



On-site Orientation

Service Truck Operator

Ministry of Training, Colleges and Universities

On-Site Orientation

Service Truck Operator

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This document is the property of the trainee/employee named inside and represents the official record of his/her training.

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PREFACE

The Workplace Training Branch of the Ministry of Training, Colleges and Universities (MTCU) developed this equipment-specific orientation/training document, in consultation with representatives from the logging industry. It is intended to be used by employers for on-site orientation/training of their workers/trainees before registration to the on-the job training or operating the machine related to their duties.

The care and maintenance of this document is the joint responsibility of the worker/trainee and the employer. The document is an official record of a worker's/trainee's orientation/training.

Employers or designates and workers/trainees are required to attest to successful on-site machine specific orientation/training by filling their names in the appropriate lines on page 6.

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. This information is collected under the authority of the Order-In-Council Number 701/85.
2. The information is collected for the purpose of administering this modular training program within the Province of Ontario.
3. Questions regarding collection and use of this information may be directed to:

Director
Ministry of Training, Colleges and Universities
Service Delivery Branch
33 Bloor St. E 2nd Floor
Toronto, Ontario
M7A 2S3
(416) 326-5605

SERVICE TRUCK

NOTE

This guide and checklist is designed to refer employers and employees to the most obvious and critical component in each skill area. However, since machine model and make vary greatly, the primary reference material for specific machine safety related operating requirements should be the operator's manual supplied by the manufacturer of the particular machine in question.

Employer Information:

Company: _____

Address: _____

Telephone: _____

Completed On-site Orientation Checklist: Worker and Employer/Designate Verification

- Inspect workplace for hazardous and/or potential hazardous conditions
- Identify service truck components and terminology
- Verify zero energy state
- Conduct circle check
- Perform visual and operational checks of attachments and moving components for fluid leaks and damage
- Travel with service truck
- Evaluate and recognize ground conditions
- Observe service truck limitations
- Observe danger zone
- Shut down service truck
- Refuel service truck
- Perform minor maintenance and adjustments

Worker Name (Please Print): _____

Worker Signature: _____

Date of Completion: _____

Employer/Designate (Please print): _____

Employer/Designate Signature: _____

INSPECT WORKPLACE FOR HAZARDOUS AND/OR POTENTIAL HAZARDOUS CONDITIONS

Performance Objective

Inspect workplace for hazardous and/or potentially hazardous conditions, including: unauthorized personnel and/or equipment; removing and/or guarding hazards and/or potential hazards; according to legislative requirements, manufacturers' specifications and recommendations.

Guidelines for Performance Objective:

1. Ensure that there is no unauthorized personnel in the work area. Access to the entire area must be guarded and controlled.
2. Review potential hazards such as under cut, overburden, angle of repose, and height of face. Height of working face of gravel pit or sand pit presents a risk to workers even if they are not working on top of it. Absolutely no undercutting of the working face is permitted. If the sand or gravel is being removed by powered equipment, the working face must be sloped at its angle of repose and the vertical height of the face must not be more than 1.5 metres above the maximum reach of the equipment. Identify and report hazards such as unstable ground.

Component Checklist:

- Unauthorized personnel and equipment
- Undercut
- Overburden
- Angle of repose
- Height of face
- Unstable ground

IDENTIFY SERVICE TRUCK COMPONENTS AND TERMINOLOGY

Performance Objective

Identify service truck components and terminology, visually and verbally, as described in the operator's manual, in order to ensure safe and efficient operation and maintenance. (Employer, supervisor or trainer refer to manufacturer supplied operator's manual to provide specifics regarding each component identified)

Guidelines for Performance Objective:

Having an understanding of the terminology used to describe major components is a vital part of using the manufacturer-supplied owner's manual effectively and ensuring that such things as safety information, maintenance schedules, service truck capacities and operating directions are understood and correctly applied. Review the major (key) components from the manufacturer supplied owner's manual that will assist the operator in identifying the key components, knowing their location on the truck and describing their purpose. (See appropriate pages in manufacturer supplied manual for specific terminology and diagrams)

Component Checklist:

- Tires.
- Air tanks & brakes.
- Cab & operator controls.
- Engine.
- Transmission.
- Differential.
- Fire suppression system.

VERIFY ZERO ENERGY STATE

Performance Objective

Verify zero energy state by turning electrical switches and engine off. Conform to established lockout procedures according to legislative requirements and manufacturer's specifications and established lockout procedures, in order to protect self and others during inspection and maintenance.

