

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Hydraulic & Lorry Loader Operator

### TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

Central Administration Office

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## Lorry (Hydraulic) Loader Training & Services

### Introductory Information

HSCS has over 18 years experience of offering plant operator and instructor training and associated services, under the H&S regulations and guidelines, our staff have been instrumental in developing recognised, and adopted, training programmes and manuals for managers, supervisors, operators and trainers. Our Lorry Loader instructors and trainers were at the forefront of creating and developing the accreditation scheme for operators, instructors and Tutors.

We are fully Accredited Training Provider (no 3:10005) under ITSSAR for operators instructors, and Tutors. All HSCS staff delivering loader training and associated services are fully qualified Tutors, Trainers and Instructors.

Our clients range from Multinationals to single users and each client is viewed and treated as a unique entity. We believe that each client, and site, should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operation. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

In addition to undertaking all lorry loader training and associated courses and services, members of the Management Team are also involved in setting accreditation standards and participate in standards forums, HSE awareness seminars, Accident Investigations and Industry specific pilot training schemes.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attentions at all times.



John Steel (National Manager)



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## Hydraulic Loader Based Health & Safety Training & Certification Courses

Page	Subject
4	General Overview
5	Courses
6	Course Documentation
7	Certification
8	Associated Courses

### Other Brochures Available Include:-

<b>Equipment Hire</b>	H & S In Equipment Hire, Hire Procedures, Hire Staff Induction, Electrical Testing, Manual Handling in Hire, Towers, Cartridge Guns, LPG Handling Storage & Transportation, Cabinet Heaters, Hire Plant Loading & Transporting, Load securing, MEWPs, Chainsaw, Bespoke
<b>Timber &amp; Woodworking</b>	Machine Operators, H&S In Timber based Operations, Manual handling in Timber Operations, Profile Grinders, Lorry Loader Timber Operations, Timber Overhead Cranes, Materials Handling In Timber Operations, Slings, Risk Assessing Timber Based Operations, Bespoke.
<b>Instructor &amp; Train The Trainer</b>	Train The Trainer, Presentation Skills, Forklift, Lorry Loader, Timber, Abrasive Wheels, Manual Handling, Instructional Techniques, Bespoke
<b>Forklift</b>	Operator, Attachments, Battery Care, Conversion, Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
<b>Transport</b>	Drivers Hours & Tachograph, LGV Shunting, LGV Banksman, Load Securing, Forklift, Lorry Loader, ADR, Plant Loading, Bespoke, Manual Handling Specific, Workplace Transport Risk Assessing.
<b>Management &amp; Supervisory</b>	H&S Awareness, '6 Pack', H&S Committees, Managing Safely, Risk Assessing (General & Specific), Identifying Stress, Workplace Transport, Safe Systems Of Work, Policy Creation, PUWER, LOLER, DSE, Manual Handling Risk Assessing, H&S in The Workplace, Bespoke
<b>H &amp; S Services</b>	Safety Audits, Policy Formulation, Design Of safe Systems Of Work, H&S Safety Manual Creation, Design & deliver Bespoke Training & Services, Expert Witness Service, Risk Assessment Services (General & Industry Specific), Portable Appliance Testing, Bespoke Services
<b>General Plant / Equipment &amp; Construction.</b>	Dumper, 360, 180, Scissor Lifts, Articulated Booms, Abrasive Wheels, Mini Excavator, Towers, Ladders, Handtools, Overhead Crane, Lorry Loader, Forklift, Cartridge Fixing Guns, Ladders, Abrasive Wheels, Inductions, Tool Box Talks, Risk Assessing, Auditing, Site Safety Awareness, Controlling Contractors, Bespoke Training.
<b>General Health &amp; Safety</b>	First Aid Appointed Person, Manual Handling (Standard HSE), Manual Handling (CIEH), Foundation Certificate In Health & Safety (CIEH), Combined Manual Handling & COSHH (CIEH), Workplace Stress Awareness and Avoidance, Display Screen Equipment, Safe Use Of Ladders, Stepladders & Lightweight Staging, Safe use of hand tools and powered hand tools, Electrical Safety Testing (PAT Testing), Abrasive Wheels / Appointed Persons, Access Equipment / Alloy / Steel / Towers, LGV Lifting Operations – Appointed Person / Vehicle Banksman (Reversing Operations), Slinger Banksman (Lifting Operations), Working At Heights, Slips & Trips, Vehicle Banksman (Public Access Premises), Fire Awareness, Fire Practical Application, Safe Use Of Overhead Cranes, Bespoke Courses



