure you are looking at the right load chart? (A) Answer may include: • Load chart matches telehandler model • Load chart covers the attachment you are using • Position of stabilisers on load chart matches stabiliser position on telehandler • Boom length indicators on boom match the load chart
		Use this load chart to answer the questions that follow: 

SAMPLE

Question	PC	Question and answer
28	3.5	(Q) You can't see clearly where to place the load. What can you do? (A) Ask a spotter to guide you.
29	3.6	(Q) What should you do when you have finished using a telehandler? (A) Park, shut down, secure and carry out post operational checks.
30	3.6	(Q) Name 3 ways you can make sure the telehandler is safely parked? (A) Answer may include: • Park away from paths and access ways • Park on level ground • Use chocks behind wheels especially if parking on a slope • Park a safe distance away from other machinery, excavations, overhangs and refueling areas • Lower and retract the boom • Sit attachment on the ground

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Question	PC	Question and answer
31	2.2	(Q) What must you do if you find a fault or problem with the telehandler? (A) Answer may include: • Tell your supervisor • Write down details of the problem in the logbook • Tag the machine 'out of service' if the problem is serious
32	3.6	(Q) List 3 things you might do when shutting down the telehandler. (A) Answer may include: • Apply hand brake • Set all switches to off • Set forward/reverse gear to neutral • Apply parking brake • Turn off engine • Remove keys and lock cabin
33	3.6	(Q) What are 2 post operational checks you should do? (A) Answer may include: • Look for any structural damage or fluid leaks • Make sure the tyres are not damaged. Check there are no rocks caught in the tread • Clean away dirt and clean mirrors and windows.

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Practical assessment

Note: Some of the items in this assessment may not be relevant to the machine, equipment or work area where you are being assessed. Your assessor will mark these items N/A (not applicable).

The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

It is the assessor's responsibility to decide if the candidate has competently demonstrated a skill. The assessor may question a candidate further if their demonstration needs clarification.

Practical assessment instructions

Practical assessment should be performed in a normal working environment where possible. However, under some circumstances may occur in a simulated work environment (refer to assessment conditions for further information).

The Assessor must:

- Clearly explain to the candidate what is expected of them
- Check that the candidate has been provided with the necessary tools and equipment
- Complete checklists as the candidate goes through the tasks
- Only question a candidate during a practical task if it is safe to do so
- Stop the assessment immediately if the candidate is doing something dangerous
- Stop the assessment immediately if the machine or objects are likely to be damaged
- Inform the candidate of the result of the assessment

If an assessor needs to stop the assessment because of danger or possible damage, the candidate must be marked as not yet competent. If the assessment is stopped, further training would need to take place before a re-assessment can be undertaken.

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1 – Plan and prepare

Note to student: The trainer/assessors will describe a type of work, show you a work area or give you a work plan.

Depending on the attachment chosen, telehandlers can be used as:

- **an elevating work platform (EWP)**
- **an earthmover**
- **a forklift**
- **or crane.**

Work plan:

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1 - A

Prepares for work (PC 1.1, 1.2, 1.4, 1.7)

☐ ☐ Fits correct PPE for the task/s of the job

☐ ☐ Obtains and reads work requirements

☐ ☐ Identifies location of site & emergency policies and procedures

☐ ☐ Checks environmental management plan (if applicable) or other environmental management requirements.

☐ ☐ Obtains and checks communication equipment (if required)

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1 - B

Plan a safe path to, from and at the work area (PC 1.3, 1.5)

☐ ☐ To the work area

☐ ☐ Where the loads will be moved

☐ ☐ Sets up traffic control if needed

1 - C

Inspects the work area and identifies hazards (PC 1.3)

☐ ☐ Checks for other people in the area

☐ ☐ Checks for dangerous materials such as chemicals

☐ ☐ Checks for underground services such as water, electricity, gas

☐ ☐ Checks for recently filled trenches

☐ ☐ Checks for overhead or underground power lines

☐ ☐ Checks for trees

☐ ☐ Checks for overhead service lines

☐ ☐ Checks for bridges for height and load limit

☐ ☐ Checks for surrounding buildings

☐ ☐ Checks for other equipment in area

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Identify site hazards and control measures (PC 1.3)

☐ ☐ Checks if control measures are needed to isolate people from hazards such as trenches

☐ ☐ Checks if control measures are needed to isolate the telehandler from hazards such as powerlines

☐ ☐ Identifies signage that will be needed to control hazards such as hazard warnings

☐ ☐ Checks what personal protective equipment (PPE) will need to be worn

Plant, tools and equipment (PC 1.6)

☐ ☐ Chooses plant, attachments and equipment for the job

☐ ☐ Checks condition of plant, tools and equipment

☐ ☐ Reports and/or fixes faults of plant, attachment and equipment

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2 – Conduct telehandler pre-operational checks

2 - A

Pre-start checks (PC 2.1)

☐ ☐ Checks the machine log book for service details, faults and history

☐ ☐ Walks around the telehandler and looks for any damage

☐ ☐ Checked under vehicle for fluid/oil leaks or debris

☐ ☐ Any fluid or oil leaks are identified

☐ ☐ Condition of wheels and tyres are checked

☐ ☐ Inflation of tyres is checked

☐ ☐ Loose nuts, bolts and pins are identified

☐ ☐ Carriage checked for damage/wear

☐ ☐ Attachment checked for damage/wear. Checked locating bar and pins are in place and secure.

☐ ☐ Stabilisers checked for crushed lines or debris

☐ ☐ Damage to vehicle body is identified

☐ ☐ Hoses and fittings checked for damage or leaks

☐ ☐ Glass damage is identified

☐ ☐ All windows and mirrors are checked for cleanliness and condition

2 - B

Check any other equipment to be used for faults and defects (PC 2.2)

☐ ☐ Checks that the telehandler has an approved lifting lug or hook

☐ ☐ Checks wire slings for wear and serviceability (if applicable)

☐ ☐ Checks chain slings for wear and serviceability (if applicable)

☐ ☐ Checks synthetic slings for wear and serviceability (if applicable)

☐ ☐ Checks shackles for wear and serviceability

☐ ☐ Checks any other lifting gear

☐ ☐ Check brakes

☐ ☐ Check attachments

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2 – C

Under bonnet checks (2.2)

☐	☐	Engine oil level is checked
☐	☐	Transmission oil level is checked
☐	☐	Coolant level is checked
☐	☐	Air filter indicator is checked
☐	☐	Belts are checked for tightness (if accessible)
☐	☐	Battery security and fluid levels are checked
☐	☐	Reports or fixes faults where necessary

2 - D

Start-up checks (2.1)

☐	☐	Cabin is entered safely
☐	☐	Ensures park brake is locked on
☐	☐	Seat is adjusted for safe operation. Seat belt is worn (if fitted).
☐	☐	Operator's manual, logbook and load chart are located
☐	☐	Correct registration checked for on-road driving
☐	☐	Engine is started correctly and warm up completed
☐	☐	Fuel level is checked making sure there is enough for the job
☐	☐	Boom operation is checked. Boom up, down and extend are all tested.
☐	☐	Boom angle indicator is checked
☐	☐	Carriage tilt lockout is checked (if applicable)
☐	☐	Stabiliser operation is checked (if applicable)
☐	☐	Load limit indicator is tested
☐	☐	Travel path is checked for safe clearance before the vehicle is moved
☐	☐	Steering is checked while travelling slowly – stopping to change movement
☐	☐	Forward and reverse movement are tested – stopping to change mode

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