Program Outline

Road Builder & Heavy Construction Foundation



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# ROAD BUILDER & HEAVY EQUIPMENT FOUNDATION PROGRAM

# **PROGRAM OUTLINE**

October, 2006

Developed By SkilledTradesBC Province of British Columbia



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# FOREWORD

This Program Outline for the Road Building and Heavy Construction Foundation Program is issued by SkilledTradesBC in partnership with the BC Road Builders and Heavy Construction Association for use in industry training sponsored by the SkilledTradesBC.

It is intended as a guide for instructors. Practical instruction by demonstration and trainee participation should be integrated with classroom sessions. Safe working practices, even though not always specified in each operation or topic, are an implied part of the program and should be stressed throughout the program. It is the responsibility of employers to ensure safety training for trainees working on their worksites after successful completion of the program

The Program Outline was prepared with the advice and assistance members of the BC Road Builders and Heavy Construction Joint Adjustment Committee and the BC Road Builders and Heavy Construction Association's Human Resources Committee.

# SAFETY ADVISORY

Be advised that references to the WorkSafe BC safety regulations contained within these materials do not/may not reflect the most recent Occupational Health and Safety Regulation (the current Standards and Regulation in BC can be obtained on the following website: <u>http://www.worksafebc.com</u>. Please note that it is always the responsibility of any person using these materials to inform him/herself about the Occupational Health and Safety Regulation pertaining to his/her work.

# ACKNOWLEDGEMENTS

The Program Outline was prepared with the advice and direction from an industry Steering Committee convened by the BC Road Builders and Heavy Construction Association with funding support from Service Canada and SkilledTradesBC.

We would like to acknowledge the dedication and hard work of those who actively participated in the design and development of the Road Building and Heavy Construction Foundation Program:

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- Scott Jacob, JJM Group
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### Associations

- BC Road Builders and Heavy Construction Association
- Alberta Road Builders and Heavy Construction Association
- Saskatchewan Road Builders and Heavy Construction Association
- Manitoba Heavy Construction Association
- Ontario Road Builders Association

Special thanks to the Operating Engineers and the Construction Sector Council for providing us with program examples which greatly aided in the creation of the Heavy Equipment Operator Technician Program.



# **SECTION 1**

# **OCCUPATION ANALYSIS CHART**

Road Building & Heavy Construction Foundation Program Outline • SkilledTradesBC

# Road Builder & Heavy Equipment Foundation Program Occupation Analysis Chart

#### Total Instructional Duration: <u>120</u> hours/<u>20</u> days/<u>4</u> weeks

#### MODULE A - INDUSTRY ORIENTATION AND OVERVIEW (46 hours/7.67 days





# Road Builder & Heavy Equipment Foundation Program Occupation Analysis Chart

#### Total Instructional Duration: <u>120</u> hours/<u>20</u> days/<u>4</u> weeks

#### MODULE B - TOOLS & EQUIPMENT OPERATIONS AND MAINTENANCE (36 hours/6 days)



# Road Builder & Heavy Equipment Foundation Program Occupation Analysis Chart

#### Total Instructional Duration: <u>120</u> hours/<u>20</u> days/<u>4</u> weeks

#### MODULE C - CIVIL ENGINEERING PRINCIPLES (26 hours/4.33 days)







# Road Builder & Heavy Equipment Foundation Program Occupation Analysis Chart

#### Total Instructional Duration: <u>120</u> hours/<u>20</u> days/<u>4</u> weeks





# **SECTION 2**

# ROAD BUILDER & HEAVY CONSTRUCTION FOUNDATION PROGRAM

# **PROGRAM OUTLINE**

# SUGGESTED SCHEDULE OF TIME ALLOTMENT FOR MODULE A

Module A	38.33% of Time	Theory	Practical	Page
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A1.4	Describe Road Building and Heavy Construction Industry Culture			20
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A2.2	Describe Occupational Diseases and Injuries			24
A2.3	Complete Road Builders Safety Training System	$\checkmark$		25
A2.4	Obtain First Aid- Level 1 Certification	$\checkmark$		26
A2.5	Obtain Construction Safety Network Flagperson Certification	$\checkmark$		27
Line A3	Tools & Equipment Operations & Maintenance			
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A3.2	Describe Sediment and Drainage Management			30
A3.3	Describe Fuel and Special Procedures			31
A3.4	Describe Handling Spills			32
A3.5	Describe Proper Disposal Methods of Fuels, Oils, Lubricants, Antifreeze, Waste Oil			33
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A3.7	Describe Excavation and Disposal of Contaminated Soil			35

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B1.1	Demonstrate Safe Use of Basic Power Tools		$\checkmark$		39
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B2.2	Describe WCB Regulations for Portable and Fixed Ladders	5			41
B2.3	Describe Swing Staging Operations and Safety				42
B2.4	Describe Scissor Lift and Zoom Boom Operations and Safe	ety			43
Line B3	Rigging and Material Handling				
B3.1	Describe WCB Regulations and Procedures for Rigging				44
B3.2	Identify Signals for Crane and Hoisting Operations		$\checkmark$		45
B3.3	Describe Safe Use of Ropes, Chains, Slings and Blocking Equipment				46
Line B4	Basic Road Building and Heavy Construction Equipmen Operation and Maintenance	nt			
B4.1	Describe Types and Functions of Common Large Pieces o Equipment	f			47
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B4.3	Describe Walk Around Procedures				50
B4.4	Describe Common Engine Parts and Functions				51
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B4.7	Perform Checks and Maintain and Engine Induction Syste	ems			65
B4.8	Describe Basics of Drive Systems and Brakes				55
B4.9	Describe Basics of Electrical Systems				56
B4.10	Describe Basics of Air Breaks and Air Systems				57
B4.11	Describe Basics of Hydraulic Systems				58
B4.12	Describe Basics of Hitches and Mechanical Linkages				59
Line B5	Small Road Building and Constriction Equipment				
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C1.3	Describe Distance and Angular Measurement				66
C1.4	Describe Slope Staking				67
C1.5	Describe Grade Staking from Survey Stakes, H Offset Stakes	ub Stakes and			68
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C3.3	Describe Soil Density Testing				77
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C4.1	Describe Principles of Excavation and Shoring				78
C4.2	Describe Principles of Dewatering				79
C4.3	Describe Principles of Utilies				80
Line C5	Aggregates				
C5.1	Describe Use of Aggregates in Asphalt and Cor	ncrete			81
C5.2	Describe Use of Base Course				82
C5.3	Describe Aggregate Standard Specifications ar Control Systems	nd Quality			83
Line C6	Asphalt Paving				
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C6.3	Describe HMAC Testing				86
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C6.5	Describe the Effects of Transporting Aggregate	S			88

# Module C

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# SUGGESTED SCHEDULE OF TIME ALLOTMENT FOR MODULE D

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D1.2	Prepare a Resume				98
D1.3	Use Job Search Skills				100
D1.4	Use Interviewing Skills				101
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Line D2	Worksite Employee Roles				
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D2.2	Project Management				105
D2.3	Quality Management				107
D2.4	Demonstrate Job Site Clean Up and Housekeep Procedures	ing			108
Line D3	Construction Worksite Team Skills				
D3.1	Describe Positive Worksite Attitudes				109
D3.2	Describe Conflict Resolution Principles				110
D3.3	Describe Teamwork Practices				111
Line D4	Construction Worksite Team Skills				
D4.1	Speak and Listen Effectively				112
D4.2	Use Documentation				113



# PROGRAM OUTLINE FOR MODULE A



#### Competency: A1.1 Use Road Building and Heavy Construction Terminology

#### Learning Objectives:

1 Given a list of road building terms, the learner must identify the correct definition in multiple-choice test.

#### LEARNING TASKS

1 Describe road building and heavy construction terminology.

#### CONTENT

- Aggregate
- Aggregate Base Course
- Air Pollution
- Archeological Salvage Plan
- Backfill
- Back slope
- BAM
- Berm
- Bitumen
- Borrow Pit
- Bridge Deck Scarification
- Bridge Pier
- Bypass Routes
- Cement
- Channel
- Cofferdam
- Concrete
- Contract Specifications
- Crushed Rock
- Cul-de-sac
- Culvert
- Dead End
- Decibel
- Deck Slab Repair
- Design Life
- Design Speed
- Detour
- Dikes
- Divided Highway
- Drain Tile



#### LEARNING TASKS

#### CONTENT

- Drainage Structures (catch basins, bulkheads, spill ways, pipe outlets)
- Earth Excavation
- Easement
- Ecosystem
- Egress
- Emulsified Asphalt
- Environmental Impact
- Erosion control Measures
- Flager
- Foreslope
- Grading
- Grade Separation
- Granular sub-base
- Gravel
- Ground Cover
- Groundwater Table
- Guard Rail
- Habitat
- Hydrology
- Impact Attenuators
- Ingress
- Island
- Median
- Mulch
- Native Grasses
- Neoprene Expansion Joint
- Noise
- Operating Speed
- Overburden
- Overpass
- Pavement
- Pavement Life
- Pavement Marking
- Pavement Pothole Patching
- Pedestrian
- Pre-cast Concrete
- Pit
- Project



#### LEARNING TASKS

#### CONTENT

- Ready mixed Concrete
- Retainer Wall
- Right of Way
- Recycled Aggregates
- Rip Rap
- Roadway
- Sawing Concrete Pavement
- Seal Coat
- Shoulder
- Sight Distance
- Specifications
- Trench Backfill
- Underpass
- Zone

### Achievement Criteria:

The learner must be able to identify with 70% accuracy the correct Road Building and Heavy Construction definitions from the list above. The test will consist of multiple choice type questions.



### Competency: A1.2 Describe Types of Road Building and Heavy Construction

#### Learning Objectives:

1 Given information on British Columbia's road building and heavy construction sectors, the learner must identify and classify the different sectors.

#### LEARNING TASKS

CONTENT

- 1 Describe highway construction.
- Describe bridge construction and
- <sup>2</sup> repair.
- Describe sewer and water line
- <sup>3</sup> construction
   <sup>4</sup> Describe gravel pit operations
- 4 Describe graver pit operation
- 5 Describe asphalt paving
- Describe concrete placement
- 6 construction.

#### Achievement Criteria:

The learner must be able to identify with 70% accuracy the correct Road Building and Heavy Construction sectors. The test will consist of multiple choice type questions. Criteria include roads, highways, street construction, bridge construction, sewer and water line construction, gravel pit/quarry operations, asphalt paving and concrete placement construction.



## Competency: A1.3 Describe Types of Road Building and Heavy Construction Equipment

### Learning Objectives:

1

2

3

4

5

6

1 Given information on road building and heavy equipment, the learner must identify and classify different pieces of equipment.

#### LEARNING TASKS CONTENT Rubber Tire Packer (Wobbly Wheel) • Describe Compaction Equipment. **Sheepsfoot Packer** • Smooth Drum Roller 2 & 4 Wheel Drive • **Describe** Tractors Used for Discing **Used for Towing Various Packers** ٠ Miniature Loaders • Describe Skid Steer Loaders. Attachments: Blades, Buckets, Post • **Hole Augers** Pickups • Single Axle & Tandem - sand, gravel, • asphalt Belly & End Dumps - sand, gravel, ٠ asphalt **Describe** Trucks Tankers - water & fuel • Tractor Trailers - move equipment • from site to site Articulated Trucks - 10 - 50 ton . Rock Haulers - 10 - 400 ton • **Rubber** Tire **Describe Loaders** Track Single & Twin Engine ٠ Describe Earthmovers (Scrapers). Heavy earth moving • Describe Crawler Tractors (Dozers) **Bush Clearing** •

Pushing

Pulling

Leveling

Ripping

**Rubber Tired** 

Track Type

•

•

•

.

