

# Telehandler operations

RIIHAN309F

Conduct telescopic materials handler operations



## Learner Workbook

Knowledge & Practical (Formative assessment)

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**TRAINER'S COPY WITH ANSWERS**

This resource was developed by



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## Definition of a telescopic materials handler






The definition may include:


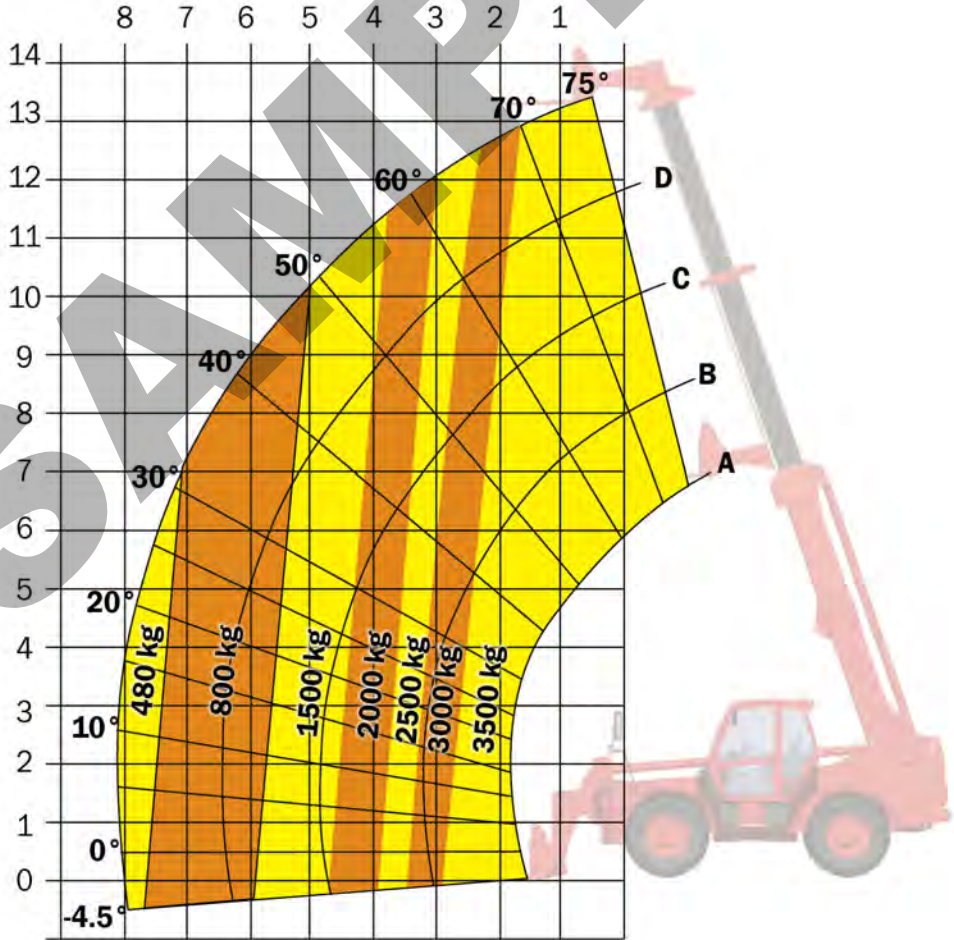
- A telescopic materials handler (sometimes referred to as a 'telehandler') is a self-propelled wheeled machine with a hydraulically operated telescopic boom assembly. It is a versatile machine due to its manoeuvring capabilities, reach height and the varying types of attachments that may be fitted generally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




Question	PC	Question and answer
5	1.3	<p>(Q) There are three things you must decide when preparing an EMP.</p> <div data-bbox="400 322 911 645" style="text-align: center;">  <p><b>Environmental Management Plan</b></p> </div> <p>They are:</p> <ul style="list-style-type: none"> <li>(i) How serious is the environmental risk and</li> <li>(ii) How likely is it to happen?</li> <li>(iii) How can you control the risk</li> </ul>
6	1.3	<p>(Q) What is the purpose of a Traffic Management Plan?</p> <div data-bbox="384 869 1054 1283" style="text-align: center;">  </div> <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• It tells you how to control traffic and pedestrians in and around the worksite</li> <li>• The purpose is to keep all workers and visitor's safe.</li> </ul>

Question	PC	Question and answer
14	2.3	<p>(Q) List three common hazards you might find at a worksite.</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Unstable ground and excavations – Use barriers to keep away people and equipment</li> <li>• Traffic and people – Use barriers and traffic controllers</li> <li>• Trees, bridges and buildings – Set up exclusion zones and have a lifting plan that keeps the telehandler clear of hazards</li> <li>• Powerlines – Use a safe lifting plan. Contact local electricity supply authority for information and assistance</li> <li>• Hazardous materials – Make sure they are properly labelled and stored</li> </ul>
15	2.3	<p>(Q) What hazard controls could you use to keep people safe around unstable ground or trenches?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Set up an exclusion zone</li> <li>• Use barricades or fencing</li> <li>• etc.</li> </ul>