## Hydraulic Loader General Overview

There are many manufacturers, types and modes of Hydraulic Loaders. Some are permanently secured to a vehicle, some are demountable, some permanently fixed some are of a rolling bed type that move along a vehicles chassis or trailer. They are even used on boats Fire Engines, Tractors and docks. Added to this there are many types of attachment including simple hooks, forks, and bars moving on to static clamps, pallet clamps and rotating clamps and buckets etc. Some incorporate winches, drilling attachments and post borers.

All in all the Hydraulic Loader is very versatile either floor mounted or attachment to any vehicle which has its own unique abilities and therefore dangers. The following courses are designed to take into account all the variations of loader, but it is impossible to itemise each course as this document would be hundreds of pages long. What we have included are the accredited courses recognised by the Health And Safety Executive, insurance Companies and Manufacturers, these are then tailored to each course requirement and operating environments. We have also based the enclosed on the most popular Loader which is the vehicle mounted type.

All courses are fully Certificated to the recognised and Accredited levels of skill, ability and safety in handling these machines. There are basically 2 types of course. A one day course for experienced operators who have been operating the loader constantly for at least 6 months, this course is also the basis of refresher training at the required 5 year intervals. The second course is of 2 days duration and is designed for those operators with less experience than above or who are total novices.

The number of candidates on these course will be dependent on the individuals entry point although maximum ratios of Trainee / Instructor / Machine as laid down by the accrediting bodies will also have a bearing on course numbers.

Careful consideration must be given to the selection of operators. Candidates should have a mature attitude, have a degree of physical and mental fitness and be able to understand basic charts and graphs.

In cases where a new employee claims to have been previously trained, proof of such training must be provided, and positive steps taken to ensure that individuals are capable of operating the equipment safely within their new environment. In such cases it is advisable that some form of training be given to familiarise them with the equipment type.

All operator training courses are designed to train the basic skill requirements and associated job safety knowledge of Loader operation, including risk assessing, lift plans, risk assessing the operation etc. This is to the nationally recognised levels of skill, ability & safety as laid down by industry accrediting bodies, and as in the HASAWA, PUWER and LOLER regulations as well as the MHASAWA etc.

Basic slinging techniques appropriate to the loads being used will be included in all courses, however this does not constitute training as a Slinger / Banksman and a separate training course will be required.

If you have any queries regarding the above, or the following, please do not hesitate to contact our Head Office.

**KETTERING (01536) 414966**



# HYDRAULIC LOADER OPERATOR TRAINING COURSES

## Novice Operators

### Aim

To give the Novice Operators who have little (less than 3 months) or no previous experience, sufficient training to bring the candidate to the required standards of safety knowledge and practical skills for the safe operation of the Loader.

### Duration

This will be dependant upon the number of delegates attending, the loads and type of loader. In the majority of cases this will be of 2 days duration for either 2 or 3 novices, for a single novice the following can be concentrated into a 1 day course.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Day 1	Intro to Course Basic Admin	Operators responsibilities HSAWA PUWER LOLER Etc	Loader Basic Components Operating principles & Safe Operation	Introduction to the Training Loader Pre Use Checks	Controls Instruments and Correct use	Safe operating Practices & Stability	Practical Operation Of The Loader	Specific Slinging Techniques	Load Handling / Vehicle Loading
Day 2	Revision Of Day 1 Pre Use Safety Inspections	These periods will be used to demonstrate correct practices and procedures, and administer corrective Instruction whilst the operators undertakes loading, and unloading of the vehicle with a variety of loads /materials. The exact content of these lessons will be dictated by the performance of each delegate and the remedial training required.						Safety Knowledge Examination	Practical Examination  Course Feedback & Close

The 2 day programme is constructed from a basic 9 periods each day. The duration of each period is not fixed, as each candidates ability to assimilate information and acquire of skills will vary. Therefore the amount of time needed for each period will be dictated by the Instructor as the course progresses, without compromising the course content.

