

## Construction Skills Certification Scheme

### CSCS Telescopic Handler Candidate Pack

**Please read this document carefully. Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 533 2500**

#### Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Skills Self-Analysis
- Part 2 – Applicant Details
- Part 3 – Endorsement of Operating Competence
- Part 4 – Practical Test Criteria

#### Aim of Programme

The CSCS plant training and assessment programme enables trained construction plant operators to gain recognition for their achievements by the way of certification, and provide an opportunity for participants to demonstrate their skills, knowledge and attitudes associated with plant operations, which provides suitable certification.

#### Candidate Profile

Candidates for this programme must:

- Have at least six months full time experience operating as a trainee telescopic handler operator in construction in accordance with the 5th Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The six months experience must be within the last two years.
- Possess a valid 'Safe Pass' registration card
- Be at least 18 years of age

Note: The above items must be verified by the current or previous employer (Part 3 of this pack)

#### Application Requirements

- Approved Training organisations must send the Candidate Pack and Course Notes to the Candidate at least five days prior to the course date.
- Sections A, B, and C of Part 2 need to be completed by the applicant with Part 3 completed by the employer.
- Section C of part 2 must list at least six months full time experience operating as a trainee telescopic handler operator.
- Part 1 - Skills Self-analysis, Part 2 Applicant Details and Part 3 - Endorsement of Operating Competence must be completed and submitted to the chosen Approved Training Organisation at least one-day prior to attending the one-day training and assessment programme. Failure to do so will result in the candidate being unable to complete the programme.

**Candidates must bring with them on the day:- a passport sized photograph, their Safe Pass card plus safety helmet, safety boots, reflective 'hi-viz' jacket and gloves.**

# Construction Skills Certification Scheme

## CSCS Telescopic Handler Candidate Pack

### One Day Programme Content

#### Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their Safe Pass card and photograph to the assessor. Parts 1, 2 and 3 must be already submitted.

#### Skills Validation Session

Candidates will undertake a minimum of a 3 hour Skills Validation Session with the course instructor. The Skills Validation Session cannot give skills and knowledge not held, but allows trained operators to eliminate 'bad habits' gained on site.

Please note that the instructor has the right to refuse the candidate access to the test if they have demonstrated dangerous operating skills that contravene any part of the Safety, Health and Welfare Regulations.

#### Theory Test

On completion of the Skills Validation Session, candidates are allowed 45 minutes to undertake a multi-choice question paper. Questions will be based on the following:

- Legislation and regulations
- Employer and employee responsibilities
- Safe working practices
- Machine components and functions
- Correct operating techniques
- Pre-use checks and basic maintenance
- Road travel (where relevant)
- Types and characteristics of materials and loads
- Site safety
- Shut down and securing procedures

Subjects that the questions will be based on will be covered during the Skills Validation Session.

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks. Candidates who achieve a minimum of 85% will be awarded a credit.

#### Practical Test

On the test the candidate will demonstrate tasks with the telescopic handler. The tasks to be undertaken, equipment required and a sample grading sheet is contained in Part 4 of this pack – Practical Test criteria. Part 4 of this pack details the equipment and resources needed for the test and the tasks the candidate will be expected to carry out with a telescopic handler.

The grading sheet is divided into essential items and scored marks. Scored marks allow a limited number of minor errors to be made. To succeed, the candidate must achieve all essential items and not exceed the maximum score. Candidates who score no penalty marks as well as all the essential marks will be awarded a credit. The practical test has a maximum time of 1 hour and 15 minutes in which all tasks must be completed.

## **Feedback and Certification**

If a candidate meets the required standard, the approved training organisation will send the relevant assessment documentation to SOLAS for certification and registration. The CSCS card is printed and posted to the training provider for distribution. A QQI certificate will also be awarded as a result of a pass on the one-day programme.

Candidates who achieve a credit in the theory test **and** practical test will be awarded an overall credit.

Candidates who are referred will receive written feedback from the assessor and may be advised to undertake further training and/or site experience.

If a candidate is successful in the theory but not the practical part of the test, then they may reattempt just the practical part. If the candidate has not been successful in the theory test, then they may not attempt the practical test.

This concession may only occur if the candidate returns to the same approved trainer and training organisation within 9 months. If they choose to go to a different organisation, they will have to do both the practical and theory parts again.

For learners who do not reach the required standard, a period of 5 days must elapse before they can retake the test.

## **Registration Card Duration**

CSCS registration cards are valid for five years and can be renewed up to six months before the expiry date

## **Cancellation of Certificates and Cards**

Where it is discovered that the information provided by the Candidate was incorrect or the programme was not delivered in accordance with SOLAS specifications the Certification and registration card may be withdrawn and the relevant authorities notified.

# DATA PROTECTION NOTICE

## PARTICIPANT AND EMPLOYER DATA PROTECTION NOTICE

### 1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("Personal Data") provided when completing the application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process this Personal Data for the purpose of assessing the Form and, if successful, issuing a CSCS/QSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller. SOLAS will collect and process the Personal Data that you provide in the Form.

**IMPORTANT:** where you provide Personal Data about other individuals (e.g. your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS accordance with this Notice.

