

STUDENT ACTIVITY BOOK

Student full name:	
Date:	



EWP CLUSTER

TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

AND

RIIHAN301E Operate elevating work platform

STUDENT ACTIVITY BOOK

STU	STUDENT RECORD OF TRAINING - Student Details										
Student full name:											
DECLARATION - I declare that the information contained in this application is true and correct and that all documents are genuine and I accept the assessment outcome and am aware I can appeal outcome as per the student handbook.											
Student Signature											
Trainer/Assessor											
Activity book	Satisfactory										
Trainer/Assessor name:											
Trainer/Assessor signature:	Date:										
TA comments											



Student Introduction, Instructions & Guidelines

Application

This unit specifies the skills and knowledge required to safely operate a boom-type Elevating Work Platform (EWP) where the length of the boom is 11 metres or more in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a Risk Work Licence (HRWL) to operate this plant. Boom-type elevating work platform means a telescoping device, hinged device, or articulated device, or any combination of these, used to support a platform on which personnel, equipment and materials may be elevated. A person performing this work is required to hold a boom-type elevating work platform HRWL.

This unit requires a person operating an EWP to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- · pack up.

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit of competency. This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

This unit describes the skills and knowledge required to operate an elevating work platform at any height. This unit applies to those working in operational roles. The work required in this unit relates to the National Standard for High Risk Work but this unit does not provide the licence. Licensing, legislative, regulatory or certification requirements that may apply to this unit can vary between states, territories and industry sectors, and must be sourced prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Welcome to the assessment of TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more) and RIIHAN301E Operate elevating work platform. During this assessment you will work through a Theory Assessment and Practical Assessment with observable tasks. These activities will give you an understanding of this unit.

Elements covered in this assessment are:

- 1. Plan work/task
- 2. Prepare for work/task
- 3. Perform work/task
- 4. Pack up
- 1. Plan and prepare for operating an elevating work platform
- 2. Operate elevating work platform in line with established requirements to complete work activity
- 3. Conduct housekeeping activities

Understanding the Assessment

During your training you will be observed working in various areas of your establishment. You will be assessed on your knowledge, skills and attitude whilst working in these areas. To be successful you must demonstrate competency on an ongoing basis. When you feel confident in a task you have undertaken or are about to undertake, notify your Trainer/Assessor so they are able to observe you during the task.



You may be assessed in any number of ways:

- You may be asked to explain how to undertake a given task
- You may be observed while carrying out a task
- You may be questioned on your ability to achieve the specified outcome
- You may have to complete various written tasks

Your Trainer/Assessor will carry out these assessments and you will be given notice as to when each assessment will take place. To complete your assessment for each unit, you must successfully complete all Theory and practical assessment pieces to the required standard.

This unit is to be assessed by Theory Assessment and Practical assessment.

- 1. Theory assessment-minimum of 4- 8 hrs. Theory This is an open activity book inclusive of multiple choice and written responses. Activity book -short questions, done in class with the Trainer/Assessor. 100% accuracy to be achieved including any verbal responses. Theory assessment Knowledge test closed book 100% accuracy to be achieved.
- 2. Practical Assessment Practical Assessments will include oral questions and observation of the person performing the tasks. Practical Assessments are to be conducted in the work environment wherever possible. Some aspects may be conducted under simulated conditions where issues of safety and environment damage are limiting factors.
- 3. Successful assessment of this unit meets the competency requirement of the National Standard for Licensing Persons Performing High Risk Work. State/territory OH&S regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OH&S matters.
- **4. External Experience** student attends their current Employer/industry placement to complete **60 nominal hours** in high-risk log book (work placement is the student's responsibility) RTO does not provide any industry placement
- 5. Final test mandatory assessment theory and practical 8 -10 hrs
- 6. Successful assessment of this unit meets the competency requirement of the National Standard for Licensing Persons Performing High Risk Work. State/territory OH&S regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OH&S matters



STUDENT INSTRUCTIONS

- 1. This is an open activity book
- 2. All questions to be attempted
- Blue/black pen only to be used
- 4. Discussion with other Students is permitted during activity book
- 5. Assistance from the assessor may be requested to clarify a question
- 6. All questions must be answered correctly to be successful
- 7. All errors made by the student to be initialled by the student
- 8. The assessor may ask verbal questions to clarify points to be successful
- 9. When you have finished the activity book, complete the coversheet and hand all to your assessor
- 10. More than one multiple choice answer may be correct

REASONABLE ADJUSTMENT

If you have any special needs that your assessor does not know about, you should let them know as soon as possible before starting any assessment so that your assessor can make changes where possible.