Guidelines for Performance Objective:

The service truck must be immobilized and all moving parts de-energized before an operator can begin to work on the service truck and its components (wheel chocks if required). The master/ignition switch must be in the off position.

NOTE: Check with your manufacturer supplied operator's manual and immediate supervisor regarding correct procedures to apply the step-by-step lockout and verification procedure for your operation. Machines of different model or manufacturer may have different steps and requirements. The above is essential to ensure the safety of the operator and co-workers, as well as to confirm zero energy state prior to initiating the circle check procedures and other maintenance and trouble shooting functions. Operators must have proper out-of-the-cab PPE *e.g.* -safety boots laced to the top, hard hat, high visibility vest or clothing, as well as hand, hearing, and eye protection where required.

Component Checklist:

- Put engine in idle (cool down).
- Activate transmission interlock and braking system.
- Wheel chocks if required.
- Turn engine off.
- Turn master/ignition switch off.

CONDUCT CIRCLE CHECK

Performance Objective

Perform visual and operational checks of attachments and moving components according to manufacturer's specifications, in order to ensure safe and efficient operation. The service truck must be properly shut down prior to initiating the circle check procedure. All substandard conditions and problems must be reported to the immediate supervisor. The circle check must be conducted at the beginning of each shift.

NOTE: Operators must have proper out-of-the-cab PPE e.g. - safety boots laced to the top, hard hat, high visibility vest or clothing, as well as hand, hearing, and eye protection where required.

Guidelines for Performance Objective:

1. Visible damage: Explain how to check for visible damage. Explain that repairs must be done as soon as possible to prevent costly breakdowns and to prevent even further damage or the potential of injury to the operator and others.
2. Leaks: Point out the locations where leaks (hydraulic fluid, brake fluid, fuel, air) can occur. Explain that leaks can lead to further more serious problems, cause fires or damage the environment. Leaks can also cause slip & fall injuries to operator and others due to fluid on machine. Explain the danger of checking for leaks where fluid is under high pressure (e.g. hydraulic fluid) and the proper method for checking.
3. Grease fittings: Identify the location (including remote connections), condition and purpose of grease fittings as described in the routine maintenance section of the owner's manual. Check to ensure they are in good condition and connected properly. Excessive grease build-up should be cleaned regularly to prevent the potential of slips, falls and fire.
4. Tires, wheels: Explain the requirements for correct pressure, adequate tread, no punctures or defects, rim in good condition, cap on valve stem. Follow the manufacturer's guidelines and legal requirements when inflating/deflating tires. Also check for loose or missing wheel lugs and obstacles between wheels.
5. Check engine compartment: Check engine compartment and exhaust manifold/turbo for debris, check and remove debris from engine compartment to reduce the potential for fire, paying particular attention to the exhaust manifold/turbo area.
6. Check fluid levels: Identify the location of site glass and/or dip stick/cap and filler locations and examine each for proper levels. Keep these areas clean of debris, spilled fluids and grease build-up. Determine and confirm the type of fluid at each filling location. Follow the manufacturer's guidelines for proper checking procedures of pressurized systems and know the hazards of hot fluids. No smoking during these procedures.

7. Condition of guards, catwalks, handholds & steps: Examine all guards to ensure that they are properly installed and in good condition. Do not operate without guards installed. Check the condition of all handholds, steps and walkways to ensure they are not damaged, free from debris, ice snow, grease and oil.
8. Fire extinguisher and fire suppression system: The operator must know how to access this equipment and how to use it. It should be checked daily to ensure a proper charge, maintenance tag updated, the pin is in place and the device is properly secured in the cab. A full water pack in working condition may be required for fire season. For machines equipped with a fire suppression system, the operator must know the location(s) of activation plungers and ensure that they are in good condition and check outlets for good condition.
9. Seat belt: Examine the seat belt to ensure that it is in good working condition (wear, anchors, frayed, buckle works freely).
10. Lights: Turn on all lights/beacons to check that they are in good working order. Make sure the guards are in place (if equipped), and the lenses are cleaned and wiring harnesses are intact.
11. Windows/doors: Examine the windows and doors to ensure they are clean and in good condition. Broken or missing windows must be reported and repaired. Check to see doors open and close properly. Make sure the wipers and wiper blades are in working order, and that window guards/screens (if equipped) are properly installed.
12. Housekeeping & loose equipment in cab: Keep all tools outside the cab or properly secured in the cab. No loose items in the cab. Keep floor clean and air conditioning/heater filters clear of materials. Aerosol containers should be secured and away from heat sources.
13. Radio communications: Check the radio to ensure that it is in good working order and equipped for channels used in your area (if applicable).
14. First aid kit: Know the location, condition and required contents of the first aid kit. It should be easily accessible.
15. Spill Kit: Know the location, condition, how to use it, required contents of the spill kit. It should be easily accessible.
16. Reflective/flare kit: Know the location, condition, how to use the required contents. It should be easily accessible.