### 2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

**Legal basis:** it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT:** If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

**Legal basis:** it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

### 3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including CSCS/QSCS trainers, your existing or potential employers, government and state authorities including in particular the Construction Industry Federation (CIF), Credit Card Systems Ireland Ltd and Quality and Qualifications Ireland. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

### 4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

## **5. YOUR RIGHTS**

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object Automated Decision Making

## **6. CHANGES TO THIS NOTICE**

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this notice will be posted on the SOLAS CSCS/QSCS website at <http://www.solas.ie/Pages/CSCS.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

## **7. CONTACT US**

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

# Construction Skills Certification Scheme

## Part 1 - Skills Self-Analysis CSCS Telescopic Handler

### Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe use of telescopic handler against the questions below. This is to ensure that all those attending the One-day Trained Operator Programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen Approved Training Organisation prior to attending the one-day training and assessment programme.

### Instructions to the Applicant

Please take your time and answer all questions honestly, as dishonest answers mean that you may be unsuccessful on the course programme. On completion, add up the total number of questions you have scored as 'yes' and refer to the Assessment Grading which will analyse your knowledge and experience.

### Assessment Questions

Please answer **all** questions as indicated:

	Yes	No
1. can you identify and use all the controls correctly?	<input type="checkbox"/>	<input type="checkbox"/>
2. can you extract information from the operator's handbook?	<input type="checkbox"/>	<input type="checkbox"/>
3. do you correctly carry out all pre-use and running checks?	<input type="checkbox"/>	<input type="checkbox"/>
4. can you correctly configure the telescopic handler for site and road travel?	<input type="checkbox"/>	<input type="checkbox"/>
5. have you travelled over differing types of terrain including rough, undulating ground?	<input type="checkbox"/>	<input type="checkbox"/>
6. can you travel up & down steep slopes with and without a load correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7. are you able to manoeuvre in confined and restricted areas in forward and reverse?	<input type="checkbox"/>	<input type="checkbox"/>
8. can you set the telescopic handler correctly to lift various loads?	<input type="checkbox"/>	<input type="checkbox"/>
9. do you know what the recommended minimum distance is when working near power lines?	<input type="checkbox"/>	<input type="checkbox"/>
10. can you explain the purpose of the stabilisers (wheeled machines) and when they should be used?	<input type="checkbox"/>	<input type="checkbox"/>
11. do you know how to read and interpret load or duties chart correctly?	<input type="checkbox"/>	<input type="checkbox"/>
12. can you explain the different methods of determining the weight of a load?	<input type="checkbox"/>	<input type="checkbox"/>
13. can you lift and place various loads accurately in confined spaces i.e. within 100mm of another load or structure?	<input type="checkbox"/>	<input type="checkbox"/>
14. do you understand the approved hand signals for lifting?	<input type="checkbox"/>	<input type="checkbox"/>
15. have you retrieved or removed loads without damaging adjacent loads?	<input type="checkbox"/>	<input type="checkbox"/>
16. can you explain why the forks, when lifting a load, must be set equally apart?	<input type="checkbox"/>	<input type="checkbox"/>
17. do you know the correct procedure to load and unload a vehicle bed or trailer?	<input type="checkbox"/>	<input type="checkbox"/>
18. can you shut down and secure the telescopic handler correctly after work?	<input type="checkbox"/>	<input type="checkbox"/>

Yes Total \_\_\_\_\_

Candidate Name: ..... Date: .....

## Part 1 - Skills Self-Analysis CSCS Telescopic Handler

### Assessment Grading

#### If you have scored 12 – 18

You appear to have a good understanding of Telescopic Handler operations to comfortably participate on the trained operator course programme.

#### If you have scored 8 – 11

Your understanding of Telescopic Handler operations is limited and we advise that you acquire further knowledge before attending the trained operator course programme. Remedial training and further site experience is advised.

#### Less than 8

Your supposed understanding of Telescopic Handler operations is very limited and we strongly advise you not to attend the course until you have undertaken remedial or full training.

### Assessment Requirements

Should a candidate have any particular assessment requirements i.e. need a translator or reader/writer or any other form of special needs, the approved training organisation **must** be informed well in advance of attending the one day programme so that the appropriate help may be sourced.

Information regarding a candidate's particular requirements will be treated with the strictest confidence by the approved training organisation.

### REMINDER

#### Candidates must bring with them on the day:

- Passport sized photograph
- Safe Pass card
- Safety helmet
- Safety boots
- Reflective 'hi-viz' jacket
- Gloves

Further information and clarification may be obtained from the CSCS Unit Office or phone 01 5332500

## Part 2 - Application Details CSCS Telescopic Handler

### Section A Applicant Details

Surname ..... Forenames.....

Address .....

.....

Tel: ..... Date of Birth: .....

PPS Number ..... Safe Pass Expiry Date: .....

### Candidate Profile

Candidates for this programme must:

- Have at least six months full time experience operating as a trainee Telescopic Handler operator in construction in accordance with the 5th Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The six months experience must be within the last two years.
- Possess a valid 'Safe Pass' registration card
- Be at least 18 years of age

### Section B Applicant Declaration

I confirm that the information detailed in this application, and any submitted information is valid, genuine and correct.

- I have at least six months full time experience operating as a trainee Telescopic Handler operator in construction within the last two years
- I am in possession of a valid 'Safe Pass' registration card
- I am at least 18 years of age

*Please sign*

Date: .....

## Part 3 - Application Details CSCS Telescopic Handler

### Section C Applicant Experience

Please briefly list work carried out with a Telescopic Handler for at least six months, including dates and location of work.

