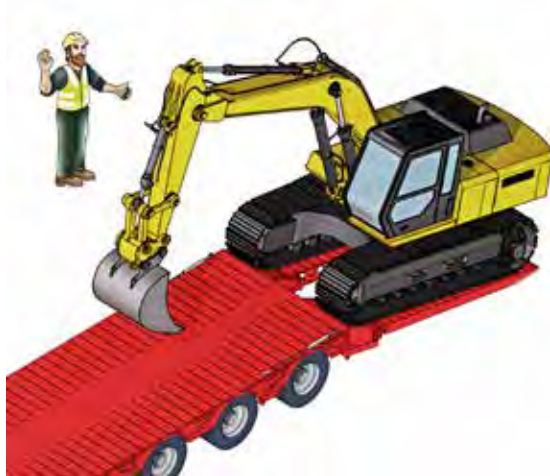


# LEARNER GUIDE

## Load and Unload Plant



RII COMPETENCY

Training support material for:  
RIIHAN308F  
Load and unload plant



# PREPARE TO LOAD AND UNLOAD PLANT

## Element 1



# Documentation needed to load and unload plant



The screenshot shows the NHVR logo on the left and the text 'Access Class 3 (miscellaneous) permit application' on the right, with 'Heavy Vehicle National Law Section 123' below it. A red note states: 'Please note: All fields marked with a \* must be completed. If these fields are blank or incorrect, your application may be rejected.' Below this is a field for 'Regulator Customer Number (RCN) (if known)' with seven input boxes. A note below the boxes says 'If you have an RCN do not complete Section 1.' The form is divided into 'Section 1' with the sub-heading 'Applicant Details'. The first field is 'Applicant's Name (must be Company or Individual)', which is marked with a red asterisk and has a long, empty input box.

To load and unload plant correctly you need to know how to get, read and apply load handling documentation. The following pages will give you examples of the types of load documentation and information you are likely to use.

Some of the documentation will be online such as the permits on the National Heavy Vehicle Regulator (NHVR) website.

## Personal protective equipment (PPE)

**Question 2. What personal protective equipment (PPE) should you wear when loading and unloading a machine in hot weather**

**Answer may include but not limited to:**

- hard hat
- hi viz vest
- gloves
- sunscreen
- long sleeved shirt with a collar
- safety glasses
- hard nosed boots



# Traffic management



Have plans in place to make sure other people do not go near the plant while it is being loaded or unloaded. This is important on a busy site or in a public space. The area in which is isolated to conduct the loading or unloading procedure should have a 'safe zone' or 'clear zone' which in the event of an emergency will not have adverse effects on external elements of the operation. (e.g. - Designated loading area being set at 30 metres any which way around the plant and the float/truck so no parts of the external operation are affected during the load / unload even in the event of an emergency).

This can be done by:



