

# OSTAS Limited

*Dear Client*

*I am pleased to have the opportunity to introduce the range of operator training courses OSTAS Limited will be offering this year. As part of the Ace Group companies, OSTAS Limited clients can have the confidence and knowledge that they have the support of one of the country's leading health and safety training providers. I am confident our experienced team of instructors will fulfil your requirements.*

*OSTAS Limited prides itself on the standard of practical training it provides both at client premises or its training centre in Digbeth Birmingham, where it has been located since in 1998.*

*OSTAS Limited has a broad portfolio of clients from across a wide spectrum, including manufacturing, government departments, local authorities, retail, commercial and service sectors.*

*The company demonstrates its commitment to quality standards having achieved ISO 9000:2000 initially in 1994. The company continues to enjoy accreditation to this standard.*

*OSTAS Limited are approved to run the full range of ITTSAR accredited courses, offering professional qualifications and awareness courses for directors, managers and employees.*

*Should you wish to discuss your requirements further, we would welcome the opportunity to talk with you.*

*Yours sincerely*

*Ray Gibbs  
Chief Executive*

## **THE ACE GROUP OF COMPANIES**

*-Leading The Way In Health & Safety -*

Established in 1984, the ACE Group is one of the UK's major independent health & safety service companies working for a wide range of customers from smaller companies to large corporations, as well as Government Departments and Local Authorities.

Based in the Midlands, the Group operates throughout the UK and Europe, and is committed to providing a truly comprehensive range of specialist advisory, consultancy and training services within the health & safety field.

The Group consists of:

**OSTAS Limited** (Occupational Safety Training & Advisory Services)

which specialises in safety training courses within the materials handling field and has a specialist training centre in Birmingham.

**OSTAS** (Occupational Safety Training & Advisory Services)

which offers a complete range of health & safety services including advice, investigation, and occupational safety training.

## **OSTAS Limited**

### **OCCUPATIONAL SAFETY TRAINING AND ADVISORY SERVICES LIMITED**

#### **□ The Safety Training Specialist**

With over 15 years of experience, OSTAS Limited is established as the safety training specialist in the field of materials handling.

Dedicated to providing a comprehensive range of specialist training services, the company - not being linked with any specific manufacturer - is able to offer specialist, impartial advice and assistance and recommended training solutions to match specific requirements.

#### **□ Recognised Standards - ITSSAR-**

OSTAS Limited is a member of the leading training and safety associations and its professional standards are recognised and approved by these bodies.

#### **□ Qualified Trainers with Practical Experience**

All instructors are fully qualified and have years of practical operational training experience within their specialist area. Courses range from management safety appreciation to operator training and can be held on - site at a customer's premises or at the OSTAS Limited Training Centre in Birmingham. Operating throughout the UK, OSTAS Limited is committed to providing a professional, approved, experienced and totally dedicated specialist training resource - in summary, the right training at the right price.

## **SPECIALIST TRAINING FACILITIES**

### **□ Specialist Training Centres**

OSTAS Limited operates a specialist training centre in Birmingham which has been purpose-designed to offer the most effective and efficient seminar and indoor training facilities. In addition, there is a training/seminar room at the Group's Head Office in Southam.

### **□ Birmingham Training Centre:**

**OSTAS Limited  
Digbeth  
Birmingham  
B5 5PG  
Tel: 0121 643 9034**

Our centre is ideal for all types of safety and equipment training within the field of materials handling. As well as large indoor training areas, for forklift trucks and scaffolding erection, the centre also has a seminar/training room for up to 12 delegates.

OSTAS Limited runs an extensive programme of on-going "Open Courses" at these centres as well as corporate training.

**Head Office:**  
6 Southfield Road  
Kineton Road Industrial Estate  
Southam  
Leamington Spa  
Warwickshire  
CV47 0FB  
Tel: 01926 813356  
Fax: 01926 817311