Dates from/to	Machine make & model	Location and brief details of work done
<i>Example</i> 9 Jan 14- 22 May 2015	JCB 530-14	<i>Barron Homebuilds, Kilty Street, Dublin.</i> <i>Unloading vehicles, moving loads around site and placing at various heights</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

**Part 3 - Endorsement of Operating Competence - Telescopic Handler**

**Applicant Name**.....

This endorsement of operating competence must be completed by an existing or previous employer. This part can only be completed by a supervisor or line manager of the employer.

The endorsing individual should only initial the statements where they can confirm that the applicant can carry out the work. Some endorsements may require the initials of more than one endorser.

Copies of this form may be made if there are more than two endorsers signing.

Each statement must be initialled by the endorser. The applicant can only be considered competent providing **all** statements are signed by one or more endorsers in the Endorsers details section.

I consider that the above named applicant is able to competently:	Initials
1. Check, inspect and maintain a telescopic handler for efficient and safe use under construction site conditions	
2. Safely operate and control a telescopic handler over varying terrain and inclines carrying various types of loads	
3. Understand and interpret load capacity charts and safe load indicators	
4. Lift and place loads onto and off trailers, and up to maximum height with a telescopic handler	
5. Comply with site procedures for receipt, organisation and distribution of site materials	
6. Park, shut down, secure and leave the telescopic handler in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the telescopic handler	

**Endorser's Details**

Full Name: .....

Company name and address: .....

Position: ..... Contact Tel no: .....

Relationship to Applicant.....

*The named individual signing this section must be in a supervisory or managerial position, nominated by the employer organisation.*

**Declaration**

We/I the employer confirm that:

- the applicant has as least six months full time experience operating as a trainee telescopic handler operator in construction within the last two years
- the applicant is in possession of a valid 'Safe Pass' registration card
- the information detailed in this application, and any submitted information is valid, genuine and correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Part 4 - Practical Test Specifications Telescopic Handler

### Equipment and Resources

- Serviceable telescopic handler fitted with stabilisers which meets current legislation, has standard forks, a R.O.P.S, F.O.P.S, seatbelt and rough terrain capability and the Manufacturer's manual.
- Loads of known weights to consist of:
  - 1 x load not less than 60% of the telescopic handlers rated capacity - **Load 1**
  - 3 x similar size palletised loads suitable for stacking safely - **Load 2**
  - 1 x load of a weight less than the telescopic handlers lift capacity at full horizontal reach - **Load 3**
- Lorry bed equipped with a headboard. (this may be simulated but **must** have the same dimensions including the ground/bed height).
- Loading out tower or suitable structure not less than 75% of telescopic handlers maximum lift height, able to safely support **Load 1**.
- An area which must have level ground, rough, uneven terrain, a slope(s) not less than 18% (1:5.5) incline, and a straight run of at least 20 metres.
- A tape measure able the full reach of the telescopic handler.

### Tasks

**Prior to starting the test, the forks must be set to the widest position.**

The Candidate needs to:

1. Carry out full pre-start and running checks as required by the manufacturer.
2. Prepare the telescopic handler for travel, and travel to the location of **Load 1**. The route is to include travelling up and down the slope(s).
3. Pick up **Load 1** and travel the route which is to include:
  - Travelling up and down the slope(s). Whilst travelling up the incline, stop and restart the telescopic handler
  - travelling over rough, uneven terrain
  - Pass through a chicane in a forward and reverse direction. There must be a clearance of no more than 600mm of the machine's width between the chicane sides and the telescopic handler when passing through.
4. Place **Load 1** onto the loading out tower. When placed manoeuvre the telescopic handler away from the tower which involves a change of direction.
5. Retrieve **Load 1** and lower to ground level.
6. Travel with **Load 1**, in reverse, in a straight line for a minimum distance of 20 metres. When completed place the load at a given point.
7. Place 3 x **Load 2** onto the vehicle bed with 2 loads squared up to the headboard, following a sequence of loading the vehicle bed fully. There must be no more than 75mm clearance between the loads, and the loads and vehicle headboard. The trailer can be accessed from one side only.
8. Remove 3 x **Load 2** from the vehicle bed and place at a given location.
9. Pick up **Load 3** and place at ground level at a given point, which can only be accessed by using full horizontal reach of the telescopic handler.
10. Demonstrate undercutting by both lifting and placing a load.
11. Travel the telescopic handler to a park position, shut down and secure.

## Time

- The candidate must complete all tasks within 1 hour and 15 minutes

### Example of practical assessment marking sheet

1. Carry out pre-start and running checks (verbal questions correctly answered if engine hot)
2. Mount and dismount the telescopic handler correctly
3. Carry out full observation before reversing the telescopic handler
4. Clear any restrictions and hazards encountered whilst travelling and reversing
5. Wear the seat safety belt
6. Ensure all loads were secure whilst on the forks and after placing
7. Place the loads at the required position, within the specified tolerance
8. Correctly carry out shut down and securing procedures
9. Conform with legislation and manufacturer's instructions
10. Complete the test in the time given

**SOLAS**

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority



# Construction Skills Certification Scheme

## Safe Operation of Telescopic Handler



# **Construction Skills Certification Scheme**

## **Safe Operation of Material Handlers**

### **Telescopic Handler**

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The Construction Skills Certification Scheme Unit has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement for current regulations.

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## Receipt

I have received a copy of the CSCS Safe Operation of Material Handlers – Telescopic Handler notes and agree to read it carefully and comply with all the guidance and advice on safety and good working practices which it contains.

Signature	
Full Name	
Date	

Name of Company or Organisation	
Address	

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## **Acknowledgements**

Extracts from BS 7121: Part 1 are reproduced with the kind permission of the British Standards Institution. Complete copies can be obtained by post from B.S.I. Sales, 389 Chiswick High Road, London W4 4AL.