Physical barriers

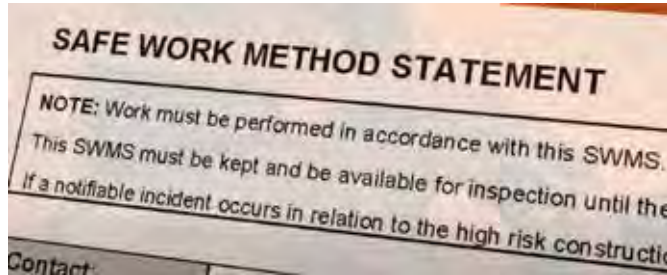


Signage



Spotter

# Traffic management

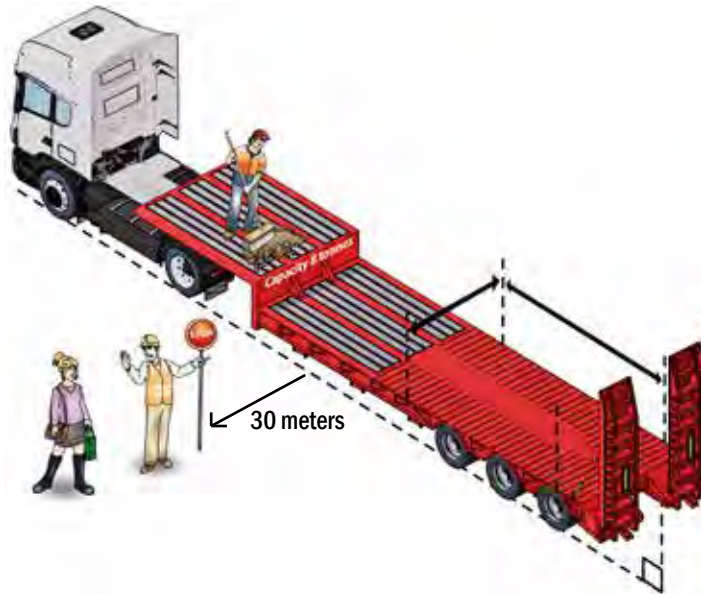


Working in and around mobile plant must be listed in your safe work method statement (SWMS) or job safety analysis (JSA)..

Always use the plant's seatbelt when loading or unloading. This could save serious injury should the plant topple over.

## Traffic management

**Question** Why is traffic control needed when loading and unloading plant?



**Answer:**

**It is necessary to keep people out of the area where the machine is being loaded onto the transport vehicle. This is done to keep other people and vehicles safe. Controls can include physical barriers, clear signage and the use of a spotter.**



# Lay down yard

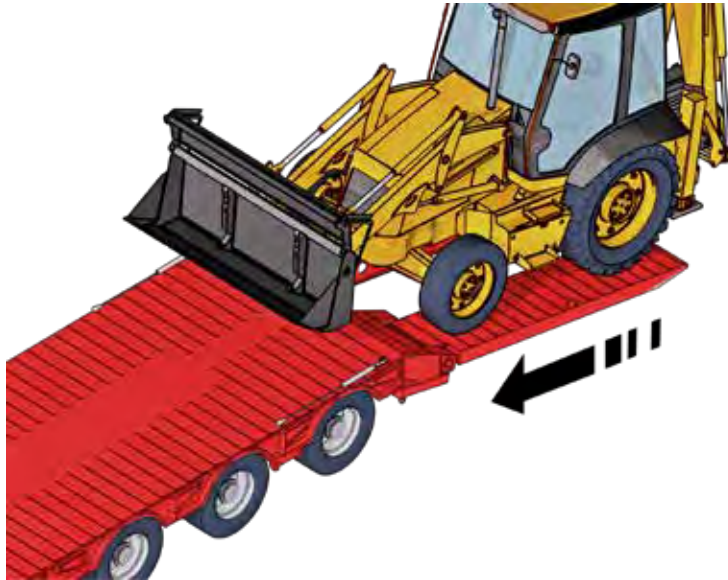
As part of traffic management, most places will have a lay down yard for use. As part of assessing the job, check if there is a lay down yard. This area is used for jobs such as loading and unloading plant.