## A Selection of Group Clients

3 M Health Care Ltd	Jungheinrich
Abex Ltd	Kantar Operations
Adams Childrenswear	Kraft Foods
AGI Media	Land Rover
Agrivert	Lockheed Martin UK INSYS Ltd
Allied Bakeries	McLemans
Alpha Flight Services	Mellville Logistics
Anglian Water	NSI Group Ltd
Apex Stainless Fasteners	Pelcombe Training Ltd
Arden Woodshavings Ltd	Pertemps
Aston Villa Football Club	Peugeot Ltd
AYS Couriers	Pilkington Ply Glass
Ball Packaging	Pianoforte
Birmingham International Airport	Premier Foods
British Bakeries	RoSPA
Cadbury Limited	Secure IT
Cegelec Ltd	Sodexo
CHEP UK Limited	Tyco Fire Integrated
Compton Buildings	Unipart Yachiyo Technology Limited
Converteam	Veolia Environmental Services
Cosworth Ltd	Visteon UK Ltd
Depaul Trust	W T Parker
Dunlop Aircraft Tyres	Walkers Chocolates
Ford Motor Company	Weir Engineering
Fork Lift Training	Whitworth Brothers
Furmanite	Wild Manufacturing Ltd
Goodrich Actuation Systems Ltd	Working Links
H M Prison Services	Worldwide Magazine Distribution Ltd
ICI Packaging Coatings Ltd	Wyckham Blackwell
Jephson Housing Association	WYKO Logistics
Jex Engineering	

# INTRODUCTION

## Fees

Fees quoted are correct at time of going to press but OSTAS Limited reserves the right to alter fees without notice in line with current situations. All prices will be confirmed at time of booking.

## VAT

Course fees are subject to Value Added Tax at the current rate where applicable in the UK and dependent on the rulings of H M Customs and Excise departments with reference to training and re-training for any specific trade or profession.

## Cancellation Arrangements

Notice of Cancellation (in writing)

	Fee payable	Transferred to later date
No show	FULL	N/A
5 days or less	FULL	75%
6 – 10 days	75%	50%
11 – 15 days	50%	25%
16 – 20 days	25%	10%

Telephone cancellations will be accepted but must be confirmed in writing within 7 days. Substitution of delegates will incur no extra charge.

## Grants

Certain courses run by OSTAS Limited may be eligible for grants or financial help from certain training boards or agencies.

## Examinations

All OSTAS Limited examinations are monitored by external assessors and all decisions made by OSTAS Limited are considered binding in connection with examinations. All relevant Industrial Training boards are informed of courses and examinations.

## Courses

The courses are offered on a national basis throughout the UK designed to allow companies to comply with current safety legislation. All courses are controlled in size to ensure that numbers are not too great to stop individual delegate participation and similarly not too small to make interaction impossible.

## Further Information/Booking

For further information of any services offered by OSTAS Limited please contact Samantha Harding or Craig Gibbs or telephone the Booking Office (01926 813356) Fax (01926 817311). Bookings will be accepted by telephone but must be confirmed in writing within seven days.

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## SUMMARY OF COURSES

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# FORK LIFT TRUCK COURSES

## 10 DAY FORK LIFT INSTRUCTOR/EXAMINER COURSE

**Designed for:**

Nominated delegates for this course must have been tested to basic operator standard within twelve months of course commencement. They should be motivated, medically fit and be able to communicate with other employees.

**The Course:**

The first of two modules of this course concerns machine familiarisation, job safety knowledge and practical operating skills. This module takes about two days and during this time delegates must demonstrate a reasonable amount of competence to continue the course. The second module includes preparation and presentation of lessons and assessment of fork truck operators.

After certification and registration a successful candidate will be required to be examined and re-registered every five years.

**Module One:**

Job Safety Knowledge and Practical Operating Skill Ability  
 Course Registration, Induction and Outline  
 Statutory Requirements  
 Engineering Principles, Rated Capacities and Stability  
 Operating Safety Code  
 Pre-shift Checks, Battery Charging and Refuelling  
 Introduction to the Machine  
 Control Familiarisation  
 Correct Steering Procedures  
 Correct Stacking Procedures  
 Battery Care and Simple Maintenance  
 Multiple Choice Theoretical Test  
 Practical Skill Test

# FORK LIFT TRUCK COURSES

## 10 DAY FORK LIFT

### INSTRUCTOR/EXAMINER COURSE

#### **Module Two:**

Instructional Techniques and Methods  
Introduction and Outline of Module Two  
Selection and Basic Training of FLT Operators  
HSE Booklet "Safety in the Use of Lift Trucks"  
HSE Code of Practice "Lift Truck Training"  
The Role of the Instructor  
Learning (Incentives and Methods)  
Principles of Instruction  
Simple Job Analysis  
Job Description  
Lesson Types and Structure  
Presentation of Lessons  
Lesson Plans  
Demonstration and Practical Periods  
Safety and the Role of the Instructor  
Classroom Lessons  
Training Aids  
Hints on Speaking  
Course Syllabuses and Programmes  
Assessment, Testing and Reporting Progress  
ITSSAR Practical Skill Testing Methods  
Demonstration Lessons  
Introduction to Training Assessment  
Guided Preparation of Practice Lessons  
Presentation and Critiques of Practice Lessons  
Course Feedback and Closure