Extracts and illustration by kind permission of CITB-Construction Skills

## Introduction

This guide for the safe operation of Telescopic Handlers has been produced for plant operators. It sets out to provide guidance in an easy to read form, paying particular attention to the duties of the Telescopic Handler operator. It covers a wide range of operating conditions and activities, and aims to promote safe working practices which comply with current legislation and the precautions to be taken if accidents are to be avoided.

Specific sections on the preparation and operation of Telescopic Handlers contain readily accessible information in a checklist format with a simple **Do's** and **Don'ts** message.

This guide complements manufacturers' instructions and recommendations with regard to:

- general safety legislation and safe operating procedures for Telescopic Handlers
- safe and efficient use of Telescopic Handlers
- basic operator maintenance.

Manufacturer's operating manuals must always be used for the relevant machine and referred to as and when required. The manufacturer of the machine has no direct control over the operation of the machine – *it is the responsibility of the operator to work safely at all times.*

This guide does not attempt to try to cover every aspect of working conditions when using Telescopic Handlers and does not cover every make and model of Telescopic Handler available.

## 1. Safety, the law and you

This section provides guidance for employers, employees and the self-employed who use mobile plant equipment. Minimum legal requirements are outlined which relate to the safe use of mobile plant. Various Acts of the Oireachtas and statutory requirements, examples of which are listed below, provide the definitive legislation to be followed.

### Legislation

Legislation to be followed includes the Safety, Health and Welfare at Work Act 2005 (SHAWWA). Parts of the Act and other regulations connected with the operation of plant include:

- *General Duties of Employer*
- *General Duties of Employee and Persons in Control of Places of Work*
- Protective and Preventive Measures
- Safety Representatives and Safety Consultation
- The Health and Safety Authority
- Offences and Penalties

*All Health and Safety rules also apply to self-employed persons.*

### Regulations and Codes of Practice

Regulations made under an Act of the Oireachtas are mandatory

#### **Safety, Health and Welfare at Work (Construction) Regulations 2013 S.I No. 291 of 2013 include**

- Design and Management
- General Duties of Contractors and others
- General Safety Provisions
- Excavations, Shafts, Earthworks, Underground Works and Tunnels
- Cofferdams and Caissons
- Compressed Air
- Explosives
- General Health Hazards
- Construction Work on or Adjacent to Water
- Transport, Earthmoving and Materials-Handling Machinery and Locomotives
- Demolition
- Roads
- Construction Site Welfare Facilities
- SCHEDULE 4 - Safety Awareness Scheme
- SCHEDULE 5 - Construction Skills Certification Scheme
- SCHEDULE 6 - Procedure for Selection of Site Safety Representatives
- SCHEDULE 7 - List of Vehicles Machinery

**The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299** include:

- Workplace and Work Equipment
- Use of Work Equipment
- Personal Protective Equipment
- Manual Handling of Loads
- Display Screen Equipment
- Electricity
- Work at Height
- Control of Noise at Work
- Control of Vibration at Work
- Safety Signs at Places of Work
- First-aid
- Explosive Atmosphere at Places of Work

The introduction of the above legislation, which protects people at work and those who may be affected by their actions, has helped to improve our working environment.

The legislation concerns employers, employees and the self-employed, and makes people responsible for their actions, as well as their omissions, including others affected by their actions.

Regulations made under an Act of the Oireachtas are mandatory and may be supplemented by an Approved Code of Practice (ACoP), which advises organisations and their staff on how to comply with the law.

If the advice of the ACoP is followed then generally you are meeting the requirements and complying with the law. If you, or your organisation, are prosecuted for breaking a health and safety law and it is proven you did not follow the advice in the ACoP, you must prove you have complied with the law in another way.

*Penalties can be imposed on persons who are found guilty of a Health and Safety Offence (on summary conviction), which may include:*

- a fine
- a term of imprisonment.

*Penalties may be imposed for:*

- Contravening any of the relevant statutory provisions
- disobeying a Prohibition notice
- unauthorised disclosure of information
- a breach of the conditions of a licence.

## Duties of personnel

It is in the interest of every employer and employee involved in the use of plant and equipment to promote safety within their workplace.

## Legal duties of employers

*'Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'* \*

Employers have a duty to:

- provide a safe working environment that is without risk to health
- provide and maintain safe plant and equipment and ensure it has been designed, constructed, tested and examined to be safe
- carry out risk assessments and provide their employees with clear and appropriate information on any risks that exist in the workplace and how they intend to reduce those risks
- prepare a safety statement based on the risk assessment
- provide suitable protective clothing and equipment (PPE) to ensure the health and safety at work of their employees. *'Every employer shall ensure that any measure taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees'* \*
- provide employees with any necessary information, including legal requirements, adequate instruction, training and supervision *'in a form, and manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned'* \*
- obtain the services of a competent person for Health and Safety purposes
- provide adequate welfare facilities

**\*Source:** *Safety, Health and Welfare at Work Act 2005*

## **Legal duties of employees**

In general terms, the law says that you must:

- be responsible and as safe and careful as possible in your work, so as not to put the health and safety of yourself or others at risk, including members of the public
- co-operate with and assist your employer or any other person, as far as necessary, to enable them to carry out their legal duties in health and safety
- not interfere with or misuse any safety devices or equipment
- not intentionally or recklessly interfere with anything provided in the interest of health, safety and welfare
- follow your employer's procedures and the manufacturer's instructions which apply to the care and safe operation of the machine you are responsible for
- inform your employer, without unreasonable delay, of any work situation that you are aware of which presents a risk to the health and safety of yourself and others
- report (without delay) any defects in plant and equipment which might endanger safety.