COMPETENT

To be found competent in this unit of competency, you must 'satisfactorily' complete all assessment instruments and be assessed as competent in both the Theory and the Practical assessment

FEEDBACK

After an assessment, your assessor should give you feedback to let you know how you went and will discuss reassessment opportunities with you if needed. This feedback, along with the assessment result, will be recorded by your assessor on the front page of this assessment.

APPEALS ASSESSMENT

All Students have the right to appeal an assessment if you feel you have not been fairly assessed in either the theory or the practical for this unit. This may include a reassessment or, you can make an appeal by completing our complaints and appeals form. You can find more information about appeals in the student handbook

REASSESSMENT

All Students have the right to be re assessed. You will need to discuss this option with your Trainer/Assessor. Reassessment may include further training, resit the theory assessment or practical assessment. Guidelines depend on the regulator requirements for example re assessed on the day.



TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more) and RIIHAN301E Operate elevating work platform- ACTIVITY BOOK **Short Questions Short Questions** Name the parts of the EWP. Articulating jib Upright Main Lift Cylinder Platform Rotator Upright Lower Lift Cylinder Steer wheels Drive wheels How do you identify your task requirements? Who would you confirm task requirements with?



Sh	Short Questions			Sh	nort Questions	S	NS
4.	What are six (6) operational considerations you should plan for before work and other than site hazards?			5.	Where can you find workplace safety information? Provide four (4) reference types		
6.	What obligations do employers have to ensure the health and safety of all workers?			7.	List three (3) actions you can take to ensure you meet Duty of Care requirements.		
	Provide four (4) examples						



Sh	Short Questions			Sh	ort Questions	S	NS
8.	If a high-risk worker is not working safely under a high-risk work licence, what can the work health and safety regulator do? Provide three (3) examples			9.	What must an employer provide before you can operate a new type of elevating work platform? Provide three (3) examples		
10.	If you need to work closer than the prescribed safe operating distances for power lines, what action would you take? Provide three (3) examples			11.	If you want to know the voltage of powerlines that you are working near, who would you contact?		



	/						
Sh	ort Questions	S	NS	Sh	nort Questions	S	NS
12.	What are the minimum safe operating distances you must remain away from power lines for your state?			13.	. What types of signs, instructions, or indicators will make overhead power lines easy to identify? Provide three (3) examples		
	QLD						
	Up to 132KV =						
	132kv to 330kv =						
	More than 330kv =						
	NT						
	50v to 1kV =						
	1kV to 33kV =						
	33kV to 66kV =						
	66kV to 132kV =						
14.	What ground conditions must be checked to ensure the safe operation and stability of the work platform?			15.	. If the ground was unstable under one outrigger, what action would you take?		
	Provide six (6) examples				a. Stop and lower boom		
					b. Pack and stabilise the out rigger		
					c. Relocated. Reporte. All of the above		



Sh	ort Questions	S	NS	Sh	ort Questions	S	NS
16.	Why is it dangerous to set up an EWP next to a trench or recently backfilled ground?			17.	What do you need to establish before setting up an EWP on a concrete slab, and how can you find this out?		
	What distance can you set up any part of an EWP						
	from an excavated trench?						
18	For what reason would you inspect trench						
10.	covers and steel grates?						