# FORK LIFT TRUCK COURSES

## 5 DAY INSTRUCTOR/EXAMINER RE-REGISTRATION/DIRECT ENTRY

**Objective:**

The objective of this course is to prepare previously registered Instructors for the re-registration examination. The delegate must be a registered Fork Lift Truck Instructor and be prepared to undertake intensive evening preparations for re-assessment by ITSSAR examiners.

**The Course:**

Upon conclusion successful delegates are re-certificated and re-enrolled on the National Register of approved Fork Lift Truck Instructors, valid for a further period of five years.

**Course Content:**

Truck Familiarisation  
The Demonstration  
Practical Period, Staff Guided  
Delegate Practical Periods  
Licensing and Legislation  
Building Competence Tests  
Trainability Assessments

# FORK LIFT TRUCK COURSES

⇒ **5 DAY BASIC FORK TRUCK OPERATOR**

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

⇒ **3 DAY BASIC FORK TRUCK OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

⇒ **2 DAY BASIC FORK TRUCK OPERATOR**

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

⇒ **1 DAY BASIC FORK TRUCK OPERATOR**

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

**Delegate  
Ratio:  
Course  
Content:**

The maximum number of delegates per course per instructor is three.

(Duration of subject dependent on course length)

- Introduction to the Machine
- Safety Factors
- The Fork Truck on Site
- Hydraulics
- Recognising Hazards
- Take over Routine
- Operator's Responsibilities
- Driving and Operating Techniques
- Rating
- Estimating Loads
- Transporting
- Site Safety
- Loading Towers
- Scaffolds
- Refuelling and Recharging
- Practical Test
- Written Test

# FORK LIFT TRUCK COURSES

⇒ **5 DAY ROUGH TERRAIN BASIC OPERATOR**

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **3 DAY ROUGH TERRAIN BASIC OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **2 DAY ROUGH TERRAIN BASIC OPERATOR**

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

⇒ **1 DAY ROUGH TERRAIN BASIC OPERATOR**

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course Content:**

- (Duration of subject dependent on course length)
- Introduction to the Machine
- Safety Factors
- The Fork Truck on Site
- Hydraulics
- Recognising Hazards
- Take over Routine
- Operator's Responsibilities
- Driving and Operating Techniques
- Rating
- Estimating Loads
- Transporting
- Site Safety
- Loading Towers
- Scaffolds
- Refuelling and Recharging
- Practical Test
- Written Test

# FORK LIFT TRUCK COURSES

# 1 DAY ROUGH TERRAIN SUPERVISOR

This one day course is designed to give the supervisor the essential knowledge, for him/her to competently supervise the operator of the rough terrain fork lift truck on the construction site.

## **Course Content:**

The Supervisors Responsibilities  
The Operators Responsibilities  
Site Safety  
The Law  
Fork Truck Principles  
Basic Hydraulic Systems  
Daily Take Over Routines  
Operational Safety Codes  
The Use of Loading Towers and Scaffold  
Open House Discussion

## **Venue:**

The course can be taken on site or at our Training Centre. Participants are awarded a certificate of attendance which is accepted by HM Factories Inspectorate as proof that the delegate has been informed and instructed in accordance with the requirements of the law. Although this course is designed as being for supervision it has been found to be particularly suitable to the requirements for safety representatives and unions.

# FORK LIFT TRUCK COURSES

## 2 DAY POWERED PEDESTRIAN FORK TRUCK SAFETY

This course will teach all the safety and skill knowledge necessary for safe and efficient operation of various pedestrian controlled fork lift and pallet trucks. This course meets statutory requirements of the employer concerning safety at work.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course Content:**

- Introduction to the Machine
- Engineering Principles
- Rated Capacities
- Operational Safety Code
- Daily Safety Checks
- Practice in Stacking
- Load Safety Requirements
- Written Test
- Practical Test

# FORK LIFT TRUCK COURSES

## 1 DAY FAMILIARISATION FOR CHANGE OF TYPE/COURSE

This course is designed to meet the requirements of the code of practice for training existing competent operators in the use of other models of machines introduced into the workplace.