*All Health and Safety rules also apply to self-employed persons.*

## 2. Accident prevention and control

Accidents are unplanned, unwanted events which can injure or kill people. Industry also pays a price with loss of working hours, loss of production and damage to plant and equipment and extra costs.

Remember that **you** as an operator of a Telescopic Handler **are the key to safety**: good safety practices not only protect you but also protect others around you.

Accidents can be caused by unsafe working practices and attitudes of people in the workplace. By following a safety programme and adopting safe working practices, unsafe conditions can be avoided. This contributes to improving safety in the workplace.

Prevention can remove or reduce the likelihood of an accident by following some basic rules, for example:

### Do

- Protect yourself – wear all protective clothing and personal safety equipment issued to you or required by your working conditions
- Follow a safety programme – understand and follow safety procedures when working on site and using plant and work equipment
- Assess your ability to do the job – ensure you are fully aware of the job requirements and how they need to be carried out
- Stay alert – know where to get help. Know the first aid and emergency procedures
- Make yourself aware – study the manufacturer's operator's manual for using your plant and equipment. If the manual is not provided, ask your supervisor or the suppliers of the plant/equipment to supply one
- Report faulty/unsafe plant or equipment and any dangerous occurrences and incidents
- Travel the plant equipment safely so as not to affect its stability
- Be careful – human error is caused by carelessness, fatigue, preoccupation and lack of concentration. Ensure you watch out for others who are affected by your actions
- Ensure all personal injuries, no matter how slight, are reported and entered in the accident book (or equivalent)
- Take advantage of any training programme offered by your employer or contractor. You are never too old to learn new practices or techniques.

## **Don't**

- Use plant or work equipment that you have not been trained to use
- Overload any plant or work equipment either by lifting or loading
- Operate plant and work equipment unsafely or at unsafe speeds
- Throw or drop objects from plant or work equipment
- Attempt to carry out work on moving parts of plant or work equipment with the safety guards removed
- Indulge in horseplay on plant or work equipment
- Attempt to use any type of plant or work equipment if you are under the influence of drugs, alcohol or any other substance which affects your health or judgement
- Ignore warning instructions or safety signs.

### **3. Safe use of Telescopic Handlers**

If you are an operator of a Telescopic Handler you are legally required to be responsible for your own safety and that of others who are working nearby.

Common sense plays a major part in the safe operation and working of a Telescopic Handler. All operators should be aware of dangers and hazards, which could injure them or other site workers nearby, or cause damage to the machine.

Operators of Telescopic Handlers need to be aware of changes to ground conditions, site hazards and the problems that can occur with lifting various types of loads either at ground level or high stacking.

Simple measures taken by yourself, your employer and by following some basic rules can reduce the possibility of risk. For example:

#### **Do**

- Comply fully with instructions given by site managers and supervisors
- Follow the manufacturer's instructions (operator manuals) for the specific machine you are operating
- Take safety precautions when using your machine prior to, during and after work
- Operate within the machine's capabilities.

#### **Don't**

- Operate any machine unless you have received appropriate training and are authorised to do so
- Ignore hazards
- Misuse, tamper or interfere with your machine and any associated safety equipment provided to you
- Endanger your own health and safety, or that of anyone else, through being negligent.

#### **Before use**

- Always check that the Telescopic Handler is serviceable and safe to use
- Carry out daily checks and maintenance
- Check working areas for hazards and obstacles, which could affect the operation of the Telescopic Handler.

## During operation

### Do

- Look out for people working and hazards such as trenches, potholes and cables
- Face the machine and use the steps and handholds when getting on or off. Ensure you maintain three points of contact
- Wear the seat belt
- Establish the weight of the load before attempting to lift it
- Ensure the boom is fully retracted and lowered as far as possible before travelling with a load, except at creep speed
- Ensure that loads are stable and secure, and when travelling (e.g. when using fork attachments, make sure the load is well heeled to the forks)
- When travelling up hills/gradients with a load, ensure that the load is in front; when travelling down hills/gradients ensure the load is behind. Avoid as far as possible travelling across slopes
- Plan your route and avoid sudden stops and turns
- Drive and operate at a speed consistent with site conditions
- Follow recognised and approved signals (see Appendix A for approved signals)
- Keep a safe distance from other plant or vehicles
- Before leaving the machine unattended: drive clear of the working area; stop and apply brakes; disengage drive and controls; stop engine and remove ignition key
- Keep your boots as clean as possible in wet/muddy conditions. Brakes become less effective in these conditions. Wet/muddy boots can cause your feet to slip off the foot controls at vital moments.

### Don't

- Carry passengers
- Exceed the loading capacity displayed on the load chart of your machine (see Appendix B for an example of a load chart)
- Allow an unauthorised person to use the machine
- Operate the controls from outside the cab of your machine
- Operate the boom whilst travelling
- Indulge in games or horseplay
- Reverse unless you can see it is safe to do so. If your vision is restricted or there are obstructions use a signaller/banksperson to assist you
- Rely on spoken commands, sites can be noisy. Follow approved signals as and when necessary
- Travel at speeds unsuitable for the ground conditions – this could affect the stability of your machine and its load
- Run the engine in an enclosed area for long periods.