Component Checklist:

- Check for visible damage and leaks
- Identify grease fittings
- Check tire condition/wheel lugs
- Check engine compartment
- Check fluid levels
- Check condition of guards, handholds, catwalks and steps
- Check condition of fire extinguisher & fire suppression system
- Check condition of seat belt
- Check lights/beacons
- Check condition of windows, wipers and doors
- Check housekeeping & stow any loose equipment in cab
- Check radio communications (if applicable).
- Check first aid kit
- Check spill kit
- Check Reflective/flare kit

PERFORM VISUAL AND OPERATIONAL CHECKS OF ATTACHMENTS AND MOVING COMPONENTS FOR FLUID LEAKS AND DAMAGE

Performance Objective

Check attachments for proper operation, fluid leaks and damage, according to manufacturer's specifications, in order to ensure safe and efficient operation of equipment

Guidelines for Performance Objective:

1. Activate parking brake and/or hydraulic/transmission interlocks: Check the danger zone to ensure it is free of co-workers or other equipment prior to activating the system. Check for proper operation of components. If defects are detected report immediately to your supervisor.
2. Check attachments for damage: Make sure the attachments are not damaged and that no leaks are apparent.
3. With the transmission locked or in neutral, all controls in the rest position, engine running, lights turned on and emergency braking applied, dismount from cab using 3-point contact, complete one more walk around the service truck checking for fluid leaks or other obvious damage.

Component Checklist:

- Activate parking brake and/or hydraulic/transmission interlocks
- Check attachments for damage and leaks. Identify service truck components and terminology, visually and verbally, as described in the manufacturer's manual, in order to ensure safe and efficient operation and maintenance. (Employer, supervisor or trainer refer to manufacturer's manual to provide specifics regarding each component identified)
- Visual inspection, when walking around service truck, with engine running.

PERFORM VISUAL AND OPERATIONAL CHECKS OF ATTACHMENTS AND MOVING COMPONENTS FOR FLUID LEAKS AND DAMAGE

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2. Check attachments for damage: Make sure the attachments are not damaged and that no leaks are apparent.
3. With the transmission locked or in neutral, all controls in the rest position, engine running, lights turned on and emergency braking applied, dismount from cab using 3-point contact, complete one more walk around the machine, checking for fluid leaks or other obvious damage.

Component Checklist:

- ❑ Activate parking brake and/or hydraulic/transmission interlocks
- ❑ Check attachments for damage and leaks. Identify service truck components and terminology, visually and verbally, as described in the manufacturer's manual, in order to ensure safe and efficient operation and maintenance. (Employer, supervisor or trainer refer to manufacturer's manual to provide specifics regarding each component identified)
- ❑ Visual inspection, when walking around service truck, with engine running.

TRAVEL WITH SERVICE TRUCK

Performance Objective

Travel with service truck by selecting appropriate speed, placing components in the travel position according to manufacturer’s specifications, in order to protect self and others and to prevent equipment damage.

Guidelines for Performance Objective:

1. Select a speed appropriate to ground conditions: While maintaining control of the truck. Maintain a speed and engine RPM that allows the operator to maintain full control of the service truck at all times taking into consideration ground conditions, weather, etc.
2. Maintain control, travel at a safe speed: Keep right while travelling on roadways to ensure public safety. Be aware of local traffic and observe traffic and warning signs posted within your work area. Keep speed appropriate to road condition, weather, concentration of traffic, seasonal conditions (dust/snow) and be aware of soft shoulders.
3. Maintain communication with other equipment operators: Check to ensure your radio is in good working order and proper channel is used. Monitor the local channel for traffic (if applicable). Check with your immediate supervisor for communication protocol within your work area.
4. Transport materials and/or personnel ,by loading and unloading with vehicle in stationary position; following hookup procedures; securing load(s); according to legislative requirements, manufacturer’s specifications and recommendations.
5. Activate warning devices: Engage all warning lights.