Question	PC	Question and answer
16	2.4	<p>(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.</p>  <p>(A) No because uneven ground reduces the load capacity of the telehandler.</p>
17	2.4	<p>(Q) Which way should the load face if you are travelling up or down a slope?</p>  <p>(A) The load should always face up hill.</p>
18	3.1	<p>(Q) What are some load handling communication methods you can use? List two (2).</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Hand signals</li> <li>• Whistles</li> <li>• 2-way radios</li> <li>• Verbal instructions</li> </ul>
19	3.2	<p>(Q) You need to move a pallet with the fork attachments. List 2 ways you can find out the weight of a load.</p> <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Documentation (weighbridge or consignment note)</li> <li>• Weight is marked on the load</li> <li>• Calculate the weight of the load</li> </ul>

Question	PC	Question and answer
20	3.3	<p>(Q) What should you check to make sure you are looking at the right load chart?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Load chart matches telehandler model</li> <li>• Load chart covers the attachment you are using</li> <li>• Position of stabilisers on load chart matches stabiliser position on telehandler</li> <li>• Boom length indicators on boom match the load chart</li> </ul>
		<p>Use this load chart to answer the questions that follow:</p> 

Question	PC	Question and answer
25	3.4	<p>(Q) You are choosing a safe path to travel with the load. What should you look for?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Avoid rough ground</li> <li>• Avoid tight corners</li> <li>• Path must be wide enough and high enough</li> <li>• Allow for front fork swing and rear tail swing</li> </ul>
26	5.2	<p>(Q) How could you find out the speed limit on your worksite?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Check speed limit signs</li> <li>• Ask supervisor</li> <li>• Check work instructions.</li> </ul>
27	3.5	<p>(Q) What height should the load be if you are travelling with the load?</p>  <p>(A) As close to the ground as possible.</p>



Question	PC	Question and answer
28	3.5	<p>(Q) You can't see clearly where to place the load. What can you do?</p>  <p>(A) Ask a spotter to guide you.</p>
29	3.6	<p>(Q) What should you do when you have finished using a telehandler?</p>  <p>(A) Park, shut down, secure and carry out post operational checks.</p>
30	3.6	<p>(Q) Name 3 ways you can make sure the telehandler is safely parked?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Park away from paths and access ways</li> <li>• Park on level ground</li> <li>• Use chocks behind wheels especially if parking on a slope</li> <li>• Park a safe distance away from other machinery, excavations, overhangs and refueling areas</li> <li>• Lower and retract the boom</li> <li>• Sit attachment on the ground</li> </ul>

Question	PC	Question and answer
34	4.1	<p>(Q) How do you know the capacity of an attachment?</p>  <p>(A) Answer may include:</p> <ul style="list-style-type: none"> <li>• Check the attachment's data/compliance plate</li> <li>• Check the load chart</li> </ul>
35	4.2	<p>(Q) When working with a WP basket, why is it important to turn on tilt lockout?</p>  <p>(A) It automatically keeps the basket level so workers cannot be tipped out.</p>
36	4.2	<p>(Q) Why do you need to raise and lower the work platform before a worker gets into it?</p>  <p>(A) To make sure everything is functioning properly and it is safe.</p>
37	4.3	<p>(Q) Can you use a slide-on jib to drag a load?</p>  <p>(A) No</p>

## 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.

## 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

**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

## 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



## Assessment Summary – Competency Sign Off

Knowledge and Practical Assessment Summary		Satisfactory	Not Satisfactory
KNOWLEDGE QUESTIONS		<input type="checkbox"/>	<input type="checkbox"/>
PRACTICAL TASKS			
- Plan and prepare		<input type="checkbox"/>	<input type="checkbox"/>
- Conduct telehandler pre-operational checks		<input type="checkbox"/>	<input type="checkbox"/>
- Operate telescopic materials handler		<input type="checkbox"/>	<input type="checkbox"/>
- Attach, secure, lift, carry and place materials		<input type="checkbox"/>	<input type="checkbox"/>
- Select, remove and fit attachments		<input type="checkbox"/>	<input type="checkbox"/>
- Relocate the telescopic materials handler		<input type="checkbox"/>	<input type="checkbox"/>
- Conduct housekeeping activities		<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency:</b>	Not Yet Competent <input type="checkbox"/> Date _____	Competent <input type="checkbox"/> Date _____	
<b>Feedback to be given to candidate:</b>			
<b>Trainer / Assessor signature:</b>	The learner has been assessed as <input type="checkbox"/> <b>Not Yet competent</b> / <input type="checkbox"/> <b>competent</b> in the elements and performance criteria, critical aspects for assessment, required skills and knowledge for this unit and the evidence presented is:		
<b>Date:</b>	<input type="checkbox"/> <b>Authentic</b> <input type="checkbox"/> <b>Valid</b> <input type="checkbox"/> <b>Reliable</b> <input type="checkbox"/> <b>Current</b> <input type="checkbox"/> <b>Sufficient</b>		