## **After use**

- Park on firm, level ground; apply handbrake; ensure drive is disengaged and apply all safety locks
- Lower all equipment to the ground
- Stop engine, release pressures and shut down in accordance with the manufacturer's recommendations

## **Additional precautions to be followed for Telescopic Handlers**

### **Do**

- Be aware that the load capacity of the Telescopic Handler will vary according to the extension of the boom and its radius
- Ensure that if your machine is fitted with stabilisers (jacks) you should be aware of the lifting capacity with and without the stabilisers down
- Ensure the Rated Capacity Indicator (RCI)/Load Moment Indicator is switched on during all load handling operations
- Ensure that before loads are raised, checks are made for overhead obstructions. Loads should not be raised where there is a possibility of contact with, or arcing from, overhead power lines.

### **Don't**

- Leave the machine in an unsafe manner
- Allow anyone under a raised load
- Use the RCI solely as an indicator of the limits of your machine. It is not a substitute for a competent operator
- Tamper or interfere with an RCI. It is an offence to do so!

## **Attachments**

Many Telescopic Handlers are used with a variety of attachments (e.g. forks, buckets, crane jib attachments, mortar boxes), which may affect the stability of the machine.

### **Do**

- Be aware that attachments will alter the rated lifting capacity of the machine
- Follow the manufacturer's instructions for fitting and securing the attachment to your machine
- Check the security of any attachment at the start of each shift and report any defects immediately
- Ensure edge protection is in place when working with a fitted loaded attachment at or near excavations.

## Don't

- Ever use an attachment that is faulty or damaged
- Attempt to use an attachment that is not suitable to use with your machine
- Attempt to fit an attachment that may alter the characteristics of the Telescopic Handler and reduce its actual capacity. Leave this to a competent and authorised person
- Attempt to perform an operation with the attachment that will put yourself or others at risk.

**Road Travel:** before taking a Telescopic Handler on public roads ensure the machine is prepared for road travel, complies with all road traffic regulations and obey all driving laws! Attachments and loads should be carried in such a way that they do not present a hazard to other road users. The boom should be in the lowest practicable position for travelling.

## Storage of materials

Ideally, materials should be stored on well-drained, level hard standing capable of supporting heavy loads in all weathers.

## Do

- Ensure that the bottom load has the ability to support additional loads placed upon it
- Ensure the height of the stack does not exceed three times the base dimension of the load
- Use load separators as required
- Ensure that items which are likely to roll are stacked
- Ensure that loads are stored so they can be retrieved easily.

## Awkward loads

Examples of awkward loads are scaffold tubes, roof trusses and timber. Handling such loads requires extra care.

## Do

- For machines using fork attachments, position the load on the forks at the centre of gravity, which should be stabilised for trial loading
- Tie items together to form a solid load
- Place the load against the heel of the forks and secure tightly in place
- Use a Slinger/Signaller to ensure that the load stays stable during the journey as necessary.

## Loading out towers

These are specially erected to carry loads which are heavier than the adjacent scaffold would be permitted to take. They are either separately tied to the building, or may be constructed as a separate tower, with the inside standards tied to the outside ledgers of the access to the scaffold.

### Do

- Ensure you read the notice displaying the maximum permitted weight and load distribution on the loading-out tower
- Ask the person responsible for the scaffold the permitted weights and positions of loads. Ensure you do this before attempting to place loads on the tower or scaffold
- Check that any guard-rails or toe-boards removed to allow access and loading are replaced immediately after the load has been placed
- Check the RCI at all times when lifting.

### Don't

- Overload scaffolds or loading-out towers
- Drag or push loads on scaffolds or loading-out towers.

## Unloading vehicles

The unloading area should be firm and level and large enough to allow the Telescopic Handler to work either side of the vehicle.

### Do

- Use a signaller to guide you during unloading (where necessary)
- Keep the vehicle evenly balanced
- Ensure the load to be lifted is within the machine's lifting capabilities
- Check the load is stable after securing devices have been removed
- Ensure the load is secure prior to lifting
- Ensure safety precautions are in place to protect the public (where applicable)
- Raise the load just clear and reverse away. Lower the load to travel-height before continuing.

## Loading vehicles

### Do

- Load vehicles in a safe area and on level ground
- Place first load to the headboard and then in sequence (unless instructed otherwise).

### Don't

- Place unstable loads on vehicles
- Overload vehicles.

**Note:** *As an operator of a Telescopic Handler, you should be aware that there are regulations concerning the use of Telescopic Handlers for carrying out lifting duties. Your machine and the lifting gear you use will require certification for carrying out lifting duties. The regulations are quite clear on which items require certificates.*

*Your or your company may be requested by your client to produce this certification before you commence work, or during working activities on site. You should always comply with this request. If you are unsure what to do in this situation, consult your supervisor for further guidance (see Appendix B for statutory certificate requirements).*

## 4. Operator servicing and maintenance duties

The Operator's contribution to maintenance of the machine is of prime importance.

It is essential that adequate time and facilities are provided to carry out maintenance of your machine. Supplies of materials and substances (oils, greases, coolants etc.) should always be to hand, with suitable provision for storing them.

All maintenance should be carried out in accordance with the manufacturer's recommendations and your company's procedures.

Whatever system of maintenance and servicing is used, all operators have the responsibility to ensure the machine is in a safe condition for work.