•

•

7

# Describe Hydraulic Excavators

- 8 (Backhoes) & Shovels
- Road Building & Heavy Construction Foundation Program Outline SkilledTradesBC



#### LEARNING TASKS

Describe Motor Graders (Graders).

9

- 10 Describe Concrete & Asphalt Pavers
- 11 Describe Specialized Equipment

#### CONTENT

- Boom Type 'Gradalls'
- Various makes, models and sizes
- Fine/Finish Grading
- Most complicated piece of equipment to operate
- Asphalt Paver
- Slipform Machine
- Concrete Extruders
- Asphalt Grinders

#### Achievement Criteria:

The learner must be able to identify with 70% accuracy the correct Road Building and Heavy Construction sectors. The test will consist of multiple choice type questions. Criteria include compaction equipment, tractors, loaders, trucks, excavators, scrapers, graders, pavers and grinders. Pass mark 70%.



## Competency: A1.4 Describe Road Building and Heavy Construction Industry Culture

#### Learning Objectives:

1 Given information about British Columbia's road building and heavy equipment culture the learner will distinguish different aspects of the culture.

#### LEARNING TASKS

Explain the history of the B.C. Road

1 Builders & Heavy Construction Association and its objectives.

2 Explain road construction culture.

#### CONTENT

- Formation
- Membership
- Mission Statement
- Structure
- Responsible for Canada's infrastructure and transportation routes
- Interaction with municipal, provincial and federal governments
- Interaction with civil engineers
- Interaction with suppliers: asphalt, concrete, petroleum and lubricants, equipment, trucks, bridge materials, culverts
- Interaction with the public
- Camp life
- Working in all weather conditions
- Working away from home
- Good salaries

### Achievement Criteria:

The learner must be able to identify with 70% accuracy the correct Road Building and Heavy Construction sectors. The test will consist of multiple choice type questions. Criteria include history and objectives of the B.C. Road Builders & Heavy Construction Association and road construction culture.



#### Competency: A1.5 Describe Road Building and Heavy Construction Careers

#### Learning Objectives:

1 Given a list of careers in the road building and heavy construction industry, the learner will identify and describe a career in multiple-choice tests and on the job site, when employed.

#### LEARNING TASKS

#### CONTENT

- How many people work in the industry?
- Succession Planning
- Flagperson
- Timekeeper
- Construction Labourer
- Surveyor's Helper
- Bridge Building Technician
- Truck Driver
- Equipment Operator
- Equipment Technician
- Foreperson
- Safety Officer
- Estimator
- Superintendent
- Project Manager

## Achievement Criteria:

1

The learner must be able to identify with 70% accuracy the correct Road Building and Heavy Construction careers from the list above. The test will consist of multiple choice type questions.

the road building and heavy construction industry

Identify various careers available in



Competency: A1.6 Describe Road Building and Heavy Construction Technology and Information

## Learning Objectives:

1 Given information about road and heavy construction technology and innovation, the learner will identify and describe aspects of technology in multiple-choice tests.

### LEARNING TASKS

Describe technology and information Innovation

1

# Describe chemical

- 2 innovation
- 3 Describe asphalt recycling
  - Describe road
- 4 construction material Innovation
- 5 Explain compaction
- Describe grading 6 innovation
  - Describe road maintenance innovations
- 7
- 8 Describe safety innovation
- Describe education and
- <sup>9</sup> training innovations

# Achievement Criteria:

The learner must be able to identify with 70% accuracy aspects of Road Building and Heavy Construction technology in multiple-choice tests.

### CONTENT

- Blueprints by 3D CAD
- Estimating
- Other computer programs
- Snow and ice control
- Equipment lubricants
- Aggregate recycling
- Material selection
- Pavement stabilization
- Crack sealing
- Reinforced concrete pavement



## Competency: A2.1 Identify Health and Safety Excellence

#### Learning Objectives:

1 Demonstrate an understanding of health & safety in the workplace.

#### LEARNING TASKS

#### CONTENT

- Purpose of a Health and Safety Program – Key definitions and terms
- Workplace Hazard Assessment and Control
- Safe Work Practices
- Safe Job Procedures
- Company Rules
- Personal Protective Equipment
- Maintenance Program
- Training and Communication
- Inspections
- Investigation
- Emergency Preparedness
- Statistics and Records
- Legislation
- Safety Meetings and Planning
- Joint OH&S Committee
- Worker
- Overview of Supervisor
- Overview of Employer

- Describe elements of a safety
- 1 program

- 2 Describe responsibilities/legislation
- 3 Describe hazard assessment
- 4 Describe safety culture

### Achievement Criteria:

Given the elements of safety programs that promote health and safety excellent, the learner must choose correct safety elements and practices in multiple-choice tests with 70% accuracy.



LINE A2: WORKSITE HEALTH AND SAFETY PRACTICE	LINE A2:	WORKSITE HEALTH AND SAFETY PRACTICES
--	----------	--------------------------------------

Competency: A2.2 Describe Occupational Diseases and Injuries

# Learning Objectives:

1 To demonstrate a basic understanding of occupational diseases and their causes.

	LEARNING TASKS	CONTENT
1	What are occupational diseases?	
-	Describe noise-induced hearing loss.	• Causes
2		<ul> <li>Hazards and risks</li> </ul>
		• Prevention
	Describe asbestosis/silicosis.	• Causes
3		<ul> <li>Hazards and risks</li> </ul>
		• Prevention
	Describe repetitive strain injuries.	• Causes
4		<ul> <li>Hazards and risks</li> </ul>
		• Prevention
	Describe cancer risk.	• Causes
5		<ul> <li>Hazards and risks</li> </ul>
		• Prevention
	Describe vibration.	Hazards
6		• Risks
		Prevention
	Describe environmental hazards.	Animal control
7		• West Nile
•		Hanta virus

### Achievement Criteria:

Given information on occupational diseases, the learner must identify and classify the correct answers to a series of multiple-choice tests with 70% accuracy.



Competency: A2.3 Complete Road Builders Safety Training System

### Learning Objectives:

1 To develop an understanding of how to approach common road construction procedures in a safe manner.

#### LEARNING TASKS

#### CONTENT

- The law at work
- General job site awareness
- Traffic control;
- Utilities
- Excavation and shoring safety network working with hazardous products
- Earthmoving
- Sewers and water
- Base work/hauling and placing materials
- Crushing and washing
- Concrete plants
- Concrete in construction
- Redi Mix drivers
- Asphalt plants
- Paving
- Highway maintenance
- Snow plow

# Achievement Criteria:

Complete the Alberta Road Building Safety Training System Course or equivalent.

1 Describe RSTS



Competency: A2.4 Obtain First Aid – Level 1 Certification

### Learning Objectives:

1 Obtain First Aid – Level 1 Certification

#### LEARNING TASKS

#### CONTENT

- Identify and perform appropriate interventions for minor soft tissue injuries
- Demonstrate priority action approach for conscious patients
- Identify and manage critical interventions of the airway
- Identify respiratory emergencies and manage critical interventions
- Identify circulatory emergencies and manage critical interventions.
- Describe how to identify and manage stroke, diabetic conditions, seizures and fainting.
- 1 Obtain Level 1 St. John's Ambulance or equivalent First Aid Certification.

#### Achievement Criteria: Obtain First Aid – Level 1 Certification



Competency: A2.5 Obtain Construction Safety Network Flagperson Certification

## Learning Objectives:

1 Obtain Construction Safety Network Flagperson Certification

#### LEARNING TASKS

- CONTENT
- Responsibilities of a traffic control person
- Job locations and conditions
- Responsibilities of a traffic control supervisor
- Provision of Health and Safety information for the job site
- WCB authority and jurisdiction
- Traffic control standards
- Motor Vehicle Act and Regulations
- Using personal protective equipment
- What the employer must provide
- Maintaining personal protective equipment
- Traffic control equipment and devices
- Maintaining personal traffic control equipment
- Traffic control equipment
- Maintaining traffic control devices
- Parts of a work zone
- Work zone layouts
- Setting up a work zone
- Inspecting and maintaining a traffic control zone
- Removing the work zone
- Recognizing construction equipment
- •
- Using and interpreting signals
- Controlling traffic
- Practical skills evaluation
- •

1 Describe roles and responsibilities

- 2 Describe complying with regulations and standards
- <sup>3</sup> Describe using traffic control equipment.

Describe setting up, maintaining and removing work zones.

Describe working around equipment.

5 equipment.

4

6 Describe basic control skills.



#### LEARNING TASKS

7 Describe building on basic traffic control skills.

- CONTENT
- Dangerous goods and other hazards
- Controlling uncommon traffic
- Intermittent moving work
- Controlling traffic in an intersection
- Using two-way radios
- Practical skills evaluation

8 Review course and exam.

## Achievement Criteria:

Obtain Construction Safety Network Flagperson Certification



# LINE A3: ENVIRONMENTAL REQUIREMENTS

## Competency: A3.1 Describe Environmental Hazards

### Learning Objectives:

1 Given information about environment hazards associated with road and heavy construction, the learner will explain, predict and control circumstances to prevent environmental hazards by correctly answering a series of multiple-choice tests

#### LEARNING TASKS

- 1 Describe water pollution.
- 2 Describe soil erosion.
- 3 Describe impact of dust.

- 4 Describe chemical contamination.
- 5 Describe mitigation of loss of habitat.
- Describe impact on historicalproperties.

- Wetlands, rivers, oceans
- Water quality
- Detrimental to aquatic ecosystems

CONTENT

- Increased turbidity
- Property damage
- Influencing factors (soil types, vegetation, slope, snowmelt)
- Health problems
- Reduced visibility
- Increased cost of vehicle and road maintenance.
- Surface runoff
- Landfills
- Spills
- Tanks and pipelines
- Septic tanks
- Agriculture
- Urban runoff
- Illegal dumping
- Archeological sites
- Reporting process

# Achievement Criteria:

Given information on environment hazards associated with road and heavy construction, the learner must correctly answers to a series of multiple-choice tests with 70% accuracy.



## LINE A3: ENVIRONMENTAL REQUIREMENTS

#### Competency: A3.2 Describe Sediment and Drainage Management

#### Learning Objectives:

1 Given information about sediment and drainage management, the learner will explain, predict and control sediment contamination through a sediment and drainage control plan by correctly answering multiple-choice tests

#### LEARNING TASKS

Describe drainage management.

#### CONTENT

- Erosion control methods
- Site management (planning, preparation)
- Soil stabilization (planting vegetation, erosion control blankets/nets)
- Structural measures (sediment fences, sedimentation ponds, dykes)

#### Achievement Criteria:

1

Given information about sediment and drainage management, the learner must correctly answers to a series of multiple-choice tests with 70% accuracy.


Competency: A3.3 Describe Fuel and Special Procedures

#### Learning Objectives:

1 Given information about the handling and storage of fuels and the fueling of machinery, the learners will identify the elements of a company fueling plan

#### LEARNING TASKS

- 1 Describe a company-fueling plan.
- 2 Describe environmental concerns.

