



MPQC Wheeled Loading Shovel

Pre-Inspection Toolbox Talk

Trainer Notes

Preparation

This toolbox talk should be delivered by a person who is competent in the operation of the wheeled loading shovel (WLS).

Documentation required

- Manufacturers operators handbook
- Daily inspection book or device
- Site Vehicle Rules
- Plant Operator – signed authorisation

The Wheeled Loading Shovel should be parked on firm level ground in a well-lit area away from site traffic.

- PPE required – safety helmet, eye protection, hi-viz overalls, safety boots, oil resistant gloves.
- The Operator should isolate the Wheeled Loading Shovel by removing the isolator key and keeping it on his person for the duration of the inspection.
- The ignition key should remain with the Operator throughout the inspection.
- The site procedure for reporting defects should be explained.
- The category of defect should be explained. The Operator should be informed when a defect should result in not operating the machine (parking up)



Pre-Start Inspection		INSPECTION CRITERIA	Observed	Discussed	N/A
		Operator is instructed:			
a)	WLS safely isolated prior to pre-start checks	Where to isolate the WLS and to keep the ignition keys and isolator on his / her person. Explain – No person can start the WLS during the inspection.			
b)	Completes inspection of all tyres/ rims/wheel nuts	How to check for cuts/splits/foreign objects/inflation/wear and the security of the rim lock. Tyres should be evenly inflated. Explain – Damaged tyres could explode causing destabilisation of the WLS. Under inflation could be a sign of a puncture – Any tyre issues should be immediately reported.			
c)	Engine/transmission/ hydraulic oil leaks	To check for oil on the ground and the site procedure for dealing with oil leaks / contaminated ground is discussed. Explain – Oil leaks can get progressively worse when the WLS is operating.			
d)	Oil levels and coolants.	To wear gloves when checking oil and wiping dip stick. Any oil contaminated rag should be disposed of according to site procedures and not placed in the overall pocket. Explain – Contact with oil can cause dermatitis and types of cancer. The site procedure for topping up oils should be explained to the operator. Explain – Adding the wrong grade oil or overfilling could damage the WLS.			
e)	Hydraulic rams and hoses	How to check hydraulic rams, hoses and fixed pipes for leaks/damage. All keeper bolts on pins must be secure. Any leaks that are identified must be reported. Explain – Do not touch or feel, the WLS could be hot, hydraulic hoses contain steel braid which will cut through gloves.			
f)	Steps and handrails	To check the condition of steps and handrails & to make sure both are secure for safe access. Explain – Three points of contact at all times.			
g)	Bucket	To check the bucket is free of material, the cutting edge is secure and no bolts missing. Explain – purpose of cutting edge is to protect the bucket. Contamination can lead to customer complaints.			
h)	Front lights top/bottom	To check lights are clean and lenses are not cracked. Explain – importance of lighting during times of darkness and bad weather.			
i)	Rear camera/rear lights/radar	To clean rear camera & light lenses Explain – importance of lights and reversing aids.			
j)	Cooling radiators and air filter	To check for leaks and build-up of fine material in the radiator fins. Explain – site procedure for washing out the radiator			



Start Up & Function Test		INSPECTION CRITERIA	Observed	Discussed	N/A
		Operator is instructed:			
a)	Isolator replaced and switched on. All inspection hatches secured.	To use three points of contact to access the cab. Once seated they adjust and fit the seat belt. Explain – Seatbelts should be worn at all times. All items should be securely stored. Explain – Loose items can jam under pedals or act as missiles should the WLS overturn.			
b)	Turn ignition on	Park brake applied			
c)	Start-up checks of instruments and gauges	On the significance of each condition monitoring device and instrument reading symbols. Explain – Using manufacturers operating handbook symbols and alarms.			
d)	Audible warning device	To select reverse gear so that the audible alarm can be heard. Explain – Dangers of reversing and awareness of surroundings			
e)	Reversing aids	To check all monitoring devices for functionality. Explain – All mirrors should be intact, clean and adjusted and cameras and other warning devices should be operational			
f)	Lights – front and rear	To check all lights are working Explain – Park brake applied - get a colleague to check			
f)	Functionality test of foot brake	To complete a foot brake test by moving forward 2-3 metres then applying the foot brake. Explain – This should be carried out every time the machine is started.			
g)	Functionality test of park brake	To moves the WLS to a slight incline and apply the park brake and check the function. Explain – The park brake should hold the machine on the incline, this should be checked every shift.			
h)	Steering	To turn the steering from lock to lock checking functionality. Explain – listen for bangs, rattles or other noises.			
i)	Emergency or secondary systems (steering and brakes)	In the identification of the emergency systems. Explain – the significance and operation of the emergency systems.			

Trainer Comments

Trainer Signature

Date/...../.....

Operator Signature