**Pre-use checks:** It is estimated that the recommended pre-use checks of many manufacturers would include the checking and adjustments of the following:

- fluids – engine oil, coolant, transmission, brake, hydraulic
- tyres – rims, wheel nuts, wall and tread, pressures
- hydraulic pipe/hose condition, security leakages
- hydraulic rams condition, security, leakages
- lights, warning and safety appliances, such as reversing devices, horn protective guards
- ROPS/FOPS, seat and seat belts, driving position, mirrors
- controls, gauges, warning lights and other types of safety devices.

### Running checks

- Hot/Cold starting methods
- Function of steering/brakes/hydraulic/electrical and mechanical systems
- During cold weather and extremely hot conditions always be aware of the operating temperature of the machine.

### Maintenance and servicing schedules

Apart from daily pre-start checks, servicing schedules are usually based on machine running hours, therefore regular checks need to be kept on the machine's hour-meter reading.

Operators are likely to carry out only basic servicing on their machine in accordance with the manufacturer's recommendations and company procedures. In addition to pre-start and running checks, operators would usually be responsible for:

- cleaning air filter dust bowls
- draining water and sediment/fuel/water separators
- replenishing coolants, lubricants and fluids
- greasing all greasing pins and pivot points
- checking battery levels and condition of their terminals and cables
- carrying out minor adjustments.

You should only carry out the servicing on your machine if you have been trained and have been authorised to do so.

***Do not attempt any major maintenance, repairs or adjustments to your machine which you are not authorised to carry out. This must be done by a suitably qualified and competent person!***

## **Do**

- Ensure the machine is on firm and level ground before attempting to carry out any operator maintenance
- Where practically possible, place signs on the machine to prevent accidental start up before carrying out your operator maintenance duties
- Carry out regular visual checks for any defects, damage, leaks
- Keep footplates and steps clean and free from mud, dirt, oil, ice and snow etc.
- Complete daily/weekly maintenance/defect sheets if your company issues them to you. All faults/defects should be reported immediately and corrected before the machine is used.

## **Don't**

- Attempt to carry out any operator maintenance on a machine with a hot engine
- Attempt to inspect or clean the machine with the engine running
- Attempt to refuel or top up lubricants and fluids while the engine is running
- Remove the radiator cap when the engine is hot
- Add coolant to a hot engine
- Overfill the engine oil or fuel tank.

## 5. Telescopic Handler safety checklist

**S**afety starts with you. Remember! You, as a Telescopic Handler operator are the key to safety. You are legally responsible for your own safety and that of others working nearby.

**A**ccidents are unplanned, unwanted events, which can injure or kill people. Simple measures taken by your employer and yourself can reduce the risk of them happening.

**F**ines can be imposed on your employer and yourself for breaching Health and Safety Regulations (in some instances it can also lead to imprisonment).

**E**nsure you wear all protective clothing and equipment and personal safety equipment (PPE) issued to you or required by your working conditions.

**H**igh stacking requires you to ensure you manoeuvre, set up and position the Telescopic Handler safely to stack and de-stack loads.

**A**lways ensure the correct tyre pressures are maintained to avoid altering the stability of the machine.

**N**ever extend the boom whilst travelling.

**D**riving the Telescopic Handler on the road will require you to prepare your machine for road travel, comply with all road traffic regulations and obey all driving laws.

**L**oads should always be kept stable and secure and as low as possible when travelling.

**I**nstalling attachments on your Telescopic Handler may alter its rated lifting capacity. Always follow the manufacturer's instructions.

**N**ever operate the stabilisers when the boom is raised above its travelling position, with or without a load.

**G**ive warning to all persons involved of when you intend to start lifting and placing loads. Use approved hand signals and ensure they are agreed and understood by everyone involved.

**O**nly operate a Telescopic Handler that you have been trained to use and are familiar with.

**P**assengers should not be carried on your Telescopic Handler (even for the shortest of journeys).

**E**nlist the services of a signaller/banksperson to assist you if your vision is restricted or there are obstructions in the vicinity. Ensure there is edge protection.

**R**eport all accidents (no matter how slight), faulty/damaged plant and equipment and any dangerous incidents. Stay alert, know where to get help, know the emergency procedures on site.

**A**lways drive your Telescopic Handler with due consideration for others and adjust your speed to suit weather and site conditions.

**T**ravel your Telescopic Handler safely, so as not to affect its stability. Take extra care when travelling on slopes or on hillsides. When travelling uphill with a loaded machine, ensure the load is in front. When travelling downhill ensure the load up the hill.

**I**nspect your Telescopic Handler and working area at regular intervals before use to spot any defects, hazards or distractions. Take nothing for granted!