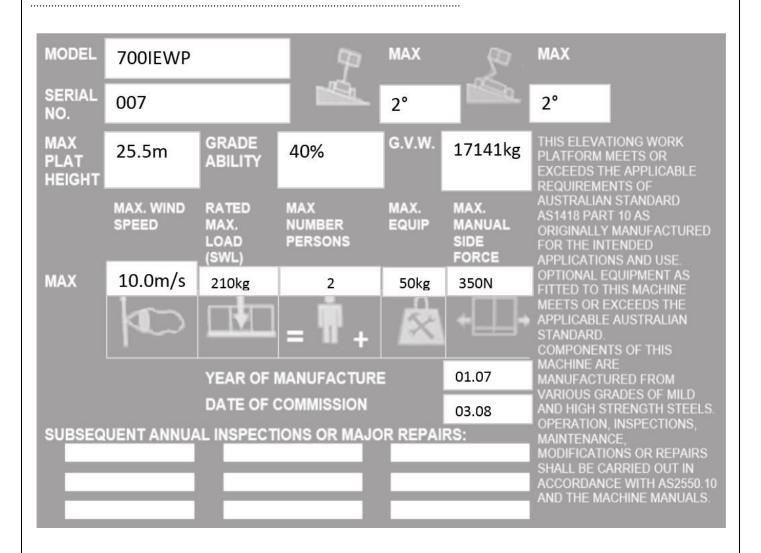
more) and RIIHAN301E Ope	rate elev	ating work platform– ACTIV	ITY B	OOK		
Short Questions	S NS	Short Questions			S	NS
 19. Answer the following questions, you will need to determining safe operating capability. Nominal reach, measured horizontally from the centre position The vertical distance from platform floor to surface so 	e point of slev	v ring to outer edge of the platform in its m	nost exte	nded		
A) Can you access a bridge pile 14.5m high whe	re the EWP	must be positioned 4m from the	Yes	No		
centre of the slew ring to the bridge pile?						
B) Can you access an external building wall 11m		the EWP must be positioned 6.5m	Yes	No		
from the centre of the slew ring to the buildin	g external?					
15m 13.5m 12m 10.5m 9m 7.5m 6m 4.5m 3m 1.5m 0m 0m 1.	5m 3m	4.5m 6m 7.5m 9m				

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Short Questions	S	NS	Short Questions	S	NS						
20. Answer the following four (4) questions using the data plate provided.											
Question 1 - What is the total weight of persons that can be carried with 30kg of equipment on board =											
Question 2 – What is the maximum height you can elevate the platform?											
Question 3 - What is the maximum degree of slope angle y	you ca	ın pos	ition the platform on when planning to operate in a raised position	າ?							
Question 4 – The forecast is for light winds, you take a memeasurement of 11.4m/s,	asure	ment	during your site risk assessment and prior to set up and record a	wind							
Do you proceed to set up and work? Please provide a br	rief rea	ason c	of why or why not								



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Sho	Short Questions		NS	Sho	ort Questions	S	NS
21.	What is the purpose of ensuring that all signs, labels and load charts are displayed correctly and clearly?			22.	Why is it necessary to calculate the weight of your accumulated tools, persons, materials and equipment before loading and operating an EWP?		
23.	How can you locate the rated capacity of the work platform?			24.	Where would you locate the maximum wind velocity for your EWP?		
25.	You need to waterproof an external building wall and have been provided with an EWP-rated capacity of 195kg.			26.	What weight must be calculated to ensure the rated capacity of the EWP is not exceeded?		
	 A waterproofing bucket weighs 20kg holding 15 litres 						
	Your weight is 85kg						
	 The additional waterproofing equipment needed to be carried weighs 10kg 						
	How many waterproofing buckets can you carry on to on the platform at one time?						



Sh	Short Questions			Sh	nort Questions	S	NS
27.	If you plan to use an EWP with a rated capacity of 200Kg and you weigh 85Kg, what is the maximum weight of tools and equipment you can safely take up with you?			28.	What hazards can affect operating the work platform in strong windy conditions? Provide three (3) examples		
29.	What are four (4) considerations made when planning the appropriate path of movement for the EWP and boom?			30.	Why is it important to check your path of movement before commencing work platform operations? a. So that we have identified all hazards b. So that we have applied appropriate controls measures c. It is safe to continue operations d. All the above		
31.	Briefly describe a potential crush or entrapment point and provide one example of howyou can eliminate this hazard?			32.	Define the following. A Hazard A Risk		



Sh	Short Questions		NS	Sh	nort Questions	S	NS
33.	List five (5) potential hazards you must consider in your work plan.			34.	When would risk control measures be applied?		
35.	List the hazard and the relevant control for a person inside the operating radius of the EWP.			36.	Number 1-6 the Hierarchy of Controls in the correct order of effectiveness, 1 being the most effective.		
	Hazard				Engineering controls		
					Personal Protective Equipment		
					Elimination		
	Control				Isolation		
					Administrative controls Substitution		
					Substitution		



Sh	Short Questions			Sh	ort Questions	S	NS
37.	What is required before operating a work platform in low light or dark environment?			38.	Which personnel would you consult with about workplace hazards prior to commencing work? Provide four (4) examples		
39.	What will consulting with personnel about workplace hazards help you to do?			40.	What are the dangers of raising or lowering your boom over people?		