# 3 Describe fueling areas.

- 4 Describe fueling equipment.
- 5 Describe spill response kit.
- 6 Describe site inspections.

### CONTENT

- Necessary when on-site fueling
- Spills onto the ground
- Spills into waterways
- Spill pad
- Containment berms
- Use secondary containment (drain pan) to catch spills
- Funnels, pumps, spill pad
- Plastic sheeting, tarps, containers, kitty litter, shovels
- Inspect fueling areas routinely for leaks and spills

### Achievement Criteria:

Given information about handling and storage of fuels and the fueling of machinery, the learner must correctly answer a series of multiple-choice tests with 70% accuracy. Criteria include a company fuel plan, environmental concerns, fueling areas, fueling equipment, spill response kits and fueling site inspections.



# Competency: A3.4 Describe Handling Spills

# Learning Objectives:

1 Given information regarding the handling of hazardous spills, the learner must identify proper spill handling procedures

#### LEARNING TASKS

- 1 Define a spill.
- 2 Describe training required by spill response personnel
- 3 Describe spill response plan
- Describe handling spills onto the ground.
  - 1. Describe handling spills into waterways.

5

6 Describe onsite spill response equipment.

#### CONTENT

- A release, leakage or spillage of a contaminant into the environment
- Where the situation creates or may create a hazard to human life or health to other living organisms, or to the physical environment
- Only by trained personnel
- Access hazard
- Critical response time
- Proper protective equipment
- Contain and eliminate spill source (prevent entry to catch basins, storm drains, ditches, creeks and rivers)
- Well identified reporting procedures
- •
- Clean up immediately
- Process involved
  - Notify Ministry of Environment
  - Process involved
  - )
- Spill response kit

 equipment and maintenance, fueling, hazardous waste storage area

- contaminated soil stockpile
  - Spill response equipment

## 7

# Achievement Criteria:

Given information about the handling of hazardous spills, the learner must correctly answer a series of multiple-choice tests with 70% accuracy. Criteria include the definition of a spill, spill response training, a spill response plan, spill prevention and containment methods, reporting spills, clean-up of minor spills.



# Competency: A3.5 Describe Proper Disposal Methods of Fuels, Oils, Lubricants, Antifreeze, Waste Oil

#### Learning Objectives:

1 Given information regarding the proper disposal of fuels, oils, lubricants, antifreeze and waste oil, the learner must identify proper disposal procedures

#### LEARNING TASKS

Describe proper storage methods

#### CONTENT

- Segregate wastes by waste type
- Minimum quantity of waste stored on site
- Documentation
- Dispose of waste at approved waste disposal facility
- Train employees in proper hazardous material and waste management

### Achievement Criteria:

1

Given information regarding the proper disposal of fuels, oils, lubricants, antifreeze and waste oil, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: A3.6 Describe Special Protection Methods

#### Learning Objectives:

1 Given information on special protection methods for the environment, the learner will identify such methods on multiple-choice tests

#### LEARNING TASKS

#### CONTENT

- Store and maintain equipment in designated areas
- Reduce amount of hazardous material by substituting non-hazardous or less hazardous materials
- Use proper equipment pumps, funnels to transfer fluids
- Keep spill kit readily accessible
- Check incoming vehicles and equipment for leaking oil and fluids
- Transfer used fluids and oil filters to waste or recycling drums
- Inspect equipment regularly for leaks and spills
- Repair equipment immediately if necessary
- Implement preventative maintenance schedule for equipment and vehicles
- Minimize quantity of hazardous materials brought on site
- Store hazardous materials in designated area away from storm drains and waterways
- Store hazardous materials in covered containers

# Achievement Criteria:

staging area.

2

Given information on special protection methods for the environment, the learner must correctly answer a series of multiple-choice tests with 70% accuracy. Criteria include pollutants other than sediment and petroleum products, special environmental protection methods, staging areas, landscaping sites, runoff water, pesticides, petroleum products, nutrients, solid wastes and construction chemicals.

1 Describe equipment staging and maintenance

Describe hazardous materials



# Competency: A3.7 Describe Excavation and Disposal of Contaminated Soil

### Learning Objectives:

1 Given information on contaminated soils, the learner will predict, explain or control circumstances related to contaminated soils

#### LEARNING TASKS

#### CONTENT

• Sediment

– Soil or rock containing high acid or alkali levels (slides, mines, etc.)

• Nutrients

– Agricultural fertilizer deposits caused by runoff

- Other sources
  - Trash/garbage
- Metals
- Mercury
- Lead

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- Other
  - Mould and bacteria
  - Gasoline, oil, grease, asphalt
  - Concrete
  - Organic materials
- Trees
- Shrubs
  - Excavation
  - Soil analysis
  - Ground water analysis
  - On-site treatment
  - Off-site treatment (disposal)
- Transportation
  - Ground water cleanup
  - Regarding
- Other options
- Vegetation
- Wetlands
- Parks
- Landscaping

# Describe the types of contaminated

1 soil that may be found during road construction.

2 Describe reclaiming contaminated soil sites.



Roads

# Achievement Criteria:

Given information on contaminated soils, the learner must correctly answer a series of multiplechoice tests with 70% accuracy. Criteria include types of contaminated soils, natural contaminants, sediment, nutrients, metals, moulds, petroleum products, concrete, organic material, reclaiming procedures, soil and water analysis, excavation, on-site treatment, off-site treatment and water reclaiming.

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# PROGRAM OUTLINE FOR MODULE B



# LINE B1: HAND AND POWER TOOLS

# Competency: B1.1 Demonstrate Safe Use of Basic Hand Tools

#### Learning Objectives:

1. Given a list of basic hand tools used for road building and heavy construction, the learner will demonstrate proper tool use

### LEARNING TASKS

Use hand held road building and

- heavy construction tools.
   Use measuring and leveling tools for
- 2 road building and heavy construction.
- Use mechanic's tools for road
- <sup>3</sup> building and heavy construction.
- 4 Describe safe use of tools.

#### CONTENT

- Hammers, picks, axes, shovels, rakes, spades
- Lasers, levels, total station, measuring tapes, hand levels
- Metric/imperial sockets
- Metric/imperial wrenches
- Workers' Compensation Board regulations
- Personal protective equipment
- Proper procedures
- Care and maintenance

#### Achievement Criteria:

Given information on the basic hand tools used for road building and heavy construction, the learner must demonstrate the use of hand held tools and correctly answer a series of multiple-choice tests with 70% accuracy.



# LINE B1: HAND AND POWER TOOLS

# Competency: B1.2 Demonstrate Safe Use of Basic Power Tools

#### Learning Objectives:

1. Given information on the safe use of power tools used in road building and heavy construction, the learner will explain, demonstrate and control power tools by demonstration, selecting the correct answers on multiple choice

#### LEARNING TASKS

#### CONTENT

- Describe the use of chain saws.
- 1
- Describe the use of electric power
- <sup>2</sup> tools.
- 3 Describe the use of gas power tools.
- Describe the use of air/hydraulic
- 4 power tools.
- 5 Describe correct use of drills.

### Achievement Criteria:

Given information on the safe use of power tools used in road building and heavy construction, the learner must demonstrate the use of hand held tools and correctly answer a series of multiple-choice tests with 70% accuracy.

- Dangers associated with chain saws
- Need for training
- Working around chain saws



Competency: B2.1 Describe WCB Regulations and Scaffold Erection Procedures

### Learning Objectives:

1. Given information for working on and around scaffolds, the learner will show an understanding of the WCB Regulations

### LEARNING TASKS

Describe proper selection and WCB

1 Regulations.

- Site inspection
- For electrical issues
- For unguarded openings
- For other trades working in area

CONTENT

- Federal/provincial safety requirements
  - Scaffold foundation
  - WCB Regulations
  - Metal components must be in good order straight, free of dents, etc.
  - Scaffold bracing, ties to building structure (WCB regulations)
  - Vertical supports (WCB regulations)
  - Scaffold planks (WCB regulations)
  - Maximum loads and heights

Describe scaffold erection

<sup>2</sup> procedures.

Describe scaffold dismantling

- <sup>3</sup> procedures Describe regular scaffold inspection
- 4 procedures

# Achievement Criteria:

Given information on the WCB Regulations regarding scaffolding, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: B2.2 Describe WCB Regulations for Portable and Fixed Ladders

#### Learning Objectives:

1. Given information for working on and around ladders, the learner will show an understanding of the WCB Regulations

# LEARNING TASKS

- 1 Describe WCB Regulations.
- 2 Describe types.

# Describe safety practices and

<sup>3</sup> procedures.

- Select ladders
- Set up ladders
- Climbing and standing on ladders

CONTENT

- Use ladders on the job
- Care for and store ladders
- Describe ladder accessories and
- <sup>4</sup> attachments.

# Achievement Criteria:

Given information on the WCB Regulations regarding ladders, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: B2.3 Describe Swing Staging Operations and Safety

#### Learning Objectives:

1. Given information for working on and around swing staging operations, the learner will show an understanding of the WCB Regulations

#### LEARNING TASKS

1 Describe WCB Regulations.

# CONTENT

- Safe working load
- Minimum width
- Guardrails
- Lifelines
- Suspension supports
- Safety
- Hoisting devices
- Powered platforms

#### Achievement Criteria:

Given information regarding swing staging operations, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.

2 Describe swing stage scaffold.



# Competency: B2.4 Describe Scissor Lift and Zoom Boom Operations and Safety

#### Learning Objectives:

1. Given information for working on and around scissor lifts, zoom booms, manlifts and forklifts, the Learner will show an understanding of the hazards and walk around procedures

#### LEARNING TASKS

#### CONTENT

- Identify the need for manufacturer
- <sup>1</sup> training.
- 2 Identify hazards.
- 3 Describe inspection procedures.
- Walk around procedures

#### Achievement Criteria:

Given information regarding scissor lifts, zoom booms, manlifts and forklifts, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



# LINE B3: RIGGING AND MATERIAL HANDLING

## Competency: B3.1 Describe WCB Regulations and Procedures for Rigging

#### Learning Objectives:

1. Given information about hoisting and rigging procedures, the learner will show an understanding of the WCB Regulations

#### LEARNING TASKS

Describe WCB OHS Regulations and proper rigging procedures used in

road building and heavy

#### CONTENT

- Identify and describe the use of slings and common rigging hardware.
- Describe the basic inspection techniques and rejection criteria used for slings and hardware including tags
- Describe capacity labeling including tags
- Describe basic loaDhandling safety practices.
- Demonstrate proper use of American National Standards Institute (ANSI) hand signals.

#### Achievement Criteria:

construction.

1

Given information about hoisting and rigging procedures, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



# LINE B3: RIGGING AND MATERIAL HANDLING

# Competency: B3.2 Identify Signals for Crane and Hoisting Operations

#### Learning Objectives:

1. Given standard crane and hoisting signals, the learner will identify and select and use the correct signals

### LEARNING TASKS

Identify the presence of a crane and

1 hoist signal system and WCB Regulations.

#### CONTENT

- Each job has a designated signal person
- 2 Identify the need for signal training.
- Recognize and understand WCB
- <sup>3</sup> signal system.

#### Achievement Criteria:

Given information about crane and hoisting signals, the learner must demonstrate and correctly answer a series of multiple-choice tests with 70% accuracy.