### **Course Content:**

Capabilities and Limitations of the Machine

Introduction to the Controls

Practical Operating Exercises

Written Test

Competence Test

Successful delegates are awarded a certificate of competence to operate the machine in question and the employer is given a report as to the suitability of the individual.

# FORK LIFT TRUCK COURSES

## 1 DAY SAFETY REPRESENTATIVE

This course allows a representative to gain essential knowledge to convey information on legal constraints and safety measures to their place of work.

### **Course Content:**

Fork Lift Truck Safety Principles  
Responsibilities of Supervisors  
Responsibilities of Operators  
Daily Checks  
Operational Safety Code  
The Fork Lift Truck as a Safety Platform  
Hydraulics  
Safety Video  
Open Discussion  
Written Test

### **Trainability Assessment:**

This service is aimed at helping the employer to avoid the costly waste of submitting unsuitable trainees to expensive but fruitless periods of training.

Our instructors are qualified and skilled in the selection of potential operators and by the use of recognised techniques can rapidly ascertain the possible delegates. By the use of this service many employers have already saved large amounts of money by eliminating from their programme those would-be delegates who would not be able to satisfactorily complete a course of training.

# TELESCOPIC MATERIALS HANDLER

To teach the basic operating skills and job related safety knowledge necessary for the safe operation of the Telescope Handler

**Course Duration:**

Dependant on delegates previous operating experience.

**Course Location:**

Customer premises only, or other suitable venue.

**Course Certification:**

Certificate of basic operating skills upon successful completion.

**Course Contents:**

Theoretical  
Statutory Requirements  
Rated Capacities  
Stability - Instability  
Site Safety Rules where applicable  
Theory Test (multiple choice)

**PRACTICAL CONTENTS:**

Introduction to machine.  
Control identification/familiarisation.  
Daily pre-op checks.  
Steering unladen/laden.  
Rated capacities.  
Stacking/destacking loads.  
Vehicle loading/unloading.  
Fitting various attachments where applicable.  
Practical test.

# CRANES AND LIFTING GEAR COURSES

## 10 DAY CRANE AND LIFTING GEAR COURSES

Nominated delegates for this course must have a sound background in cranes and lifting gear. Delegates need to be articulate, numerate and show instructor potential. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment of their performance.

### **Course Content:**

Principles of Instruction  
Job Analysis  
Preparation of Programme  
Use of Training Aids  
Lecturing Techniques  
Lesson Techniques  
Demonstration Techniques  
Testing and Assessing  
Report Writing  
Course Preparation  
Lifting Gear  
Inspection of Lifting Gear and Machines  
Written Test  
Practical Test

# CRANES AND LIFTING GEAR COURSES

## 5 DAY COURSE FOR THE NOVICE OPERATOR

This course is designed for delegates with no or little experience of cranes or lifting gear. Upon successful completion of the course the trainee will be awarded a certificate of training, which is recognised by the Health and Safety Executive, and the employer will be given an assessment of his/her performance.

### **Delegate Ratio:**

This course is designed to be held on site.

The maximum number of delegates per course per instructor is three

### **Course Content:**

- Slinging Safely
- Legal Requirements
- Operator's Responsibilities
- Daily Safety Checks
- Recognising Danger Situations
- Choosing Tackle
- Operator Slinger/Banksman Duties
- Care of Tackle and Machines
- Practical Exercises
- Written Test
- Practical Test

# CRANES AND LIFTING GEAR COURSES

## 5 DAY JACKING AND WINCHING

This course deals with aspects of lifting and winching not covered in conventional crane courses. The training is aimed at people who have a certain amount of experience with cranes and gear but lack the knowledge and expertise to confidently undertake winching and jacking operations as well. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course Content:**

Control and Care of Lifting Tackle

Operational Safety Code

Legal Requirements

Care of Jacking Equipment

Winching and Pulling Gear

Examination and Selection of Gear

Stresses

Written Test

Practical Test

# CRANES AND LIFTING GEAR COURSES

## 3 DAY OPERATOR

This course is designed for the operator or supervisor who has a certain amount of experience in the use of cranes and lifting gear but lacks the necessary detail knowledge to be able to operate the machine or choose this tackle with complete confidence. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course Content:**

Control and Care of Lifting Tackle  
Operational Safety Code  
Legal Requirements  
Recognising Danger Situations  
Weight Estimation  
Methods of Load Security  
Examining Tackle  
Operator Slinger/Banksman Duties  
Practical Exercises  
Written Test  
Practical Test

# CRANES AND LIFTING GEAR COURSES

## HYDRAULIC LORRY LOADER (BLOCK SYLLABUS)

**Delegate Ratio:**

Maximum of two delegates per instructor, with two days duration for novice and one day for experienced.