## Experienced Operators

### Aim

To train experienced (non certificated) operators with 3 months or more experience, in the practical knowledge and operating skills for the safe and efficient use of the Hydraulic Loader

### Duration

This will also be dependant upon the number of delegates attending, the loads and type of loader. In the majority of cases this will be of 1 day duration for 2 delegates

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Day 1	Intro to Course Basic Admin	Operators responsibilities HSAWA PUWER LOLER Etc	Safe working loads and stability  Operating Practices Pre Use Checks	These periods will be used to administer corrective Instruction whilst the operators undertakes positioning of the vehicle load handling, closing down loader etc and with a representative range of loads /materials. The exact content of these lessons will be dictated by the performance of each delegate and the remedial training required.				Safety Knowledge Examination	Practical Examination  Course Feedback & Close

## Refresher Course

### Aim

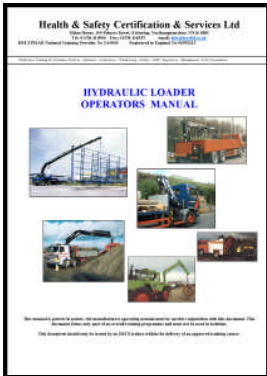
To re affirm certificated operators safety knowledge and safe operating practices at 3 to 5 year intervals as per HSE requirements. This can also be used to confirm a new member of staff's assertion of certification.

### Duration

This will be of 1 day duration for 3 delegates and will follow the same basic timetable as the experienced operator course.

## COURSE DOCUMENTATION

All Loader operator training courses will carry with them the following documentation **as a minimum**. Copies of the candidate & course report and pre op check sheet are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however If clients wish we can send copies of all course documentation.



**Operators Handbook**, this will give the operator an insight into the safe operating practices for the type of equipment candidates are being trained on. Typically this will include chapters on Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, Basic Maintenance, Site Assessment, Daily Operational Checks, Safe Operating Practices.

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document will records the training undertaken, the machine used, the candidates details, the host companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.

The details on this document meet (and exceed) the requirements for clients to correctly record the training as per HSE requirements. This documentation will form an integral part of the authorisation process for successful candidates.

**Practical Skills Test Sheet**, this records the candidates performance of the practical examination. This examination is as set out by the accrediting bodies recognised by the Health & Safety Commission as competent to accredit and monitor organisations which train instructors and/or train, test and certificate operators. Any poor operating practices are recorded on a scale of 1 to 5 points for each infringement. An operator must be able to complete the practical examination with 40 'penalty points' or less to achieve certification.

**Theoretical Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely operate the Loader for which training has been administered. Again this knowledge test is as laid down by accrediting bodies. This document and the practical skills test sheet can be used to confirm an operators knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.

**Mobile Plant Pre Operational Check Sheet**, this is the record of the third examination element relating to Loaders. If a client company have their own check sheet and system in place then we will use that rather than our own.

Whilst accredited training has always included the pre operational safety checks, it is only recently that this element of training has been a required examination.

Where a client company do not have a set system in place, our trainers will advise as to the most appropriate check sheet and the applied system of recording.

## CERTIFICATION

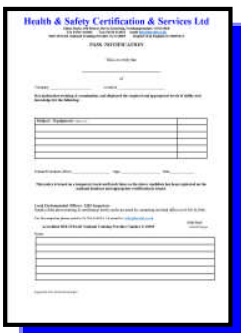
Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in HSE publications as valid proof of training.



**Operators Certificate**, (A4) this gives the required details of the operators training dates, the venue, the Loader type, any attachments, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the machines the candidate has been certificated on, and again carries relevant details of training etc. This is time limited within HSE's requirement for refresher training and testing at 3 to 5 years.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to operate the plant as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. The temporary pass notification is duration limited to 14 days from issue.