#### LINE B3: **RIGGING AND MATERIAL HANDLING**

#### Describe Safe Use of Ropes, Chains, Slings and Blocking Equipment **Competency: B3.3**

#### Learning Objectives:

1. Given information on ropes, slings, blocking, jack stands and wheel chocks, the learner will identify, classify and describe the proper use of ropes, slings, blocking, jack stands and wheel chocks

#### LEARNING TASKS

- Describe types of rope. 1
- Describe types of chain. 2
- Describe types of slings. 3
- Describe types of blocking. 4

Describe jack stands.

5

6

- - - Where to use

Where to use

Where to use

Safe use

Storage Cleaning

Safe use

Storage Cleaning

•

•

- Safe use
- Storage •
- 1. Cleaning
  - When to use
  - Safe use ٠
  - Working under machinery

CONTENT

- 2. Storage
  - When to use
  - Safe use •
  - Working under machinery •
- 3. Storage
  - When to use •
  - Safe use
  - Working under machinery
- 4. Storage
- Describe spreader bars and ropes 7
- Describe chain angles •

### Achievement Criteria:

Describe jacks.

Given information about ropes, slings, blocking, jack stands and wheel chocks, the learner must correctly answer a series of multiple-choice tests with 70% accuracy.



Competency: B4.1 Describe Types and Functions of Common Large Pieces of Equipment

# Learning Objectives:

1. Given information on road building and heavy equipment, the learner must identify and classify different pieces of equipment

	LEARNING TASKS	CONTENT
1	Describe Compaction Equipment.	<ul> <li>Rubber Tire Packer (Wobbly Wheel)</li> <li>Sheepsfoot Packer</li> <li>Smooth Drum Roller</li> </ul>
2	Describe Tractors and Crawler Tractors	<ul> <li>2 &amp; 4 Wheel Drive</li> <li>Used for Discing</li> <li>Used for Towing Various Packers</li> <li>Bush Clearing</li> <li>Pushing</li> <li>Pulling</li> <li>Leveling</li> </ul>
3	Describe Skid Steer Loaders.	<ul> <li>6. Ripping <ul> <li>Miniature Loaders</li> </ul> </li> <li>7. Attachments: Blades, Buckets, Post Hole Augers <ul> <li>Pickups</li> </ul> </li> </ul>
4	Describe Trucks.	<ul> <li>Single Axle &amp; Tandem - sand, gravel, asphalt</li> <li>Belly &amp; End Dumps - sand, gravel, asphalt</li> <li>Tankers - water &amp; fuel</li> <li>Tractor Trailers - move equipment from site to site</li> <li>Articulated Trucks - 10 - 50 ton</li> <li>8. Rock Haulers - 10 - 400 ton</li> </ul>
5	Describe Loaders.	<ul><li>Rubber Tire</li><li>9. Track</li></ul>
6	Describe Earthmovers (Scrapers).	<ul><li>Single &amp; Twin Engine</li><li>Heavy earth moving</li></ul>
7	Describe Hydraulic Excavators (Backhoes) & Shovels.	<ul> <li>Rubber Tired</li> <li>Track Type</li> <li>Boom Type – 'Gradalls'</li> </ul>



#### LEARNING TASKS

8 Describe Motor Graders (Graders).

Describe Concrete & Asphalt Pavers

9

Describe Specialized Equipment.

10

11 Describe rock drills.

# CONTENT

- Various makes, models and sizes
- Fine/Finish Grading
- Most complicated piece of equipment to operate
- Asphalt Paver
- Slipform Machine
- Concrete Extruders
- Asphalt Grinders

### Achievement Criteria:

Given information about road building and heavy equipment, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: B4.2 Describe Large Equipment Operation Safety Procedures

# Learning Objectives:

1. Given information on the safe operation of heavy equipment, the learner will show an understanding of the safety procedures while working on or around heavy equipment.

### LEARNING TASKS

#### CONTENT

- How to avoid carbon monoxide poisoning
- Seat belts
- Back-up beepers
- Night operation
- ROPs (roll over protection)
- Personal Protective Equipment (boots, hats, vests)
- How to test and inspect lifting devices
- Report or correct any unsafe conditions (lockout procedures)
- Housekeeping
- Never tamper with safety devices
- Never get on or off a moving machine
- Never get under an unblocked machine

### Achievement Criteria:

Given information on safety procedures on or around heavy equipment, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

# Describe heavy equipment safety procedures.



# Competency: B4.3 Describe Walk Around Procedures

# Learning Objectives:

1

startup.

1. The learner will describe walk-around procedures for most heavy equipment

#### LEARNING TASKS

Describe maintenance checks before

#### CONTENT

- Visually check for system fluid leaks
- Check fluid levels
- Check radiator for airflow restrictions
- Check air cleaner restriction indicator for any indication of an air induction system restriction
  - Check tires or tracks undercarriage systems if it's a track-type tractor, for abnormal wear
  - Check all tires for:
- Unusual tread wear, cuts or missing pieces of sidewalls
- Tire wear pattern
- Sidewall damage
  - Cutting edge condition
  - Bucket teeth condition
  - Wear limits
- Manufacturer's instructions
  - Proper safety procedures for changing teeth/cutting edges
  - Means to physically neutralize a machine of all its energy
- Engine power
- Electric power
- Hydraulic power
- Pneumatic energy
- Potential energy (rolling, creeping)

# Achievement Criteria:

Given information on walk-around procedures for most heavy equipment, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

- 2 Explain how to diagnose tire wear.
- Describe inspection of cutting edges, 3 bucket tooth
- <sup>3</sup> bucket teeth.

4 Describe lockout procedures.



# Competency: B4.4 Describe Common Engine Parts and Functions

# Learning Objectives:

1

1. Given information on engine parts and functions, the learner will identify, classify and describe the function of basic engine parts

#### LEARNING TASKS

Identify and describe purpose of

# CONTENT

- Engine block
- pistons
- connecting rods
- crank shaft
- Cylinder head
- valves
- cam shaft
  - Cooling system
  - Fuel system
  - Air induction system
  - Electrical system
  - Gasoline
- Two cycle
- Four cycle
  - Diesel
  - Fuel and air delivery
- clean air and fuel
  - Ignition system
- spark and compression
- Combustion
- Cooling liquid and air
- Lubrication
- Lights
- Gauges
- Horns
- Warning systems
- Filters
- Caps

# 2 Describe engine types

basic engine parts.

3 Describe how an engine works.

# Describe damage preventive

4 systems.

Achievement Criteria:



Given information on basic engine parts and operation, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



#### **Competency:** B4.5 Perform Checks and Maintain an Engine Lubrication Systems

# Learning Objectives:

1. Given information on performing checks and maintenance of an engine lubrication system, the learner will identify, classify and describe lubrication systems

# LEARNING TASKS

Explain four functions of an engine's

List lubrication system components.

Discuss the purpose and types of oil

Identify and explain 3 types of

lubrication systems.

lubrication system. 1

2

3

4

filters.

# CONTENT

- Lubrication
- Cools
- Cleans
- Seals •
- Crank case (oil pan)
- Oil pump •
- Oil filter
- Oil journals •
- **Engine bearings**
- Oil return passages
- Splash •
- Splash/pressure
- Pressure
- Filter types
- Filter by-pass valve (cold start-up or plugged filter)
- Low oil pressure
- low oil level
- faulty gauge
- regular or relief valve
- worn bearings
- thin oil (diluted or wrong viscosity)
- High oil pressure •
- faulty gauge
- thick oil (incorrect viscosity)
- faulty regulator value
  - Normal oil pressure •

# Achievement Criteria:

Given information on performing checks and maintenance of an engine lubrication system, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

5

Explain oil pressure.



# Competency: B4.6 Perform Checks and Maintain Engine Cooling Systems

# Learning Objectives:

1. Given information on the parts and maintenance of engine cooling systems, the learner will identify the parts and maintenance of engine cooling systems

# LEARNING TASKS

Describe liquid cooling system

<sup>1</sup> principles. State the function of a cooling system.

2

3

Perform 6 checks required on an engine's cooling system

#### CONTENT

- Heat transfer by conduction
- Remove excess heat of combustion
- Regulates engine operating temperature (e.g. 180F to 200F or 82C-95C)
- Note: some engines use oil coolers (turbo charger applications)
- Discuss antifreeze
- Boiling and freezing temperatures
- Inhibitors are used to prevent system rust, foaming, cavitation erosion and to protect parts
- Check radiator coolant level
- Coolant leaks
- Internal (check crank case oil level)
- External (water pump, hoses, gaskets)
  - Radiators (internal and external checks)
  - Water pump drive belt tension and condition
  - Antifreeze colour
  - Exhaust gas leaks into the cooling system

# Achievement Criteria:

Given information on the parts and maintenance of engine cooling systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: B4.7 Perform Checks and Maintain Engine Induction Systems

### Learning Objectives:

1. Given information on the parts and maintenance of engine induction systems, the learner will identify the parts and maintenance of induction systems

### LEARNING TASKS

# State the function of the air

<sup>1</sup> induction system.

# Impact of a dirty air induction

<sup>2</sup> system.

# Perform 3 air induction systems

<sup>3</sup> checks.

# 4 Maintain air induction system.

# CONTENT

- Provide clean air
- Air cooler (intercooler)
- Supply a sufficient quantity of air
- 1 c (8 oz, 250 ml) of dirt can wear out an engine (amount of dirt stays constant even if the rate of dirt entry into the engine varies)
- Pre-cleaner
- Air restriction indicator
- Oil bath air cleaner or air filter
- Clean pre-cleaner screen
- Clean oil bath air cleaner
- Change air filter
- Describe fuel delivery system component parts
- Fuel pump
- Fuel filter
- Water or condensation collector
- Fuel injectors
- Describe maintenance of fuel delivery system component parts
- Change fuel filter
- Remove water

### Achievement Criteria:

Given information on the parts and maintenance of engine induction systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



# Competency: B4.8 Describe Basics of Drive Systems and Brakes

# Learning Objectives:

1

2

3

1. Given information on heavy equipment basic drive systems, the learner will identify drive train systems and maintenance

LEARNING TASKS	CONTENT
	<ul> <li>Transfers energy produced by an engine to the drive wheels</li> </ul>
Describe purpose and function.	<ul> <li>Gives range of power and speed to a machine</li> </ul>
	•
Describe rotating joints	Slip joints
Describe rotating joints.	Universal joints
	• Power take offs (PTO's)
Safety procedures around rotating shafts, gears and pulleys.	<ul> <li>WCB regulations to have guards in place)</li> </ul>

Achievement Criteria:

Given information on heavy equipment basic drive systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

•

Safety locks



# Competency: B4.9 Describe Basics of Electrical Systems

# Learning Objectives:

electrical circuit.

1

1. Given information on heavy equipment electrical systems, the learner will identify electrical systems

#### LEARNING TASKS

#### CONTENT

- Alternator
- Load
- Lights
- Electric motors
- Radio
- Air conditioning
- Heater motor
  - Switch
  - Solenoid
  - Cranking motor
  - Battery 6, 12, 24 volt, safety
  - Bad switch
  - Dead battery
  - Starter/cranking motor failure
  - Alternator failure
  - Short circuits
  - Blown fuses
  - Blown fusible link

Explain a typical alternator/starter

# Achievement Criteria:

Given information on heavy equipment electrical systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

#### Describe failures that could happen in the circuit

2 in the circuit.