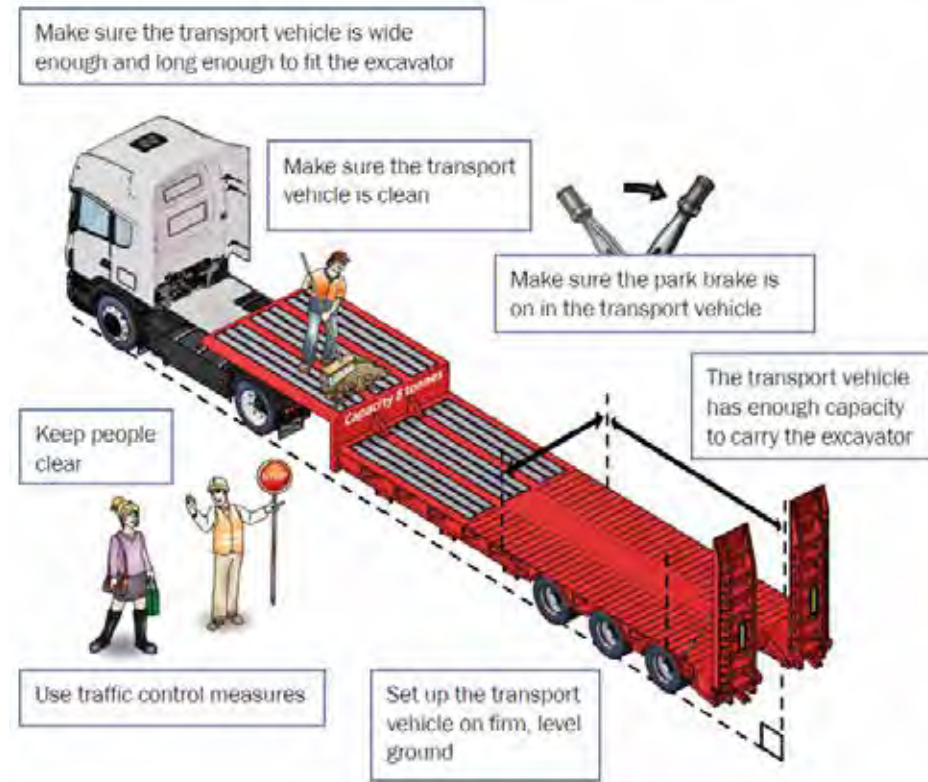
# LOAD THE PLANT CORRECTLY

## Element 2



# Set up the transport vehicle to carry an excavator

Example of moving plant:



[Continued on next page.]

After the transport vehicle and the excavator have been prepared, what steps are taken?

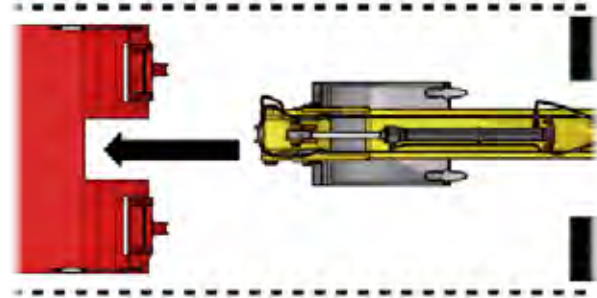
1. Raise the bucket to clear the ground.



2. Drive to the loading area.



3. Line the machine up with the ramps.



*[Continued on next page.]*

4. Drive slowly forward until the tracks or wheels start to climb the ramp.



If visibility is restricted a guide may be required.

5. Move the bucket or attachment away from the machine to help balance the machine while climbing ramps.



*[Continued on next page.]*

6. Lower the bucket to the vehicle deck and drive slowly forward while moving the attachment closer to the cab and supporting the front of the machine.



7. As the machine rocks over onto the deck raise the bucket slowly to prevent the machine coming down hard onto the deck.



8. Raise the bucket until it just clears the deck and position the machine on the vehicle to make sure the load is correctly shared by the wheels.



9. Move the bucket close to the operator's platform and lower the boom down until the boom weight is resting on the deck.



*[Continued on next page.]*

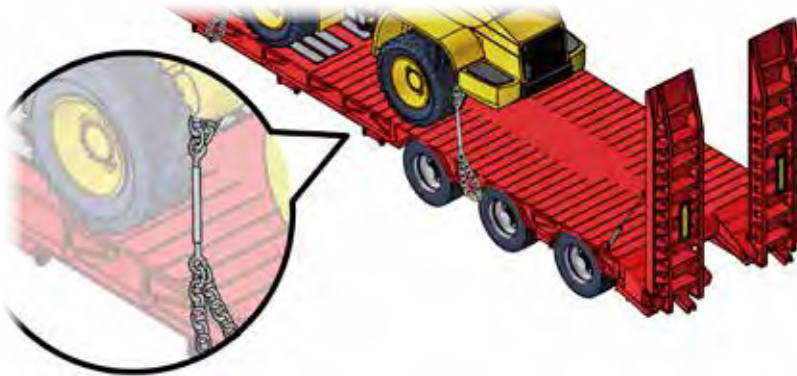
10. Switch off the machine and apply the park brake.



11. Secure the cabin.



12. Secure the machine to the vehicle.





# Machinery dimensions

You need to know the weight and dimensions of the float or trailer to safely carry the plant. This will help you to know that you have the right transport vehicle to do the job.

## For example: Which float would you use?

Barry Smith has been asked to transport an excavator weighing 52 tonne with a track width of 3.2 meters, the company Barry works for has two floats in the transport pool.

- A) 1 Drake widening 4x4 float timber deck and drake 2x4 dolly non widening
- B) 1 Lusty 4x8 axle steel deck widening float and 2x8 dolly widening.

1 Which float would be used?

### Answer:

Barry should use the 4x8 Lusty float. A 4x4 even with the dolly is only good for 50 tonne. Legal compliance build plates on the float and will have details including gross vehicle mass (GVM) and tare weight.

[Note: Gross Vehicle Mass (GVM) is the maximum total weight that a truck can apply to the ground.]