**Course Content:**

Health and Safety at Work Etc Act 1974  
Lorry Loader Component Parts  
Operator Responsibilities  
Lorry Loader Safety Films  
Environmental Hazards  
Operation of Power Take Off  
Hydraulic Controls  
Correct Use of Stabilisers  
Unfolding/Folding of Loader Where Applicable  
Rated Capacities  
Slinging/Lifting of Loads  
Attachment Familiarisation Where Applicable  
Practical/Theoretical Tests

This course aims to teach the basic skills and job related safe knowledge required for the safe and efficient operation of the hydraulic lorry loader.

# CRANES AND LIFTING GEAR COURSES

## 1 DAY SAFETY APPRECIATION FOR SUPERVISORS AND MANAGEMENT

This one day seminar is aimed at management as well as shop floor personnel and is intended to fill a gap in existing knowledge concerning safety in the use of tackle and the operation of cranes in common use in industry today.

### **Course Content:**

Slinging Safely  
Legal Requirements  
Operational Safety Code  
Operator's Responsibilities  
Supervisor's Responsibilities  
Slinger/Banksman Responsibilities  
Daily Safety Checks  
Examining Gear  
Methods of Load Security  
Recognising Danger Situations

The seminar can be conducted either on site or at our training centre.

# CRANES AND LIFTING GEAR COURSES

## 1 DAY FAMILIARISATION FOR CHANGE OF TYPE/MODEL

This course is designed to meet the requirements of the Code of Practice for training existing competent operators in the use of other models of machines introduced into the workplace.

### **Course Content:**

Capabilities and Limitations of the Machine

Introduction to the Controls

Practical Operations Exercises

Written Test

Competence Test

Successful delegates are awarded a certificate of competence to operate the machine in question and the employer is given a report as to the suitability of the individual.

### **Theoretical content:**

#### **Statutory Requirements:**

H.A.S.W.A 1974

Section 2 (Employers Duties)

Section 7 & 8 (Employees Duties)

Factories Act 1961

Section 26 (Lifting Tackle)

Section 27 (Lifting Appliances)

B.S. 7121 - 1989 (Hand Signals)

#### **Component parts of Crane:**

Gantry Track

Stop Blocks

Power Source

Cab/Pendent Controls

Cable Drums

Main/Aux Blocks

Limit Switches

#### **Lifting tackle safety:**

Identification

(Steel - Chain - Natural/Artificial Fibres - Eye Bolts - Shackles - etc).

Inspections - Correct uses - Storage.

Multi Choice Test.

# CRANES AND LIFTING GEAR COURSES

## 1 DAY FAMILIARISATION FOR CHANGE OF TYPE/MODEL

### Practical Content:

#### Component parts of Crane:

Gantry Track  
Stop Blocks  
Power Source  
Cab/Pendent Controls  
Cable Drums  
Main/Aux Blocks  
Limit Switches

#### Crane operating controls (unladen)

Long travel  
Cross Travel  
Raise/Lower of Block/s  
Block/s control (correction of swing)

#### Slinging Signals: W/A

B. S. 7121 (1989)  
(Hand Signals)

#### Operators Daily Inspection

To ensure the lifting appliance is in a safe and efficient condition to be operated, an inspection of the appliance must take place at the beginning of each shift, consisting of a visual. operational inspection.

Any defects found must be recorded.

#### Operating Practice (Laden)

Subsequent lifting and transporting of various loads within the machines rated capacity, using long/cross travel motions.

# HUMAN KINETICS COURSE

## 5 DAY INSTRUCTOR

The first half of this course deals with instructional techniques with a bias towards Human Kinetics. The second half is occupied in setting up and conducting courses, putting to use the techniques previously learned. At the end of the training the successful delegate will be capable of conducting a meaningful training session with all levels of personnel.