## What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

## What Facilities Do We Require

A suitable room/office/area to administer course documentation, knowledge sessions and safety test with a 13amp 3 pin 230v power supply, the loader, representative loads, slinging equipment (if appropriate) all in a safe condition and compliant to regulatory requirements, and finally a practical area for the training and practicing of operational techniques. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player.

## POST COURSE

HSCS 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 the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling.

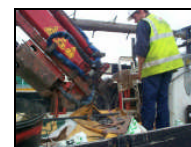
## Directly Associated Courses

The following courses are directly linked to Loader operator training, HSCS can offer a full range of training and services for Loader operation and the following is a small representation of these courses. The following are based on operators and a range of courses are also available for Management & Supervisors.

<b>Slinger Banksman (Appointed Person)</b>			
<b>Description</b>	This course is designed to instruct candidates in the correct and safe methods of slinging loads for a range of lifting equipment and ensuring communication between banksman and lifter to LOLER & PUWER Regulations		
<b>Brief Content</b>	<p>Show an understanding of their legal duties. Understand the limitations or otherwise of equipment available Accidents - causes and prevention. Slings responsibilities. Lifting Operations signals.</p>	<p>Hooking up procedures. Recognition, care and maintenance of equipment. Weight estimation. Practical applications of the course content.</p>	<p><b>Availability</b> <b>Examinations</b> <b>Certification</b> <b>Duration</b> <b>Course Style</b></p>
			<p>On Site Knowledge &amp; Skills HSE Regulations 1 Day Knowledge &amp; Practical Applications</p>



<b>Manual Handling in Loader Operations</b>			
<b>Description</b>	This fully certificated course is designed to instruct Lorry Loader operators in the correct and safe methods of manual handling for the materials handling environment. The nature of the Loader operating environment is different to any other in respect of manual handling and different techniques for handling situations is paramount. On site course will be tailored to the working environment, as well as the specific programme as described in the Manual Handling regulations. This course has practical elements requiring candidates to display correct handling techniques.		
<b>Brief Content</b>	<p>Show an understanding of their legal duties. Avoidance of manual handling Recognise the impact of bad lifting techniques. Recognise correct methods and techniques. Demonstrate the correct procedures. Demonstrate the correct use of handling aids.</p>	<p>Accidents - causes and prevention. Practical applications of the course content. Correct techniques relative to working environment.</p>	<p><b>Availability</b> <b>Examinations</b> <b>Certification</b> <b>Duration</b> <b>Course Style</b></p>
			<p>On Site Knowledge &amp; Skills HSE Regulations 1 Day Knowledge &amp; Skills</p>



<b>Falls From Vehicles / Working At Heights</b>			
<b>Description</b>	In the UK 1000's are seriously injured every year as a result of falling from a vehicle. Many of these injuries are broken arms or legs. Some are more serious injury's and some result in Death! The most common area of the vehicle for people to fall from is the load area, followed by entering / exiting the cab. You don't have to fall far to land hard! Working At Height applies equally to working on a vehicles / trailers etc. In law, work at height means 'work in any place where a person could fall a distance likely to cause personal injury if no precautions are taken'.		
<b>Brief Content</b>	<p>Legislation Employees Duties Employers Duties Accidents, causes and prevention Risk Assessing</p>	<p>Vehicle Access / Egress Working on load areas PPE Safe systems Restraint/Arrest Accident reporting</p>	<p><b>Availability</b> <b>Examinations</b> <b>Certification</b> <b>Duration</b> <b>Course Style</b></p>
			<p>On Site Knowledge HSE Regulations ½ Day Knowledge</p>



We thank you for this opportunity of introducing our services to you, and hope that we will be working together to meet your training and certification requirements.

Should you have any queries regarding the above, our services across the spectrum of Health and Safety, or would like to discuss your specific requirements, please do not hesitate to contact us.

Best regards

John Steel  
National Manager