Sh	ort Questions		S	NS	Sh	nort Questions	S	NS
41.	How can you control operating an EWP ov	I risks associated with ver a body of water?			42.	What controls would you apply with the traffic management plan, to keep pedestrians safe in the work area? Provide three (3) examples		
43.	When would you ide communication meth suitable for the task?	nods and equipment are			44.	What communication types are normally used between the platform operator and ground personnel? Provide three (3) example		
	are met e.g., traffic requirements	our supervisor? uirements for the work area control, isolation, or signage are procedures are understood			46.	. Why would you check with local authorities before setting up a work platform in a busy street? Provide three (3) examples		



Sh	ort Questions	S	NS	Sh	ort Questions	S	NS
47.	Why would you maintain communications with workplace personnel? a. To ensure all personnel understand the workplan b. To ensure work will be done according to site requirements c. To ensure work will be done according to safe work procedures d. All of the above			48.	a. To ensure they are not defective b. To ensure they are still the most appropriate c. To ensure they will comply with workplace procedures d. All the above		
49.	When can an out of service, danger or safety tag be removed?			50.	What types of safety equipment will need to be checked according to manufacturer requirements? a. Safety harness b. An energy absorber c. Lanyard d. All anchor points e. Emergency retrieval systems f. All the above		
51.	List three (3) defects on a lanyard.			52.	Once you are in the basket, where must you attach your lanyard?		



Sh	ort Questions	S	NS	Sh	ort Questions	S	NS
53.	What safety equipment must be used when operating a work platform at heights?			54.	When fitting your harness correctly, you should Put harness over your shoulders and adjust shoulder straps to remove slack Insert legs and adjust straps allowing for your hand		
					 to only just slip between thigh and strap Connect chest strap and adjust the strap to remove slack a. True b. False 		
55.	What procedures and protective equipment could be necessary when refueling or recharging an EWP?			56.	. What is the safest method for entering the platform basket?		
	 a. Manufacturer's guidelines b. Operator manual c. Checklist d. Workplace procedure e. Gloves and safety glasses f. All of the above 				 a. Use 3 points of contact at all times and access according to manufacturer requirements and safe work procedures b. Use one hand and one foot when accessing the work platform c. None of the above 		
57.	List four (4) visual checks for defect or damage you would carry out on the platform or boom.			58.	What person is responsible for the EWP pre-start inspection, why is it important to make these checks?		



Sh	ort Questions	S	NS	Sh	ort Questions	S	NS
59.	List eight (8) pre-start checks you should carry out on the EWP before start-up.			60.	What action is required, if abnormal noise is heard from the work platform?		
61.	What procedures should be followed when starting up the EWP?			62.	What are four (4) considerations when setting up a work platform close to buildings?		
	a. The manufacturer's start-up procedure						
	b. SWMS						
	c. SDS						
	d. Site layout plan						



Sh	ort Questions	S	NS	Sho	ort Questions	S	NS
63.	What can you use to ensure an EWP is set up level?			64.	List two types of material used to distribute/stabilise the weight of an EWP with fitted outriggers.		
65.	If the EWP does not have outriggers/stabilisers, chock both sides of one pair of its wheels by firmly placing suitable obstructions against each wheel. a. True b. False			66.	List four (4) operational checks you would make after start-up and prior to starting any work		
67.	Why do you need to test the EWP to the full extent of operations prior to use?			68.	Why are ground controls fitted to the EWP?		



Sh	ort Questions	S	NS	Sho	ort Questions	S	NS
	What checks should be made before raising the EWP platform? Provide four (4) examples What is the function of the Dead man control?				How many sets of controls are commonly found on an EWP and where are they located? a. One. Ground and basket b. Two. Ground and basket c. Three. Ground and basket d. Four. Ground and basket		
73.	What action do you take if you find any defects or damage to the EWP during your inspections? a. Tag out b. Report c. Record d. Do not use e. All the above			74.	List three (3) reasons why you must check the EWP log book.		



TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more) and RIIHAN301E Operate elevating work platform- ACTIVITY BOOK **Short Questions Short Questions** 75. Identify the meaning of the following terminology in the table. Explain what a wind load is. Explain what a live load is. Explain what a dead load is. 76. What action do you take if wind speed exceeds 77. Why would you check hazard prevention control the manufacturer's requirements while working? measures like lights and signs prior to set-up? To ensure signs have the correct communications and are legible To ensure lights are in a safe working condition To ensure controls are applied according to safe work procedures All the above 78. When moving an EWP to a work area, what 79. What is the reason to constantly monitor the boom position should the basket and boom be in? and platform movement?



Sh	ort Questions	S	NS	Sh	nort Questions	S	NS
80.	After moving the platform into position, what checks should be made to ensure the platform position is correct prior to levelling and packing? a. Safe working radius b. Position of EWP to works being conducted			81.	What angle would you place the second layer of the pigsty, dunnage, or packing to the first layer?		
	c. Adequate clearances from obstructions or hazards						
	d. All the above						
82.	What actions would you take, in the event the EWP is set up and one or more of the wheels or outriggers starts to sink?			83.	. What is the purpose of securing or stowing all tools and equipment on the platform?		
	Number in the correct order 1-4						
	(1 is your first response)						
	Relocate the EWP to safer ground						
	Stop operations						
	Return the EWP to the ground						
	Rectify the sinking if possible. If not possible, relocate the EWP to an area where stability can be obtained						



Sh	ort Questions	S	NS	Sho	ort Questions	S	NS
84.	What factors can cause the instability of an EWP? a. Poor load placement b. Overloading c. Irregular loads d. All the above			85.	What precautions should be taken when driving the EWP to the work area or around a work site?		
86.	At what speed should you move an EWP with the platform in an elevated position?			87.	What should be referred to before moving an EWP across a slope or a hill?		
88.	Can an EWP be used as a crane for lifting anything outside of the basket?			89.	Can slings or attachments be attached to the hand or guard rail of an EWP?		



Sh	ort Q	uestions	S	NS	Short Questions	S	NS
	Wh	at would you do if you experience a failure of itrols when working at maximum height?					
		Ç Ç					
	a.	Finish the work task and tell your supervisor at the end of the shift					
	b.	Call to the ground support use the emergency lowering device and tag out and report					
	C.	Climb from the EWP onto the closest nearby structure					
	d.	All the above					
91.	Wh	at action would you take if your EWP comes in	l to cor	ntact v	with overhead powerlines?		
	Co	mplete the STIIRR acronym					
	S-						
	T -						
	I -						
	I						
	_						
	К-						
	R.						
	11.			• • • • • • • •			



Sh	ort Questions	S	NS	Sh	nort Questions	S	NS
92.	List four (4) things you would do in the event you feel the platform drop or move a little when you are working at heights.			93.	What systems can be used to lower the platform from height in the event of a failure? Provide three (3) types of fail-safe devices		
94.	What actions would you take in the event a pedestrian accesses an exclusion zone during operations? Provide four (4) actions			95.	. What would you do in the event you fail to understand a radio communication or hand signal from the ground?		
96.	Identify the meaning of the hand signal below.			97.	 a. No, an EWP is specifically designed to lift people to a position where they can work from the basket b. No, an EWP is not designed to transfer people from one level to another or to exit a platform at a height c. Yes, only where an exception is granted by an employer and where a thorough risk assessment has taken place. It must be demonstrated as the safest way of accessing a particular location, it may be part of a formal emergency rescue plan d. All the above 		



Sh	ort Questions	S	NS	Sho	ort Questions	S	NS
98.	How would you park up the EWP before leaving the work area for 40 min?			99.	What post-operational checks would you carry out as part of shut-down at the end of a shift?		
	 a. Park in a safe position or approved work area b. Lower the platform fully & engage motion locks and brakes c. Switch off and isolate d. Follow manufacturer requirements e. All the above 				Provide seven (7) examples		
100	How do you correctly retract, lower, stow and secure the EWP boom?			101	. When is it safe to remove your safety harness?		
	 a. According to manufacturer requirements and safe work procedures b. By referring to safety data sheets c. By referring to the environmental management plan d. None of the above 				 a. When you are not able to reach the work area from the basket b. After you have commenced lowering the platform c. Only once the basket has been fully lowered and you are ready to exit the basket d. None of the above 		