### **Course Content:**

Principles of Instruction Job Analysis

Preparation of Programme

Use of Audio Visual Aids

Lecture Techniques

Lesson Techniques

Demonstration Techniques

Report Writing

Basic Principles of Human Kinetics

Methods of Stimulating Interest in Human Kinetics

Presenting Practical Experiments and Demonstrations

Application of Principles to Specifics

Key Factors in Movements

Dexterity in Handling Tools and Instruments

This course is designed to help employers equip themselves in their own environment with the ability to instruct in the correct principles of manual handling. It is available either on site or at our training centre.

# HUMAN KINETICS COURSE

## 3 DAY INSTRUCTOR

This course is designed for delegates who have completed a previous course in instructional techniques and who consequently do not need the first five days of our course.

### **Course Content:**

Revision of Instructional Techniques

Basic Principles of Human Kinetics

Methods of Stimulating Interest in Human Kinetics

Presenting Practical Experiments and Demonstrations

Application of Principles to Specifics

Key Factors in Movements

Dexterity in Handling Tools and Instruments

At the conclusion of the training the successful delegate will be capable of presenting a convincing training session in Human Kinetics to personnel of all levels.

The course is available either on our site or at our training centre.

# HUMAN KINETICS COURSE

## **Course Content:**

Basic Principles of Human Kinetics

Key Factors in Movements

Practical Demonstrations

Practising Lifting and Handling

Practising Hand Dexterity with Tools and Instruments

The course is available on site or at our training centre and basically takes the form of theoretical instruction and demonstration in the morning, with trainees participating in practical handling exercises after lunch. The course can be held as a ½ day or a 1 day programme. Delegates are awarded a recognised certificate of attendance.

# INDUSTRIAL AND AGRICULTURAL TRACTOR COURSES TOW TRACTOR SAFETY

This course is designed for delegates with no or little operational experience. It teaches the basic skill requirements and job safety knowledge necessary for the safe and efficient operation of the tow tractor

## **Course Content:**

Course Induction  
Statutory Requirements  
Pre-Shift Checks  
Correct Driving Procedures  
Towing and Use of Attachments  
Route Identification  
Battery Care and Safety  
Re-Fuelling  
Operating Safety Code  
Practical Skill Test

The maximum number of delegates per instructor is two.

# INDUSTRIAL AND AGRICULTURAL TRACTOR COURSES TAILORED COURSES

This course is tailored to suit the particular type of machine in use. It varies in duration from 3 to 5 days depending on the number and type of attachments or accessories the trainee is required to have knowledge of. At the end of the basic 3 days driving course the successful trainee will be competent to safely operate the tractor. The delegate will be able to manoeuvre the tractor and trailers in confined areas. They will have been tested to ensure they have achieved an acceptable level of competence and will be aware of its capabilities and limitations

## **Course Content:**

### BASIC 3 DAY

Introduction and Reason for Training

Operational Safety Code

Operator's Responsibility

Daily Take-over Checks

Battery Care and Maintenance

Simple Driving

Trailers and Towing

Theoretical test

Practical Competence test

Extra training in the fitting, use and care of ranges of attachments and accessories can be added to the basic course at the instigation of the employer.

# SIDELOADER COURSES

⇒ **5 DAY BASIC SIDELOADER OPERATOR**

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **3 DAY BASIC SIDELOADER OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **2 DAY BASIC SIDELOADER OPERATOR**

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

⇒ **1 DAY BASIC SIDELOADER OPERATOR**

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course content:**

- Course Induction
- Introduction to the Sideloader and its Components
- Statutory Requirements
- Engineering Principles
- Rated Capacities
- Stability
- Pre-Shift Checks
- Battery Care and Safety
- Re-Fuelling
- Simple/Advanced Steering Techniques
- Stacking
- Safety Films
- Operating Safety Code
- Theoretical test
- Practical Test

**This syllabus is applicable to electric and engine powered sideloaders.**

# STRADDLE EQUIPMENT COURSES

## 10 DAY INSTRUCTOR

Some employers prefer to have their own instructor to carry out training in their own time. This course teaches instructional techniques and results in a competent instructor with a meaningful training course set up to our standards, which satisfy H M Factories Inspectorate.

The delegates are required to be competent straddle carrier operators, literate, numerate and with the ability to communicate.

### **Course Content:**

The Principles of Instruction

Job Analysis

Preparation of Programmes

Use of Audio Visual Aids

Straddle Carrier Operation

Instructional Techniques

Lesson Techniques

Demonstration Techniques

Testing and Assessing

Report Writing

Site Safety

The Law

Written Test

Practical Test on Setting up Courses.