**O**bserve all warning/safety signs and traffic regulations on site.

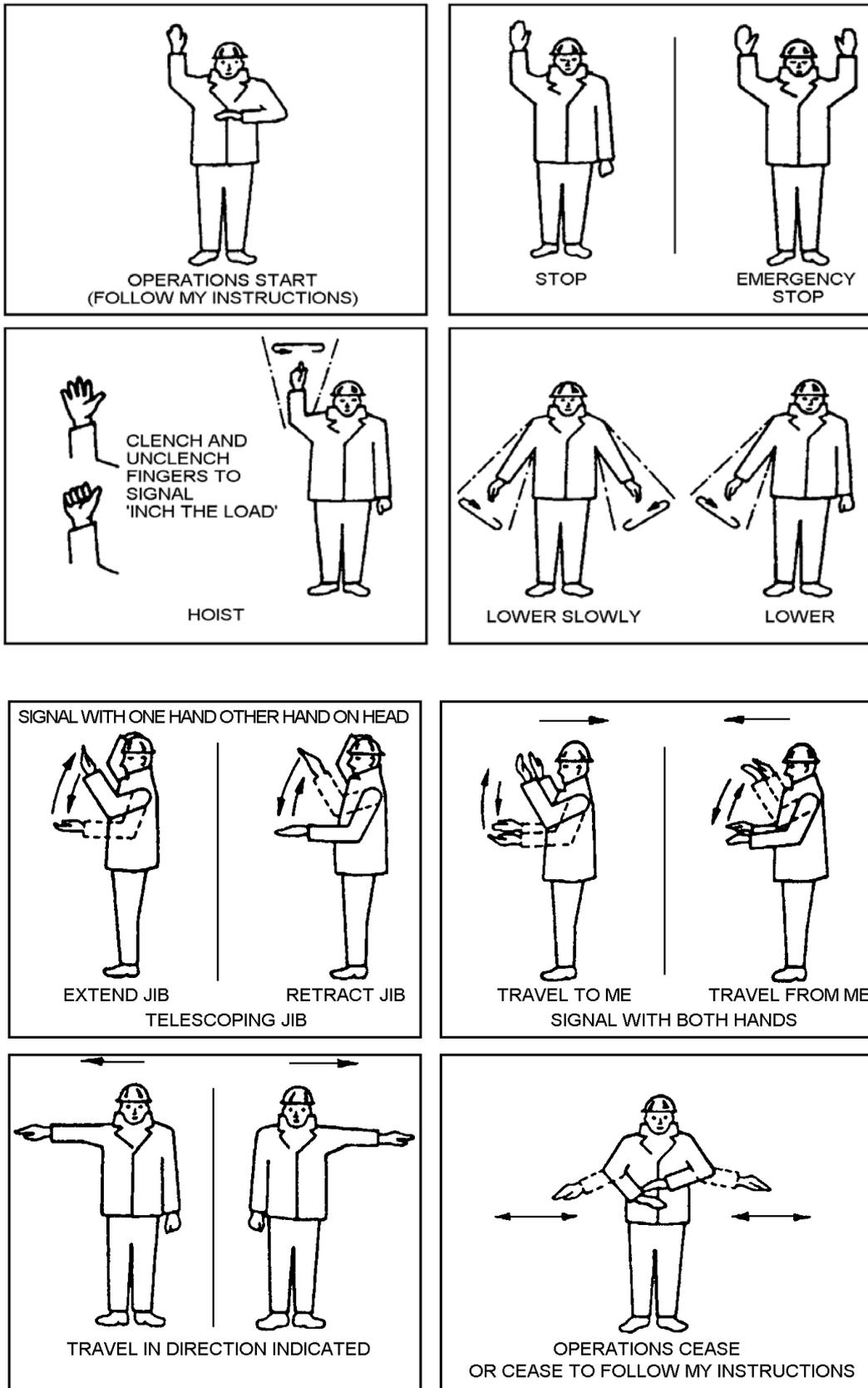
**N**ever carry out a manoeuvre with your Telescopic Handler if it is likely to endanger yourself and others (even if your work colleagues request it to try and cut corners on a job). If in any doubt seek guidance from your supervisor.

**S**hut down, secure and isolate your Telescopic Handler in accordance with the manufacturer's recommendations and your company's procedures.

# APPENDIX A

## Recommended signals

The signaller should stand in a secure position where he/she can see the load and can be seen clearly by the driver and should face the driver if possible. Each signal should be distinct and clear.



## APPENDIX B Statutory Requirements for Telescopic Handler

- The Safety Health and Welfare at Work (General Applications) Regulations 2007 came into operation on 1<sup>st</sup> November 2007 and are quite clear on what items of plant require certification.
- Forms for recording Tests/Inspections are no longer prescribed. Any form can be used provided it contains the information specified in Part E of Schedule 1 of the Regulations

### Lifting Accessories (Chains, Ropes and lifting Accessories)

Regulation No	What is required	Who completes it	When is it required
57. [1] (a) (v)	Certificate of Test & Examination.	Manufacturer / Supplier.	When supplied and while Lifting Gear is in use.
57. [1] (a) (v)	Report of Results of thorough examination	Competent Person.	Every six months.
57. [1] (i)	Report of annealing or appropriate heat treatment.	Competent Person.	When Heat Treated and at intervals as specified by the Competent Person.

#### Notes:

- Lifting accessories include: chains, chain slings, rope slings (except a fibre rope sling), or similar gear, rings, links, hooks, plate clamps, shackles, swivels and spreader beams etc.
- A Certificate of Test and Examination is not required for a fibre rope or a fibre rope sling. Regulation 57 states “in the case of a fibre rope or a fibre rope sling, information from the manufacturer on its safe working load is available” and “it is marked in plain legible figures and letters with a Safe Working Load and a means of identification.

### Telescopic Handler

Regulation No	What is Required	Who completes it	When is it required
52. [3]	Certificate of Test & Thorough Examination	Competent Person.	Before taken into use in any place of work for the first time or after any substantial alteration or repair affecting its strength or stability
52. [3]	Report of Results of thorough examination of	Competent Person.	Every 12 months or after substantial alteration or repair.
43. [1] (f)	Report of results of weekly inspection of: <b>(a) Lifting Appliance.</b> <b>(b) Safe Load Indicator.</b>	Operator.	Weekly.

#### Note:

**If a Telescopic Handler is used to lift persons, then it must be thoroughly examined every 6 months**