# Competency: B4.10 Describe Basics of Air Brakes and Air Systems

# Learning Objectives:

1. Given information on air brakes and air systems, the learner will identify and classify air brake systems

#### LEARNING TASKS

Describe purpose and function of air systems used on heavy equipment

<sup>1</sup> and trucks. adjustments

# Describe procedure for preventative

2 maintenance of air dryers.

# Describe procedures for hooking up

- <sup>3</sup> trailers
- Describe procedures during the loss
- 4 of air

# Achievement Criteria:

Given information on air brakes and air systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

### hualiaa

- Air brakes
- Provide mechanical advantage where it would not be available otherwise
- Provide high degree of flexibility in making

CONTENT

- Start and run the engine at idle rpm
- Monitor the air pressure gauge
- Observe the pressure when the air compressor governor places the compressor in the unloader phase
- Walk around the unit checking for air system leaks
- Cycle the brakes ON and OFF until the pressure drops to 105 psi



# Competency: B4.11 Describe Basics of Hydraulic Systems

# Learning Objectives:

1. Given information on basic hydraulic systems, the learner will identify and describe hydraulic operation

#### LEARNING TASKS

#### CONTENT

- Hydraulic hoses
- Hose fittings
- Hose protectors, clamps and routing
- Reservoir
- Hydraulic Pump:
- Relief Valve
- Control Valve
- Cylinder
- Accumulator
- Actuators
- Filters
- Oil Cooler
- Hydraulics oils

### Achievement Criteria:

Given information on basic hydraulic systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

Describe the parts and functions of a hydraulic system.



# Competency: B4.12 Basics of Hitches and Mechanical Linkages

# Learning Objectives:

1. Given information on hitches and mechanical linkages, the learner will identify and describe proper hitch use

# LEARNING TASKS

# CONTENT

- Ball hitches
- Automatic couplers
- Pintle hooks
- Clevis hitches
- Not designed for highway trucks
- Safety cables and chains
- Lights
- Quick connect attachments: excavator and backhoe buckets, etc.

# Achievement Criteria:

Given information on hitches and mechanical linkages, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

1 Describe heavy equipment hitches.



## LINE B5: SMALL ROAD BUILDING AND CONSTRUCTION EQUIPMENT

Competency: B5.1 Describe Types and Functions of Common Small Pieces of Equipment

#### Learning Objectives:

1. Given information on small equipment used for road building and heavy construction, the learner will identify and describe the types of equipment

#### LEARNING TASKS

#### CONTENT

- Pumps
- Air compressors
- Lighting towers
- Generators
- Small engines
- Walk behind rollers
- Plate compactors
- Ventilation systems
- Aeroboards
- Jack hammers
- Shoring equipment
- Dewatering equipment

#### Achievement Criteria:

Given information on small equipment used for road building and heavy construction, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

1 Describe the safe operation of:



# LINE B5: SMALL ROAD BUILDING AND CONSTRUCTION EQUIPMENT

# Competency: B5.2 Describe Small Equipment Operation Safety Procedures

#### Learning Objectives:

1. Given information on safe procedures for small equipment operations, the learner will describe small equipment safety operating procedures

#### LEARNING TASKS

#### CONTENT

- Centrifugal Pump
- Impeller/volute
- Standard pump
- High pressure
- Trash pump
  - Diaphragm Pump
- Mud hog
- Mud hen
- Mud suckers
  - Submersible Pump
  - Describe when each type of pump is used
  - Explain pump troubleshooting
  - Maximum pressure
  - Oil sump
- Check oil daily
- Change filter monthly
  - Condensed water
- Drain daily
  - Filters
  - Air dryers
  - Safety
  - Types of generators
- Portable
- Lighting towers (genset, batteries)
  - Correct placement (not near metal machinery or buildings)
  - Safety procedures and operation
  - Correct ventilation
- operate only in open areas
- can cause death

1 Describe types of pumps.

2 Describe and use air compressors.

# <sup>3</sup> Describe and use generators and welders.



#### LEARNING TASKS

#### CONTENT

- Fueling and fuel storage (not near generators)
- Grounding
- Sparks
- Fire
- Hot objects
- Engine speed
- to obtain 60 cycles/second
- preset
  - - ,

    - •
    - •

- Describe the safe operation of smallengines.
- Describe the safe operation of walkbehind rollers.
- Describe the safe operation of plate
- 6 compactors. Describe the safe operation of fans
- 7 and ventilation systems.Describe the safe operation of
- Aeroboards.
   Describe the safe operation of
- 9 jackhammers.
   Describe safe operation of shoring
- <sup>10</sup> and dewatering equipment.

# Achievement Criteria:

Given information on safe procedures for small equipment operations, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



# PROGRAM OUTLINE FOR MODULE C



# LINE C1: SURVEYING AND CONSTRUCTION

#### **Competency:** C1.1 Introduction to Plans and Drawings

#### Learning Objectives:

1. The learner will understand types of road construction plans and drawings, and the elements within those plans and drawings.

#### LEARNING TASKS

1 Understand types of drawings.

#### CONTENT

- Plans
- Profiles
- Sections
- Details
- •
- Scale
- Revision dates
- North arrow
- Reference points
- Elevations
- •

•

3 Describe formatting of drawings.

Understand the elements of plans

#### Achievement Criteria:

and drawings.

2

Given information on road construction plans and drawings, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



# LINE C1: SURVEYING AND CONSTRUCTION

### Competency: C1.2 Describe Differential Leveling

#### Learning Objectives:

1. Given information about differential leveling, the learner will demonstrate how to apply this information

#### LEARNING TASKS

- 1 Describe the principles of differential leveling.
- 2 Define elevation.

Describe types of levels and

<sup>3</sup> equipment.

#### CONTENT

- Differences in elevation
- Total station
- GPS
- Leveling instruments
- Water level
- Distance above sea level
- Bench marks
- Carpenter's level
- Hand level
- Tripod
- Rods

### Achievement Criteria:

Given information about differential leveling, the learner must demonstrate how to apply this information and identify and correctly answer a series of multiple-choice tests with 70% accuracy.


### Competency: C1.3 Describe Distance and Angular Measurement

#### Learning Objectives:

1. Given information about distance measurement and angle measurement, the learner will demonstrate basic knowledge on the subject

#### LEARNING TASKS

#### CONTENT

- 1 Describe distance measurement.
- Survey tapes
- Metric and imperial
- Electronic measurement

## Achievement Criteria:

Given information about distance measurement and angle measurement, the learner must demonstrate how to apply this information and identify and correctly answer a series of multiple-choice tests with 70% accuracy.



Competency: C1.4 Describe Slope Staking

## Learning Objectives:

1. Given information about slope staking, the learner will demonstrate knowledge of the subject

#### LEARNING TASKS

1 Describe slope staking.

## CONTENT

- Indicate the earthwork limits on each side of the road way centre line
- Mark the intersection of side slopes with the natural ground surface

## Achievement Criteria:

Given information about slope staking, the learner must demonstrate how to apply this information and identify and correctly answer a series of multiple-choice tests with 70% accuracy.



Competency: C1.5 Describe Grade Staking from Survey Stakes, Hub Stakes and Offset Stakes

## Learning Objectives:

1

2

3

1. Given information about types of grade stakes, the learner will demonstrate basic knowledge of survey stakes

LEARNING TASKS	CONTENT
	<ul> <li>Indicate required grade elevations to equipment operators</li> </ul>
Describe grade staking.	• Indicate cuts and fill to specific design elevations
	<ul> <li>Used for pre-grading and highway construction</li> </ul>
Describe hub stakes.	• Used to reference other stakes
Describe offset stakes.	<ul> <li>Additional stakes that are offset a known distance from other stakes that will likely be disturbed during</li> </ul>

## Achievement Criteria:

Given information about types of grade stakes, the learner must demonstrate how to apply this information and identify and correctly answer a series of multiple-choice tests with 70% accuracy.

construction.



## Competency: C1.6 Describe Use of Hand Levels and Lasers

#### Learning Objectives:

1. Given information about engineering hand levels and lasers, the learner will demonstrate basic knowledge

#### LEARNING TASKS

Describe and use hand levels.

1

2

#### CONTENT

- Pocket version of engineer's level
- Not very accurate
- Used for rough grading
- Used to produce accurate straight lines
- Will produce line and grade
- Used for pipe installation
- Not used for curves
- Rotating
- Dial-a-Grade

### Achievement Criteria:

Describe lasers.

Given information about engineering hand levels and lasers, the learner must demonstrate how to apply this information and identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## Competency: C1.7 Describe GPS Principles

### Learning Objectives:

1. Given information about GPS systems, the learner will describe basic principles

#### LEARNING TASKS

Describe GPS principles and use.

#### CONTENT

- Global positioning
- Provides 3D line and grade for heavy equipment
- Used extensively in road building and heavy construction

## Achievement Criteria:

1

Given information about GPS systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C2: DRAINAGE

## Competency: C2.1 Describe the Importance of Drainage

### Learning Objectives:

1. Given information about road construction drainage, the learner will describe basic importance

#### LEARNING TASKS

Explain the hydrologic cycle and why

1 it is important to road building and heavy construction.

Explain drainage basins, water sheds

 $^2$  and water courses.

Explain how engineers use drainage

3 basin, Watershed and water course information for road building

## Achievement Criteria:

Given information about road construction drainage, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

#### CONTENT

- Precipitation
- Evaporation and transpiration
- Stream and river sources
- Surface runoff
- Ground water
- Paved roads are part of the overall drainage system
- Drainage basins are the land forms that drain into creeks, streams and rivers (runoff)
- Drainage basins are divided from each other by hills, ridges, valleys
- Watersheds are larger than drainage basins and usually contain a number of drainage basins
- Watercourses are larger land areas that include several watersheds. (The Great Divide is an example).
- Engineers collect information about waterways and runoff from topographical surveys
- Predict flood levels and flow rates
- Select culvert sizes
- Design size of storm sewers



## LINE C2: DRAINAGE

**Competency:** C2.2 Describe Drainage Systems

## Learning Objectives:

1. Given information about road building drainage systems, the learner will demonstrate basic knowledge

#### LEARNING TASKS

- 1 Describe types of culverts.
- 2 Define culvert.

## Describe culvert installation

<sup>3</sup> requirements.

4 Describe drainage system products.

#### CONTENT

- Corrugated steel pipe
- Corrugated metal pipe
- Concrete
- Polyvinyl chloride (PVC)
- An enclosed channel that serves as an extension for an open channel (ditch) that meets a barrier such as a highway.
- Handle all flow rates
- Cause minimal property damage
- Does not affect normal flow
- Minimal impact on future developments
- Functions properly after soil settlement
- Does not cause stagnant pools
- Accommodates increased runoff from future developments
- Efficient, economical, durable
- Does not cause downstream deposits
- Inline drains
- Curb drains
- Manholes
- Drop-in grates
- Catch basins
- Storm drains
- Outlets
- Culverts
- Culvert entrances/exits
- Box culverts
- Pipe arch
- Flumes



#### LEARNING TASKS

- 5 Describe environmental
- considerations for drainage systems.

## CONTENT

- Sediment controls
- Flood controls
- Erosion controls
- Water pollution controls

## Achievement Criteria:

Given information about road construction drainage systems, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C3: BASIC SOIL MECHANICS/GEOLOGY

## Competency: C3.1 Describe Types of Soils

## Learning Objectives:

1. Given information about types of soils, the learner will demonstrate basic knowledge

#### LEARNING TASKS

- 1 Describe soil types.
- 2 Describe the three basic soil groups.
- 3 Describe cohesive soils.
- 4 Describe granular soils.

Describe why certain types of soils are

- 5 preferred for road construction.
- 6 Describe why soil is compacted.

# Describe the effect of moisture on soils.

## Describe the soil classification

8 system.

## Describe where different types of

<sup>9</sup> soils are found in British Columbia.

## CONTENT

- Non-organic
- Organic
- Cohesive
- Granular
- Organic (not suitable for road construction)
- Clay
- Silt
- Fine to medium gravel
- Sand
- Compaction (some soils compact better than others)
- Increases load bearing capacity
- Prevents soil settlement and frost damage
- Reduces water seepage
- Too much turns soil into liquid mud
- Too little
- Acts as a lubricant
- Too little
- Too much
- Highest possible density
- The drier the soil, the more resistant it is to compaction.
- Uses grain size for distribution
- Cobbles and boulders
- Gravel
- Sand
- Silt
- Clay



## Achievement Criteria:

Given information about types of soils, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C3: BASIC SOIL MECHANICS/GEOLOGY

## Competency: C3.2 Describe Soil Compaction

## Learning Objectives:

1. Given information about soil compaction, the learner will describe basic definitions and consepts

#### LEARNING TASKS

#### CONTENT

- Gradation, moisture, compactive effort
- Method of mechanically increasing soil density.
- Significant part of the road building process.
- Improper compaction results in soil settlement, frost heaves, water damage.
- Accomplished using mechanical compaction equipment.
- Vibratory force (vibration, impact)
- Static force (kneading, pressure)
- Cohesive soils
- Granular soils
- •
- •

1 Define compaction.

- Describe types of compaction for soiland asphalt.
- 3 Describe compaction procedures.
- 3 Describe compaction procedures.
- 4 Describe compaction equipment.
- 5 Describe trench compaction.

## Achievement Criteria:

Given information about soil compaction, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C3: BASIC SOIL MECHANICS/GEOLOGY

## Competency: C3.3 Describe Soil Density Testing

#### Learning Objectives:

1. Given information about soil density, the learner will describe basic understanding of specifications and consepts

#### LEARNING TASKS

Understand the Proctor Density

Describe soil density tests.

1 specification.

2

#### CONTENT

- •
- To determine if proper soil compaction is achieved
- Proctor determination
- Sand cone test
- Nuclear density test
- Load test

#### Achievement Criteria:

Given information about soil density, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C4: PRINCIPLES OF EXCAVATION AND SHORING

## Competency: C4.1 Describe Principles of Excavation and Shoring

#### Learning Objectives:

1. Given information about excavation and shoring, the learner will describe basic concepts

#### LEARNING TASKS

- 1 Define excavation.
- 2 Define trench.
- 3 Define protective system.
- 4 Define support system.
- 5 Define surcharge/spoil pile.
- 6 Describe the primary hazard of trenching and excavation.
- 7 Describe the handling of heavy materials.
- 8 Describe types of shoring.

## CONTENT

- Man made cut, cavity, trench, depression in the earth formed by earth removal
- Narrow excavation made below the surface of the ground
- Sloping and benching
- Shield systems
- Underpinning
- Bracing
- Shoring
- Excessive vertical load or weight caused by:
- Spoil pile
- Overburden
- Vehicles
- Equipment
- Activities
  - Collapse
  - Raising and lowering materials in excavations
  - Timber
  - Hydraulic
  - Pneumatic
  - Screw jacks
  - Underpinning
  - Trench boxes
  - WCB OHS Regulations

- 9 Describe types of shielding.
- 10 Describe sloping and benching.

## Achievement Criteria:

Given information about excavation and shoring, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C4: PRINCIPLES OF EXCAVATION AND SHORING

## Competency: C4.2 Describe Principles of Dewatering

#### Learning Objectives:

1. Given information about dewatering, the learner will describe basic principles

#### LEARNING TASKS

- 1 Define dewatering.
- 2 Describe dewatering methods.

Describe safety procedures specific

<sub>3</sub> to dewatering.

#### CONTENT

- Methods for controlling standing water and water accumulation in excavations and trenches.
- Water removal equipment
- Diversion of surface water
- Harness and lifelines
- Removal of employees during rain storms
- Inspection by a competent person after each rain and before employees reenter an excavation or trench.

#### Achievement Criteria:

Given information about dewatering, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.



## LINE C4: PRINCIPLES OF EXCAVATION AND SHORING

## Competency: C4.3 Describe Principles of Utilities

#### Learning Objectives:

1. Given information about utilities as it pertains to excavations, the learner will describe basic knowledge of systems and procedures

#### LEARNING TASKS

#### CONTENT

- Electric power transmission and distribution lines
- Gas and oil transmission and distribution lines
- Dangerous product lines
- Steam lines
- Telephone and communication lines
- Police and fire communications
- Cable television
- Water systems
- Slurry systems
- Sewer lines
- Obtain permission to dig
- Check with utility companies
- Use of probes

## Achievement Criteria:

around utilities.

2

Given information about utilities, systems and procedures, as it pertains to excavations, the learner must identify and correctly answer a series of multiple-choice tests with 70% accuracy.

1 Describe types of underground utilities.

Describe excavation procedures



#### LINE C5: AGGREGATES

#### Describe Use of Aggregates in Asphalt and Concrete **Competency:** C5.1

#### Learning Objectives:

3

4

1. Given information about aggregates used in asphalt and concrete, the learner will demonstrate a basic knowledge of asphalt and concrete aggregates

#### LEARNING TASKS

- Describe gravel pit processing. 1
- Describe The Mines Act with 2 reference to gravel pits.

#### CONTENT

- Crushing
- Screening
- Washing
- The Mines Act
  - Pit run •
  - **Base gravels**
  - Asphalt aggregates
  - **Concrete aggregates** •
  - Sand
  - rock •
  - **Economics:** •
- Readily available in most parts of the country
- Only economically viable material
  - Structural: •
  - Provides structural strength to mixes •
  - Aggregates: •
  - Are Dense
- Are Durable
- Are hard to shear
  - In good mix designs, aggregates will • fail first

## Achievement Criteria:

Given information about aggregates used in asphalt and concrete, the learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy. Criteria include gravel pit processes, the <u>B.C.Mines Act</u>, gravel pit products and why aggregates are used in asphalt and concrete mixes.

Describe gravel pit products.

Describe why aggregates are used in

asphalt and concrete mixes.



## LINE C5: AGGREGATES

## Competency: C5.2 Describe Use of Base Course

## Learning Objectives:

1. Given information on the use of base course in road construction, the learner will demonstrate a basic knowledge of road structures, functions of base course and types of base course.

	LEARNING TASKS	CONTENT
1		<ul> <li>Typically built up of Layers of:</li> <li>Sub-Grade - Compacted Soil - Sands, Clays, Silts</li> <li>Sub-Base - Pit Bun - Non-Crushed</li> </ul>
	Describe road structures.	~3" Aggregates
		- Base Course(s) - ¾" - 1½" Crushed Aggregates
		– Finish Course - Concrete and/or Asphalt
		May include Geotextiles
		<ul> <li>Provides a Leveling Course for Finish Course</li> </ul>
2 Describe base course.		<ul> <li>Provides additional structural strength to road</li> </ul>
	Describe base course.	• Acts as a 'cushion' to traffic loads
		• Transfers traffic loads to sub-grade
		<ul> <li>Provides surface/sub-surface drainage</li> </ul>
		<ul> <li>Water Bound – Required for maximum Density</li> </ul>
3	Types of base course.	• Cement Stabilized – Cement binder – Reduces Moisture Content - Adds strength

• Oil Bound – Low grade Asphalt Cement Binder – Provides water seal

#### Achievement Criteria:

Given information about the use of base course in road construction, the learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.



## LINE C5: AGGREGATES

Competency: C5.3 Describe Aggregate Standard Specifications and Quality Control Systems

### Learning Objectives:

1. Given information on soil classification and project specifications, the learner will demonstrate a basic knowledge of soils

#### LEARNING TASKS

- 1 Describe quality control systems.
- 2 Describe quality assurance systems.

# CONTENT

- Typically performed by Contractors to ensure quality products
- Generally performed by Engineering Consultant to ensure compliance to specifications.

#### Achievement Criteria:

Given information about the use of base course in road construction, the learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.



## Competency: C6.1 Describe Asphalt Technology

### Learning Objectives:

1. Given information about asphalt technology, the learner will describe the basic technology and principles

#### LEARNING TASKS

1 Describe asphalt technology.

Outline the principles involved in hot

2 mix asphalt concrete (HMAC) design.

#### CONTENT

- Asphalt is a product of crude oil refining that acts as the binder or "glue" in the asphalt pavement mixture.
- Asphalted Pavement is a high-quality, thoroughly controlled, engineered material made from aggregates using Asphalt Cement as a Binder.
- Asphalted Pavement is a 'Flexible compared to Rigid' Concrete roadway.
- Asphalted Pavement is durable, economical, sustainable, recyclable, environmentally friendly, is quieter than concrete, and provides excellent skid resistance.
- Best blend of aggregates and optimum asphalt content to meet required specifications.
- Marshall Mix Design
- Cold and Hot in-place recycling of existing pavement
- Thickness of asphalt

## Achievement Criteria:



## Competency: C6.2 Describe Hot Mix Asphalt Concrete Laydown (HMAC)

#### Learning Objectives:

1. Given information about asphalt laydown, the learner will describe basic applications

#### LEARNING TASKS

#### CONTENT

- Overlay
- H.I.P.
- Mill and fill
- New construction
- 2 Describe RAP (recycled asphalt

Describe applications.

<sup>2</sup> pavement).

1

## Achievement Criteria:

Given information about asphalt technology, the learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy. Criteria include batch plants, transporting asphalt, placing asphalt tact coat, paving machines, screed unit, compaction testing, asphalt overlay, hot-in-place asphalt, mill and fill and recycled asphalt.



## Competency: C6.3 Describe HMAC Testing

### Learning Objectives:

1. Given information about asphalt testing, the learner will describe basic principles

#### LEARNING TASKS

#### CONTENT

- Marshall method (briquettes)
- 1 Describe how HMAC is tested.
- Briquettes are tested for density, stability, flow, air voids, VMA, VFA and compared to initial design values.

## Achievement Criteria:



## **Competency:** C6.4 **Describe Asphalt Plant Operations**

#### Learning Objectives:

1. Given information about asphalt plant operations, the learner will describe basic knowledge about asphalt plants

#### LEARNING TASKS

- 1 Describe plant products.
- 2 Describe plant set-up/take-down.
- 3 Describe plant maintenance.

## 4 Describe plant operations.

#### CONTENT

- Asphalt products
- Site layout
- Erect plant
- Demobilize plant
- Servicing
- Trouble-shooting
- Inspect and monitor plant
- Calibrate plant
- Pre-start checks
- Trial run
- Plant start-up
- Plant shut-down

## Achievement Criteria:



## **Competency:** C6.5 **Describe the Effects of Transporting Aggregates**

### Learning Objectives:

1. Given information about transporting aggregates, the learner will describe basic handling and storage of asphalt.

### LEARNING TASKS

#### CONTENT

- Describe effects of transporting on
- 1 aggregates.

- Transporting methods
- Segregation caused by stockpiling.

## Achievement Criteria:



**Competency:** C7.1 Describe Concrete Properties and Technology

### Learning Objectives:

1. Given information about concrete properties and technology, the learner will demonstrate a basic knowledge about concrete characteristics, constituents of concrete, concrete as a building material, strength of concrete, durability of concrete, watertightness of concrete, general requirements for good concrete, Portland cement, air entrained cement and aggregates.

#### LEARNING TASKS

## Describe concrete properties and

1 technology.

## Describe concrete admixtures and

- <sup>2</sup> binders.
- 3 Describe the importance of the water/cement ratio.

#### CONTENT

- Construction material made from a mix of Portland cement, water, aggregates, air.
- Can be delivered to job site in a soft state.
- Can be moulded to virtually any form or shape.
- Ingredients in the mix, other than Portland cement, water and aggregate.
- Admixture function (air entrainment, water reduction, plasticizers, accelerators, retarders, hydration controllers, corrosion inhibitors, shrinkage reducers, alkali inhibitors, control workability & bonding)
- Most important factor in hardened concrete.

4 Describe concrete curing.

## Achievement Criteria:



## Competency: C7.2 Describe Concrete Formwork

#### Learning Objectives:

1. Given information about concrete formwork, the learner will describe a basic knowledge about form materials, form design, foam construction, foundation forms, bearing wall footings, columns, walls, construction, bracing and stair forms.

#### LEARNING TASKS

#### CONTENT

- Job built
- Wall
- Column
- Slab and beam
- Stair
  - Manufactured
- Walls
- Columns
- Deck and roof slabs
- Beams and girders
- Culverts
- Fly forms
- Slip forms
- Shoring
- Architectural finishes

## Achievement Criteria:

Describe concrete forms.

1



## Competency: C7.3 Describe Concrete Placement and Curing

#### Learning Objectives:

1. Given information about placing and curing concrete, the learner will demonstrate a basic knowledge about concrete placement and curing

#### LEARNING TASKS

1 Describe concrete placement procedures.

Explain the principles and

importance of concrete curing.

#### CONTENT

- Concrete pumps
- Line pump
- Bucket
- Direct chute
- Tremmy
- Temperature
- Moisture
- Time
- Curing compounds

#### Achievement Criteria:

2



## Competency: C7.4 Describe Quality Control and Testing

#### Learning Objectives:

1. Given information about concrete testing, the learner will describe concrete testing on aggregates, fresh concrete, and hardened concrete.

#### LEARNING TASKS

- 1 Describe tests for aggregates.
- 2 Describe testing of fresh concrete.
- 3 Describe testing of hardened concrete.

#### CONTENT

- Aggregates
- Concrete
- Gradation
- Slump test
- Density and yield
- Air content
- Compressive strength
- Coring cylinders
- Tensile strength test
- Flexural strength or modulus of rupture
- Durability tests
- Permeability
- Abrasion

## Achievement Criteria:



Describe concrete plants.

## **Competency:** C7.5 **Describe Production and Supply of Concrete**

### Learning Objectives:

1. Given information about the mixing of concrete, the learner will describe concrete mixing plants, plant safety and truck safety.

## LEARNING TASKS

#### CONTENT

- Concrete plant operation
- Asphalt plant operation
- Trucking procedures
- Portable batch plant
- Trucking
- Hand mixing

## Achievement Criteria:

1



Competency: C7.6 Describe Reinforcement of Concrete

## Learning Objectives:

1. Given information about concrete reinforcement, the learner will describe basic knowledge of coefficients of expansion, reinforcement bars, building components using reinforcement, slab reinforcement and wall reinforcement, and bends.

#### LEARNING TASKS

#### CONTENT

- 1 Describe reinforcement of concrete.
- Describe the applications of reinforcing bars, the uses of reinforced structural concrete, and the basic processes involved in placing reinforcing bars.

## Achievement Criteria:



## Competency: C7.7 Describe Soil Cement and Roller Compacted Concrete

#### Learning Objectives:

1. Given information about soil cement and roller compacted concrete, the learner will describe basic knowledge of types, materials for soil cement, uses of soil cement and laydown procedures.

#### LEARNING TASKS

- 1 Describe roller compacted concrete and soil cement pavements.
- 2 Describe the uses.
- 3 Describe the properties.
- 4 Describe laydown procedures.

#### CONTENT

- Combine cement with natural or graded aggregates to create pavement.
- Suitable for heavy loads moving at low speeds such as airport runways and warehouses.
- Cure taking on the colour of the aggregate.
- Lighter colour keeps pavement cooler which can add to the design life of the pavement
- Asphalt paving equipment

## Achievement Criteria:



# PROGRAM OUTLINE FOR MODULE D



## LINE D1: EMPLOYMENT SKILLS

## Competency: D1.1 Set Personal Career Goals

#### Learning Objectives:

1. Given information about setting career goals, the learner will draft their own original career goals and answer multiple-choice tests

#### LEARNING TASKS

Develop a goal setting worksheet.

#### CONTENT

- Consider major career choices.
- Choose preferred work functions in a job.
- Consider salary needs, housing, lifestyle, geography, loans, transportation, goals.
- Develop list of jobs being considered.
- Consider geography, city, rural/urban, climate.
- Work environment, size of organization, co-workers, physical facilities.
- Future career development
- Training
- Management development
- Flexibility to move within a company
- Entrepreneurial activity
  - Develop a career and goal statement.

#### Achievement Criteria:

1

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy. The criteria includes goal setting guidelines and goal setting worksheets.



## LINE D1: EMPLOYMENT SKILLS

## Competency: D1.2 Prepare a Resume

## Learning Objectives:

1

2

3

1. Given information on resume writing, the learner will provide information on where one can go to have a professional resume prepared for them and/or write their own resume.

LEARNING TASKS	CONTENT
Describe the purpose of a resume.	<ul> <li>Written document to market your background to potential employers.</li> </ul>
F F	<ul> <li>Used to obtain an interview with a prospective employer.</li> </ul>
Describe pre-writing activities.	• Make a good impression.
	Write down your accomplishments
	– Education
	<ul> <li>Employment activities</li> </ul>
	<ul> <li>Special projects</li> </ul>
	<ul> <li>Answers to what you actually did in each activity</li> </ul>
	<ul> <li>Answers what you want to do with your accomplishments/interests</li> </ul>
	Chronological resume
	<ul> <li>used when your most recent experience or education is advantageous to the desired position.</li> </ul>
Describe resume formats	– Uses reverse chronological order
	– Most common type of resume.
	Functional resume
	<ul> <li>Used when your skills and abilities are highlighted rather than where and when your education and experience took place.</li> </ul>
	Combination resume
	– Contains the best of the chronological and functional formats.

\_

Usually used by applicants who have a

strong background related to their objective.



#### LEARNING TASKS

4 Explain resume outline.

#### CONTENT

- Heading/contact information
- Objective
- Education/Training
- Experience
- Additional sections (community service, activities, interests)

## Achievement Criteria:

The learner will provide an acceptable type written resume to the instructor.



## LINE D1: EMPLOYMENT SKILLS

## Competency: D1.3 Use Job Search Skills

### Learning Objectives:

industry.

1

1. Given information on job search skills, the learner will describe how to look for a job in the road building, heavy construction industry.

#### LEARNING TASKS

Explain how to look for a job in the road building, heavy construction

#### CONTENT

- Internet road building job board
- Industry contacts
- Networking
- Other internet sites
- Newspapers
- Always be professional in business like
- Be brief
- "Ditch" the emotions
- don't laugh out loud
  - no jokes
  - Avoid using slang
  - Proofread and spell check all written correspondence

## Achievement Criteria:

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.

2 Describe the do's and don't of job searches.



## LINE D1: EMPLOYMENT SKILLS

## Competency: D1.4 Use Interviewing Skills

## Learning Objectives:

1. Given information about job interviews, the learner will demonstrate knowledge and skills of interviews appropriate for the road building industry

#### LEARNING TASKS

#### CONTENT

- Prepare for interview
- Know your potential employer
- Know what they do
- Know company size
- Know yourself
- Your strengths
- Your career objective
- Your long and short range goals
- Your interests
- Turn your strengths and weaknesses into what the employer needs
  - Communicate effectively
- Practice role playing
- Strong voice/eye contact
  - Be on time
  - Wear clean clothes, dress as others doing the job do
  - "Breaking the ice" be ready to actively participate
  - The interviewer will be looking for the following answers:

- is this person using the shotgun approach to finding a job? Or has the candidate spent time on self-appraisal and knows what he/she wants?

– What is the candidate's operating style: haphazard, precise, disciplined, undisciplined?

– Be honest – don't try to con the interviewer.

- The interviewer may ask "stress" questions to test you.
- Often problem-solving questions

1 Use interviewing skills appropriate for the road building industry.

2 Describe the interview.


### LEARNING TASKS

# CONTENT

 Remember there are usually no right or wrong answers

• Salaries

 Know what the industry pays for entry-level workers

- Let the employer take the lead
- Be realistic in your salary expectations
- Do not accept too low an offer

– Play it safe, give a salary range based on what the industry pays

- Do not ask about:
- Vacation time
- Time off
- 3 Describe follow up activities.
- 4 Conduct practice interviews.

# Achievement Criteria:



# LINE D1: EMPLOYMENT SKILLS

Competency: D1.5 Use Road Builder Internet Job Board

# Learning Objectives:

1. Given information about the B.C. Road Builders and Heavy Construction Association Job Bank, the learner will learn how to access information related to the Job Bank

•

# LEARNING TASKS

CONTENT

1 Use the B.C. Road Builder Internet Job Board.

# Achievement Criteria:

N/A



# Competency: D2.1 Employee Responsibilities

# Learning Objectives:

1. Given information about employee responsibilities on the job, the learner will describe his/her responsibilities.

# LEARNING TASKS

# CONTENT

- Work ethics
- Performance
- Job performance
- Safe use of materials
- Housekeeping
  - Excavation safety
  - Electrical safety
  - Working at heights
  - Personal protective equipment
  - Consideration of others
  - Proper and safe use of equipment
  - Showing up on time
  - Willingness to learn
  - Good attitude

Describe employee responsibilities.

# Achievement Criteria:

1



# Competency: D2.2 Project Management

# Learning Objectives:

1. Given information about project management strategies for road construction projects, the learner will describe the basic process and key components of project management.

# LEARNING TASKS

1 Describe the process of project management.

# CONTENT

- Employees should realize that the company management has completed a lot of work prior to project start-up.
- Estimated time to complete the job
- Risk assessment
- Problem areas
- Company relies on its workers to complete a project
- Step 1: develop the overall project plan
- Scope
- Schedule
- Cost
- Problem areas
- Work products
  - Step 2: define stakeholder roles and responsibilities
- Vested interests
- Conflicting agendas
- Project and stakeholder requirements
  - Step 3: develop a scope of work statement
- Project objectives
- Key milestones
- What is to be delivered
  - Step 4: develop the project base lines
- Work brake down structure
- All deliverables
- All work to be done
- Schedule and costs
- Resources for each task
- Estimated cost of each task

- Describe the key components of a project management plan
- <sup>2</sup> project management plan.



# LEARNING TASKS

# CONTENT

- Calendar schedule
- Base line costs
  - Step 5: develop management plans
- Safety
- Project changes
- Hiring
- Salaries
  - Step 6: develop a communication plan
- Tool box meetings
- Reports

# Achievement Criteria:



# Competency: D2.3 Quality Management

# Learning Objectives:

1. Given information about quality management, the learner will describe the key components in quality management.

# LEARNING TASKS

### CONTENT

- Quality planning process
- Quality control
- Quality improvement
- Costs
- Benchmarking (best practices)
- Quality human resources
- Quality training
- Quality supplier relationships
- Inspections and tests
- Customer service

# Achievement Criteria:

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.

1 Describe the key points in quality management.



# Competency: D2.4 Demonstrate Job Site Clean Up and Housekeeping Procedures

# Learning Objectives:

1. Given information about job-site cleanup and housekeeping procedures, the learner will describe a thorough knowledge of housekeeping principles.

# LEARNING TASKS

# CONTENT

- Describe good housekeeping
- <sup>1</sup> principles.

- Building materials and supplies
- Fuel and lubricants
- Rubbish and scrap
- Tools and equipment

# Achievement Criteria:



# LINE D3: CONSTRUCTION WORKSITE TEAM SKILLS

# Competency: D3.1 Describe Positive Worksite Attitudes

# Learning Objectives:

1. Given information about positive worksite attitudes, the learner will demonstrate a knowledge of choosing positive behaviours at the work site. Students will answer multiple-choice tests.

#### LEARNING TASKS

### CONTENT

- Adaptability
- Competence
- Experience
- Manageability
- Interpersonal skills
- Good attitude
- Initiative
- Maturity
- Stability
- Emotional control
- Integrity
- Values

# Achievement Criteria:

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.

1 Describe what is necessary for a positive worksite attitude.



# LINE D3: CONSTRUCTION WORKSITE TEAM SKILLS

# Competency: D3.2 Describe Conflict Resolution Principles

# Learning Objectives:

1. Given information about conflict resolution principles, the learner will understand how to resolve job site conflict

LEARNING TASKS	CONTENT
LEARNING TASKS Describe conflict resolution process.	CONTENT • Step 1 – talk to the other party – Get ready to talk – Talk to the other party – If conflict is not resolved, move to Step 2. • Step 2 – request mediation services – Company may have conflict resolution officers – If conflict is not resolved, move to Step 3. • Step 3 – company-based arbitration – Company may have a conflict resolution panel.
	<ul> <li>If conflict is not resolved, move to Step 4.</li> </ul>
	• Step 4 – formal court system

# Achievement Criteria:

1



# LINE D3: CONSTRUCTION WORKSITE TEAM SKILLS

# Competency: D3.3 Describe Teamwork Practices

# Learning Objectives:

1. Given information on teamwork practices, the learner will describe the use of teamwork practices.

# LEARNING TASKS

#### CONTENT

- Establish and maintain trust
- Communicate vision and values
- Respect other employees
- Focus on shared goals rather than personal goals
- Do what's right
- Team communication rather than communication with individuals
- Team is responsible for milestones
- Shared view of problems
- Know the strengths and weaknesses of each team member
- Communicate
- Support your organization's mission statement

# 1 Describe teamwork practices.

# Achievement Criteria:



# LINE D4: COMMUNICATION SKILLS

# Competency: D4.1 Speak and Listen Effectively

# Learning Objectives:

1

2

1. Given information on speaking and listening effectively, the learner will demonstrate the proper use of speech and listening strategies

# LEARNING TASKS

Describe oral communication skills.

# CONTENT

- Use road construction and heavy equipment terminology
- Listen and understand verbal instructions
- Communicate problem areas to supervisors and workers
- Solve problems using oral and written communication
- Understand and use written material
- Complex equipment instructions
- Blueprints and plans
- Product application sheets
- WHMIS materials
- Health and safety instructions
- Basic math skills
- Interpret drawings and plans
- Metric and imperial measurement
- Math is a requirement for quality work
- Required for personal safety and the safety of others

# Achievement Criteria:

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.

Describe reading skills.

3 Describe mathematical skills.



# LINE D4: COMMUNICATION SKILLS

# Competency: D4.2 Use Documentation

# Learning Objectives:

1. Given information on using documentation, the learner will demonstrate knowledge of documentation use

# LEARNING TASKS

#### CONTENT

- All information about a road project is documented on paper
- Reports
- Computer printouts and charts
- Sketches and drawings
- Reference guides
- Manuals
- Blueprints and plans
- Safety and accident reports
- Installation descriptions
- Maintenance instructions
- Writing and drawing sketches on paper
- Producing signs and tags
- Using computers

# Achievement Criteria:

The learner must identify and correctly answer a series of multiple-choice test questions with 70% accuracy.

1 Use documentation.

2 Describe writing skills.



# **SECTION 3**

# TRAINING PROVIDER STANDARDS



# TRAINING PROVIDER STANDARDS:

For effective program delivery, minimum standards shall be established for:

# Facilities

Facilities shall offer a safe and productive learning environment.

- Meets applicable municipal zoning bylaws for technical instruction and education facilities.
- Conducts a safety review of the program's facility and equipment annually and meets applicable safety standards/regulations.
- Classrooms, labs, shops and work sites are safe, clean, properly maintained, and in good repair.
- Suitable for the size of the class.
- Temperature, noise, ventilation, light, and particulate control are maintained at appropriate levels.
- Storage space is functional and sufficient for instructional materials, supplies and equipment.
- Instructor work stations are adequate and appropriately equipped.
- work stations are adequate and appropriately equipped.
- Facilities have adequate floor area and ceiling heights.
- Tools and equipment meet the standard identified in the SkilledTradesBC Program Outline for each level of technical training.
- Tools are suitable for the task being performed.
- The tools and equipment used in the program reflect the types used in the industry.
- Equipment is suitable for demonstration.
- The tools and equipment exist in sufficient quantity for efficient and effective instruction of the class size.

Facilities shall be appropriate for delivery of instruction at each level of training.

# Tools and Lab/Shop Equipment

Adequate tools and equipment shall be available for each level of training.



Equipment shall be well maintained and operated in a safe manner.

Supplies and Materials

Trade supplies and materials shall be available in sufficient quantities for each module.

Instructional materials shall be adequate to meet the objectives of the program and available to all trainees.

• have ample time and opportunity to access tools and equipment.

Equipment is in good repair and maintained regularly.

- Appropriate safety and personal protective equipment is available and in use.
- All shields, guards, and other safety devices are in place, operable and used where required.
- The classroom/lab and its equipment are reasonably set-up within a systematic flow of production.
- Trade supplies and materials are available in sufficient quantities to support the program effectively.
- Instructional materials support SkilledTradesBC approved standards and objectives.
- Instructional materials are available for all trainees through all modules of the program.

# Tools and Lab/Shop Equipment:

See section on minimum shop and lab equipment below.

(Note: It is not required to purchase tools and equipment. Many if not all items listed below can be rented and/or produced through worksite visits, tours to industry suppliers, manufacturer etc.) All training providers will have to produce a training plan showing how and where students will gain access to the necessary tools and equipment.

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# Instructor Qualifications

The instructor qualifications shall be suitable for the program and level of technical training.

- Appropriate training on equipment has been acquired by the instructor to ensure proper instruction to trainees.
  - The instructor demonstrates a broad range of knowledge of the training content.
- The instructor experience shall be appropriate for the program and level of technical training.
- The instructor has practical and teaching experience sufficient to deliver the program effectively.
- The instructor demonstrates industry practical experience reflected in the training content.



The instructor shall demonstrate effective educational practice in materials and techniques.

- The instructor prepares well designed instructional materials and lesson plans.
- The instructor uses effective instructional techniques.
- The instructor uses a variety of methods in delivery of instruction.

As an instructor, you will have considerable experience in the industry and an interest in sharing all aspects of your trade with your trainees. In traditional terms, the role of the instructor is to provide information and the role of the student is to receive information, but in many respects, good instructors go much further than this. They enable learning to take place in many ways; by bringing in guest speakers or arranging for students to visit work sites where they can learn from others in the industry; by finding opportunities for students to work in groups to learn from one another; or by encouraging open discussion so students can explore and direct their own learning. In the pilot of the Road Building and Heavy Construction Foundation Program training providers who incorporated a variety of worksite and/or industry supplier fieldtrips were the most successful in regard to student enjoyment and placement into industry jobs.

As an instructor, you may find yourself acting as an advocate for your trainees to ensure that they are exposed to the practical experiences and the theoretical knowledge necessary to enter the workplace in the road building and heavy construction industry. It is your responsibility to ensure that each of the trainees completing your program is prepared to enter the workplace. You should be confident that you have provided them with the knowledge and practical skills to conduct themselves safely and contribute productively on the worksite.

The success of your trainees should be a source of pride to you.

# SKILLED TRADES<sup>BC</sup>

# MINIMUM LIST OF SHOP/LABORATORY EQUIPMENT REQUIRED FOR MODULE A OF THE ROAD BUILDING AND HEAVY CONSTRUCTION PROGRAM

Equipment List is based on the standard class size of 16 participants. The facilities must be in compliance with the appropriate zoning bylaw for instructional use.

Module A

- Access, to heavy equipment including compaction equipment, tractors, skid steer loaders, trucks, excavators, loaders, scrapers, graders, crawler tractors, paving machines, etc.
- Small spill response clean-up kit.

# SKILLED TRADES<sup>BC</sup>

# MINIMUM LIST OF SHOP/LABORATORY EQUIPMENT REQUIRED FOR MODULE B OF THE ROAD BUILDING AND HEAVY CONSTRUCTION PROGRAM

Equipment List is based on the standard class size of 16 participants. The facilities must be in compliance with the appropriate zoning bylaw for instructional use.

- Personal Protective Equipment
- Small hand tools ranging from shovels, hammers, picks, axes, rakes, mechanics' tools, etc.
- Access to chain saws, portable power tools, drills, small engines, air power tools, etc.
- Access to ladders and scaffolds.
- Access to scissor lifts, zoom booms, forklifts, etc.
- Access to cranes, hoists and rigging.
- Access to ropes, chains, slings, blocking equipment and wheel chocks.
- Access to engine parts and an operating diesel engine.
- Access to engine lubrication and oils.
- Access to engine cooling and induction systems.
- Access to heavy equipment drive systems.
- Access to heavy equipment electrical systems.
- Access to air brake systems.
- Access to hydraulic systems.
- Access to equipment hitches and quick-change attachments.
- Access to pumps, air compressors, generators and welders.

# SKILLED TRADES<sup>BC</sup>

# MINIMUM LIST OF SHOP/LABORATORY EQUIPMENT REQUIRED FOR MODULE C OF THE ROAD BUILDING AND HEAVY CONSTRUCTION PROGRAM

Equipment List is based on the standard class size of 16 participants. The facilities must be in compliance with the appropriate zoning bylaw for instructional use.

- Drafting equipment and paper.
- Access to engineering levels, survey rods, stakes and hammers, markers, etc.
- Access to one transit, survey tapes and other equipment.
- Wooden stakes.
- Access to hand levels and lasers.
- Access to GPS devices.
- Access to culverts and other drainage equipment.
- Access to soil samples.
- Access to compaction equipment; access to laboratory soil equipment (4" Proctor Mold)
- Access to field density systems.
- Access to shoring equipment, trench shields, etc.
- Access to dewatering equipment.
- Access to aggregate samples; access to aggregate sieves.
- Access to asphalt samples, aggregates, asphalt binder;
- Access to an asphalt plant
- Access to asphalt testing equipment.
- Access to concrete aggregates
- Types of Portland Cement
- Access to concrete forms
- Access to a concrete mixing plant
- Access to concrete placement.