At the end of this course the successful delegate is awarded a certificate of training and the employer is furnished with an assessment of his/her potential as an instructor. It is emphasised that the instructional abilities learned are transferable to other fields, as long as the trainee has a sound basic knowledge of the subject he/she will be teaching.

The training is designed to take place on site.

# STRADDLE EQUIPMENT COURSES

⇒ **5 DAY BASIC STRADDLE OPERATOR**

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his/her machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **3 DAY BASIC STRADDLE OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

⇒ **2 DAY BASIC STRADDLE OPERATOR**

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

⇒ **1 DAY BASIC STRADDLE OPERATOR**

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course content:**

- Individual Training Assessment
- Principles and Uses of the Straddle Carrier
- Introduction to Trucks
- Driving – Laden and Unladen
- Daily Safety Checks
- The Law
- The Operator's Responsibilities
- Safe Lorry Loading
- Stacking
- Written Test and Practical Competence Test

# SCAFFOLDING COURSE

## SCAFFOLDING INSPECTION

This course gives a basic awareness in the inspection of scaffolding. It will acquaint delegates with scaffolding types and components. The course is in compliance with the Codes of Practice and Construction Regulations.

### **Course Content:**

Statutory Requirements: Health & Safety at Work Act

Identifying and Naming Components

Types of Scaffolding

Inspection of Scaffold and Working Platforms

Working on Roofs and at Heights

Use of Ladders

# FIRE PREVENTION COURSE

## 1 DAY APPRECIATION

This course is designed for the employer who requires a person with the knowledge to identify the types and causes of fires and who knows the action to take in the event of a fire.

### **Course Content:**

Causes and Types of Fires

Identifying the Causes

How to Prevent Fires

Types and Uses of Basic Fire Fighting Equipment

Action in the Event of a Fire

Recording of Checks and Equipment

Successful candidates will be awarded a certificate of attendance and the employer is given a report on the individual's understanding and approach to the subject.

# SITE SAFETY AWARENESS

## 1 DAY SAFETY ACHIEVEMENT COURSE

This course is designed for all plant operators and other personnel who may have to work on construction sites. It involves the education to practice safe systems of work and highlights statutory obligations. The course fulfils the requirements when used alongside operating licences and CITB members are eligible for a grant when training for the course is carried out by OSTAS Limited.

### **Course Content:**

The Health & Safety at Work Act 1974  
Regulations  
Codes of Practice  
Self Employed and Contractors Responsibilities  
Installers/Erectors  
H M Factory Inspectorate  
Accident Prevention  
Accident Control  
Hazards on Site  
Young People on Site  
Personal Protection -  
    Harmful Substances  
    Industrial Dermatitis  
    Protective Equipment  
Mechanical Plant and Equipment  
Lifting Equipment  
The Construction Regulations 1961  
The Construction Health, Safety and Welfare Regulations 1996

# REAR DUMP TRUCKS, EXCAVATORS (JCB) POWERED PLATFORMS & LOADING SHOVELS (WHEELED OR TRACKED)

N.B. Rear dump trucks have two clear categories - up to 10 tonnes - above 10 tonnes  
Excavators either 360<sup>0</sup> or 180<sup>0</sup>

⇒ **5 DAY BASIC OPERATOR**

This course is designed to enable the novice operator to acquire the basic competence skill to operate the machine. Upon successful completion the certificate, when coupled with the site safety certificate, leads to the CITB plant operators licence.

⇒ **3 DAY BASIC OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition before successfully completing the competence test. Upon successful completion in association with the site safety certificate the operator will be issued with a CITB operators licence.

⇒ **2 DAY BASIC OPERATOR**

This course is designed to enable the operator with experience to comply with legislation and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

⇒ **1 DAY BASIC OPERATOR**

This course is designed for the experienced operator possibly with previous certification who requires test and certification. An assessment is given to the employer.

**Delegate Ratio:**

The maximum number of delegates per course per instructor is three.

**Course content:**

(dependent on length of course)

- Introduction to the Machine
- Safety Factors
- The Machine on Site
- Hydraulics
- Recognising Hazards
- Take over Routine
- Operators Responsibilities
- Driving/Operating Techniques
- Capacity Rating
- Estimating Loads
- Transporting
- Site Safety
- Refuelling
- Practical Test