Short Questions	S	NS	Short Questions	S	NS
102. At what time would motion locks and brakes be applied?			103. What should be done with plates and packing once you have finished using the EWP?		
 a. When your speed is higher than the site speed limit allows b. Shut down of EWP c. To slow down before a corner d. None of the above 			 a. They should be placed on the carrier or in a designated storage area for future access. b. Make sure they are clean c. Disposed of according to site requirements d. None of the above 		
104. How can you lock retracted outriggers in place?			105. What procedures and or requirements would you follow to shut down a work platform?		
a. Using the correct locking pinsb. Using appropriate sized padlocksc. Keys provided by the manufacturerd. None of the above			 a. Site procedures b. Manufacturer requirements c. Safe work procedures d. Relevant shutdown checks, logbook, recording and reporting e. All the above 		



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Short Questions	S	NS	Short Questions	s	NS				
106. How can you obtain any site documentation required for work tasks?			107. What documents are used to comply with site policies and procedures?						
 a. Supervisor b. Pre-start meeting c. Site office d. Spotter e. None of the above 			 a. Safe Work Method Statement b. Safety data sheets c. Pre-start inspections d. Fault or incident reports e. All of the above 						
108. What is required before you can operate a boom-type elevating work platform with a boom length of 11 metres or more?									



RIIHAN301E Operate elevating work platform – ACTIVITY BOOK									
Short Questions		S NS	Short Questions			S	NS		
109. Identify the different ty	pes of elevated work plat	forms, their o	characteristics includi	ing capability and limi	tation				
	Type Basic characteristics including capability and limitation								
	Type Basic characteristics including capability and limitation								
	Type Basic characteristics including capability and limitation								



RIIHAN301E Operate elevating work platform – ACTIVITY BOOK										
Short	Questions	S	NS	Short Questions	S	NS				
110. How can you obtain or confirm your daily work instructions?				111. List three (3) information sources that can help clarify work instructions.						
a b c. d	Pre-start meeting Health safety representative Spotter			 Toolbox meetings Pre-start meeting Supervisor SWMS Plans 						
	ow can you confirm hazards, environmental sues or risks before working?			113. List three (3) potential hazards and (2) environmental issues that could affect operations. Potential hazards Environmental issues						



RIIHAN301E Operate elevating work platform – ACTIVITY BOOK										
Short Questions	s	NS	Short Questions	S	NS					
114. How can you determine requirements or procedures for the use of personal protective equipment?			115. How can you ensure you have a good understanding of emergency procedures for the equipment and site you are operating on?							
 a. Site induction b. Site signage c. Safety data sheets d. Manufacturer specification e. All the above 			 a. Attend site induction b. Learn site processes and procedures for emergency situations c. Identify emergency shutdown procedures relative to the machine or equipment you are operating d. All the above 							
116. How can you remain prepared for fire accidents and emergencies?	s,		117. How can you coordinate and communicate planned work activities onsite before commencing work tasks?							
 a. Check or test fire suppression device b. Keep first aid training up to date c. Identify the locations of first aid and contents d. Identify the locations of emergency areas e. All the above 	maintain		 a. Twitter b. Facebook c. Toolbox / Pre-start meeting d. Supervisor instructions e. All of the above 							
118. When should pre-start inspections be conducted?			119. How would you ensure the controls on the EWP were working correctly?							



RIIHAN301E Operate elevating work platform – ACTIVITY BOOK									
Short C	Questions	S	NS	Short Questions	S	NS			
120. What type of site-specific requirements could need to be applied before relocating the EWP to a work site?				121. If the EWP does not stop when the controller is brought to neutral, what should you do?					
a. b. c. d.	Traffic control or traffic management Isolation requirements for traffic & pedestrians (Signage and barricades) Equipment washdown All of the above								
	According to site requirements According to local council regulations In the quickest and cheapest way possible All the above			a. According to Safety data sheets b. According to product labels c. According to state government, local council and EPA regulations d. All the above					
	at is the purpose of cleaning and maintaining Is, mobile plant or equipment? Longer service life To ensure equipment is safe for the next operator Easier to identify and report faults All the above			125. What do you do with pre-starts at the end of your shift?					