Component Checklist:

- Select a speed appropriate to ground conditions while maintaining control of the machine.
- Maintain control, travel at a safe speed and keep right while travelling on roadways or on route to dump/loading site to ensure public safety.
- Maintain control, travel at a safe speed and keep right while traveling on the roadway or on route to and from the work site while maintaining radio communication to ensure public safety.
- Activate warning devices.
- Transport materials and/or personnel.

EVALUATE AND RECOGNIZE GROUND CONDITIONS

Performance Objective

Recognize ground conditions by observing changes in terrain and weather conditions, in order to prevent equipment, environmental and environmental damage and to protect self and others.

Guidelines for Performance Objective:

Seasonal concerns: Seasonal weather changes require extra caution to be exercised due to poor visibility and hidden hazards. Be aware of hidden hazards due to seasonal conditions (*i.e.* ditches along roadways frozen and covered with snow, culverts hidden by snow, hidden areas of concerns such as recently planted areas and hidden rocks.

Component Checklist:

- Seasonal concerns (winter, summer) require extra caution due to poor visibility and hidden hazards.

OBSERVE SERVICE TRUCK LIMITATIONS

Performance Objective

Observe service truck limitations according to manufacturer's specifications by identifying equipment load chart, recognizing conditions that affect service truck capabilities such as steep terrain, lifting and towing material, using appropriate rigging in order to protect self and others and prevent equipment damage.

Guidelines for Performance Objective:

1. Apply the manufacturer's standards for service truck capacity and limitations in determining the size of load keeping in mind road conditions.
2. Lifting and towing material, using appropriate rigging
3. While turning be aware of obstacles that may cause roll over. Also when turning, be aware of other personnel and nearby machines.

Component Checklist:

- Understand the load limitations of the truck according to road conditions.
- Lifting and towing material.
- While turning be aware of obstacles which may cause service truck roll to over.

OBSERVE DANGER ZONE

Performance Objective

Observe danger zone by keeping a safe distance between self, others and equipment, taking into consideration limited visibility and blind spots, according to legislative requirements and manufacturer's specifications and established procedures, in order to protect self and others and prevent damage to equipment.

Guidelines for Performance Objectives:

Review danger zone requirements and identify site-specific hazards. Know the danger zone as it applies to other equipment and operating equipment near other workers. Consult operator's manual for recommended danger zone for this equipment.

Component Checklist:

- Review dangers zones requirements and identify site-specific hazards.

SHUT DOWN SERVICE TRUCK

Performance Objective

Shut down service truck, according to manufacturer's specifications and requirements.

Guidelines for Performance Objective:

Service Truck shut down: Park truck on level bare mineral soil and, engage transmission lock or park braking system and shut off master ignition/switch when completing shutdown procedure. Maintain 3-point contact during dismount.

Component Checklist:

- Shut down procedures.
- Safe dismount 3-point contact.

REFUEL SERVICE TRUCK

Performance Objective

Refuel service truck end loader, by monitoring ventilation levels; shutting off engine; maintaining the area free of smoking; and preventing spills or damage to the environment; according to legislative requirements, manufacturer's specifications and recommendations.

Guidelines for Performance Objective:

1. Position service truck: to prevent damage to the fuel tank
2. Shutdown service truck: Follow previously noted shutdown procedures.
3. Dismount using 3-point contact
4. Fuelling procedures: Follow local fuelling procedures, no smoking, never leave the nozzle unattended; properly store the hose after use.

Component Checklist:

- Position service truck to the fuel tank
- Shut down procedures
- Safe dismount 3-point contact
- Fuelling procedures

PERFORM MINOR MAINTENANCE AND ADJUSTMENTS

Performance Objective

Perform minor maintenance and adjustment on the service truck, after immobilizing (locking out) machine, lubricating equipment and attachment, maintaining fluid levels, ensuring replacement of belts and hoses, and checking and completing maintenance and/or deficiencies report, according to legislative requirements, manufacturer’s specifications and recommendations,

Guidelines for Performance Objective:

1. Shut down service truck and follow lock out procedures.
2. Dismount from cab using 3-point contact
3. Lubricate/maintain fluid levels: following manufacturers’ specifications for greasing. It is a good opportunity to check for cracks, leaks, wear in *pins* and bushings.
4. Report deficiencies: Complete report according to local procedures, perform repairs that you are qualified to do and/or report to the supervisor or mechanic or service person.
5. Drain air tanks according to manufacturer’s specifications

Component Checklist:

- Shut down service truck and lock out
- 3-point contact
- Lubricate/maintain fluid levels
- Report deficiencies
- Drain air tanks

NOTE: The following skill areas will be continuously discussed during the training process: