

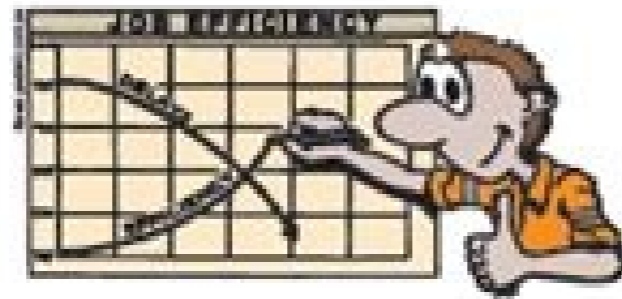
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11. Efficient Shovel Operations

You must work safely and efficiently. Do not let familiarity with the procedures overrule caution so that you become complacent. To maintain safety standards while maximising productivity, consider the following operational guidelines.

- Work to a schedule and plan.
- Obtain authorisation before changing work plans or scheduling.
- Select the correct equipment, attachments and operating method to maximise the efficiency and effectiveness of your work activity.
- Fit attachments before moving to the operating area.
- Test all attachment fittings and connections before use.
- Operate the machine according to site procedures.
- Work within the machine capabilities and limitations.
- Monitor ground conditions and the work area, especially windrows and edges.
- Change your operating techniques to suit conditions.
- When no trucks are waiting, use the time efficiently by performing activities such as:
 - moving up to the face
 - loosening the bank
 - clearing corners
 - trimming batters.
- Monitor the machine systems and respond to alarms immediately.
- Take note of indicators and machine symptoms if problems occur. Use the information to work through the problem systematically and troubleshoot the issue.
- Be alert for hazards.
- Be aware of personnel and equipment in the operating area.
- Ensure that other equipment does not enter your operating area without your knowledge.
- Maintain maximum visibility at all times.
- Anticipate problems and take action before they occur.
- Cooperate with personnel involved in your work program and others on site.
- Respond promptly to instructions.
- Act responsibly at all times.
- Check your work regularly and on completion to ensure that it complies with your work requirements.
- Recommend and act on improvements to your work procedures.



NOTE

If you are in any doubt about a task, stop and talk to your supervisor and/or co-workers.

Maximise efficiency by minimising the time spent on each work stage. Saving a few seconds during each stage can make a large difference over a period of time. Efficiency is important, but safety is crucial. Do not sacrifice safety by operating too quickly for the conditions.

Operate Heavy Rigid Vehicle

13.2 Automatic Transmission

An automatic transmission will respond to the engine speed and select a gear automatically. However, you can help to prolong the service life of the transmission components by monitoring the engine rpm and keeping it within the accepted range.

13.2.1 Automatic Transmission Selection

The pressure applied to the accelerator influences the automatic shifting of the vehicle transmission. When the accelerator is fully pressed, the transmission will automatically upshift near the governed speed of the engine. A partially pressed accelerator position causes upshifts to occur at a lower engine speed.



14. Driving Techniques

Constantly checking around the vehicle while moving will help you to avoid an incident that can cause equipment damage or injury to yourself and others. Be aware of hazards that may pose a risk to yourself and others. Operate the vehicle according to the manufacturer instructions and site procedures.

- Drive according to conditions and adapt quickly to change.
- Always maintain full control of the vehicle.
- Obey road signs and road rules.
- Follow work instructions.

14.1 Steering

The safest steering technique is to place your hands on opposite sides of the steering wheel (e.g. left hand between 8 and 10 o'clock and right hand between 2 and 4 o'clock).

Use the hand-over-hand technique when turning sharp corners, then straighten out the steering wheel by hand. Do not let the wheel slip through your fingers.



CHAPTER 1

ACCOUNTING INFORMATION SYSTEMS: AN OVERVIEW

SUGGESTED ANSWERS TO DISCUSSION QUESTIONS

- 1.1 The value of information is the difference between the benefits realized from using that information and the costs of producing it. Would you, or any organization, ever produce information if its expected costs exceeded its benefits? If so, provide some examples. If not, why not?

Most organizations produce information only if its value exceeds its cost. However, there are two situations where information may be produced even if its cost exceeds its value.

- a. It is often difficult to estimate accurately the value of information and the cost of producing it. Therefore, organizations may produce information that they expect will produce benefits in excess of its costs, only to be disappointed after the fact.
- b. Production of the information may be mandated by either a government agency or a private organization. Examples include the tax reports required by the IRS and disclosure requirements for financial reporting.

- 1.2 Can the characteristics of useful information listed in Table 1-1 be met simultaneously? Or does achieving one mean sacrificing another?

Several of the criteria in Table 1.1 can be met simultaneously. For example, more timely information is also likely to be more relevant. Verifiable information is likely to be more reliable.

However, achieving one objective may require sacrificing another. For example, ensuring that information is more complete may reduce its timeliness. Similarly, increased verifiability and reliability may reduce its timeliness.

The decision maker must decide which trade-offs are warranted in a given situation.

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