

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005 Registered in England No 06991213



## Small Mobile Plant Loading / Transporting / Off Loading



### Aim

To train staff in the correct and safe practices for the loading, transporting and off loading of mobile plant. This will be to recognised standards and best practice of operation and the job safety knowledge required for their safe and correct operation. This will be to legislative requirements including the Road Traffic Act, MHASAWA, PUWER and any company practices and systems. *This is not a plant operators training course, these are available separately.*

### Knowledge

Upon successful completion of this course, the operator will have knowledge of:

- Their responsibilities under the Health & Safety At Work Act
- The employers responsibilities under the Health & Safety At Work Act
- The specific safety regulations and operating practices for the operation
- The requirements of transport law in relation to this operation
- The Legislative requirements for Hire equipment
- The importance of pre-use, pre travel and pre unloading checks

### Skills

Upon successful completion of this course, the operator will have the practical skills and knowledge to:

- Operate the Mobile plant safely for this operation
- Recognise unsafe or inappropriate plant / trailers / transporters
- Safely load plant
- Safely secure plant to the transporting vehicle
- Safely unload plant
- Complete vehicle checks regarding use on public highway
- Record inspections and checks
- Undertake Pre Use Checks

### Durations / Ratios

Variable depending on Delegate numbers (up to 3), their experience and prior knowledge, as a guide:-

#### Experienced Operators 1 Day

#### Novice Operators 2 Days

An experienced operator will meet 1 or more of the following criteria:

- A/ Some prior experience (1 month minimum) in operating the plant concerned.
- B/ Prior experience (without certification) in loading, transporting and off loading plant
- C/ Have completed this type of basic training course within the last 5 years
- E/ Have prior certification that is being withheld or has been lost.

### Notes

The above timings assume candidates attend together throughout the course.

Attendance for the above periods do not infer automatic pass situations as training times can vary depending on individual candidates abilities to assimilate knowledge & skills.

Candidates must successfully complete pre-use checks, knowledge and practical skills examinations for certification.

HSCS will supply (as appropriate) all training materials, manuals, HSE handouts, videos, Audio Visual unit, examination papers and full report/training documentation.

All mobile plant, transporting vehicles and securing equipment must be PUWER Compliant and supplied at site.

### Entry Requirements

Candidates must have previously attended a Manual Handling training course.

Candidates minimum age will be 18 and must hold the appropriate full driving licence for the transporting vehicle

## Course Syllabus

### Period 1 Introduction to the course

Delegates will be introduced to the course, administration and documentation will be completed and the aims and objectives explained

### Period 2 Health & Safety

Delegates will be made aware of both theirs and the company's responsibilities under the Health & Safety at Work Act and the associated transport legislation.

### Period 3 Operating Safely

Delegates will be appraised of the overall system of safe operating, stability factors and correct driving techniques, using HSE handouts, operating manuals, HSCS backup materials and any company risk assessments as well as viewing the appropriate safe practices video programme.

### Period 4 Pre Operational Checks

Delegates will be shown the correct and required pre use checks, these will be in line with HSE legislative requirements, best practice, the manufacturers recommendations, The plant checklist and safety procedure

- 4.1 Candidates will be shown the correct and appropriate vehicle roadworthiness checks to be made on the transporting vehicle, and trailer, as applicable.

### Period 5 Safe Machine Operating Practices & Procedures (As appropriate to experience levels)

- 5.1 The candidate will be shown and practice the use of basic machine controls, the correct engine start & stop control, emergency stops and braking systems.
- 5.2 The candidate will be shown the safe and correct procedure for adjusting and setting seats, restraint systems, any safety controls.
- 5.3 The candidate will be shown and practice how to set the machine for the correct travelling position, basic forward, reverse and stopping manoeuvres.
- 5.4 The candidate will be shown and practice the correct and safe methods and practices for basic steering, progressing onto more complex manoeuvres.
- 5.5 The candidate will be shown and practice the correct and safe procedure for loading the plant onto the transporting vehicle, and correct final positioning.
- 5.6 The candidate will be shown and practice safe methods of securing the plant to the transporting vehicle, securing points, arrest features, locking pins and final transport checks.
- 5.7 The candidate will be shown and practice the removal and correct storage of securing devices and the recognised safe unloading procedures.
- 5.8 The candidates will be shown and practice the correct shutdown and re-instatement procedures and systems.

### Period 6 Supervised Practice

The candidate will practice the overall procedures with corrective instruction as appropriate.

### Period 7 Theoretical Examination

The candidate will undergo a recognised theoretical examination of legal duties, and company systems regarding practices, procedures and problem solving within the operation of loading, transporting and off loading plant. The pass rate being 100%



### **Period 8 Pre – Operational Checks Examination**

The candidate will undertake a pre-operational (and roadworthiness) check of the plant, vehicle and trailer (as appropriate) including fault recording and reporting procedures. This will be a monitored examination with the examiners judgement made on performance across a number of criteria.

### **Period 9 Practical Examination**

The candidate will be examined on their practical skill, this will be a set specific examination encompassing the practical elements of the operation. Pass mark will be a maximum 20 penalty points.

### **Period 10 Feedback & Close**

The candidate will be appraised of their performance with any weaknesses, strengths or recommendations identified, and final documentation completed.

### **Course Documentation**

On completion of the course copies of the following documentation is forwarded to the employer. Originals are retained by HSCS both in hardcopy (archived) and in electronic form for immediate availability.

### **Temporary Pass Notification**

This is issued on successful course completion and is valid for 2 weeks from the examination date, by which time full certification and positive ID cards will have been issued.

### **Delegate & Course Report**

The individual delegate and course report will include information on the course completed, knowledge and practical examination results, course location, date/s, equipment used in training, trainer/examiner registered number, national provider registration and contact information.

### **Certification**

This is only issued to those delegates demonstrating the required levels of skill, safety knowledge and ability. Certification is presented in A4 format with all relevant information detailed upon it, and carries the delegates photograph. This is then laminated to increase it's durability and prevent possible fraudulent use. A small laminated wallet sized 'plant card' is also issued for delegates to be able to present on request at site, or for HSE inspectors etc, this also carries the delegates photograph.

### **Optional Documentation**

The above Delegate and Course reports hold all the information required for HSE, insurance, and legislative bodies require as a record of training, Practical Examination Sheets, Knowledge Examination Papers, and pre use check sheets are also available should the client require these.

## **Whats Included**

**All course** quotations / charges include, as appropriate, delegates course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports, course reports, examination results, full course documentation and all travel and expenses to any UK Mainland site.

### **Post Course**

HSCS Training Services believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up our services and training courses. We also offer an email based free Health & Safety update / notification service. We are here to help YOU conduct a compliant and safe business for the benefit of your company, its employees, and your customers, on a cost effective basis.

### **Course Records**

All course documentation, examination papers, reports and certification details are held centrally and in electronic format, these can only be accessed by the client company and HSE officials. In the event of documentation being lost, we can email these to the client, usually in a PDF format.