



Australian Government

Department of Education, Employment and Workplace Relations

CPCCPB3024A Use manual handling equipment to manoeuvre plaster products

Release: 1

CPCCPB3024A Use manual handling equipment to manoeuvre plaster products

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to use mechanical aids in the shifting of loads.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge to safely and efficiently handle plaster and plasterboard products using suitable manual handling equipment while working with others as a member of a team.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	<p>1.1. Work instructions and operational details are obtained using relevant <i>information</i>, confirmed and applied for <i>planning and preparation</i> purposes.</p> <p>1.2. <i>Safety (OHS)</i> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. <i>Tools and equipment</i> selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.</p> <p>1.5. Material quantity requirements are calculated in accordance with plans and specifications and <i>quality requirements</i>.</p> <p>1.6. <i>Materials</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. <i>Environmental requirements</i> are identified for the project in accordance with environmental plans and regulatory obligations and applied.</p>
2. Assess risks arising from the relocation of the load.	<p>2.1. Products, goods or materials to be relocated are identified.</p> <p>2.2. Characteristics of load in relation to weight, shape, balance and dimensions are identified.</p> <p>2.3. Environmental factors influencing the shift, including wind, trip hazards, wet conditions and traffic (vehicular and personal), are assessed for effect on personal safety.</p> <p>2.4. Appropriate strategies for shifting load are selected based on workplace-approved manual handling procedures.</p> <p>2.5. Location for storage is determined.</p> <p>2.6. Routes to be followed and potential risks are identified and strategies to minimise risks are identified.</p> <p>2.7. Points of balance are estimated.</p> <p>2.8. Procedures for safe use of lifting equipment to minimise risks are identified.</p>
3. Plan load relocation.	<p>3.1. Required load shifting equipment is selected and the safe working load (SWL) and working load limit (WLL) are identified and compared to the load to be shifted.</p> <p>3.2. Process for relocating load proposed is determined, including planning for potential difficulties in the</p>

ELEMENT**PERFORMANCE CRITERIA**

work environment.

3.3. Proposed process is checked against relevant code of practice and workplace procedures for compliance.

3.4. Lifting equipment and accessories are checked for safe operation following manufacturers' instructions and workplace procedures.

ELEMENT	PERFORMANCE CRITERIA
4. Relocate load.	<p>4.1. Unsafe equipment is reported to appropriate personnel.</p> <p>4.2. Planned process and route are followed, using equipment within necessary range of limitations.</p> <p>4.3. Relocated materials are set down without damage to goods, personnel or equipment and checked for stability.</p> <p>4.4. Relocation is checked to see that it meets work requirements, and any variations are reported.</p> <p>4.5. Equipment is returned to storage area.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
 - follow instructions
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - recognise procedures
 - report faults
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
 - written skills to record results of checks and tests and relevant work completion procedures
- evaluate own actions and make judgments about performance and necessary improvements
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to plan and set out work
- respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems
- teamwork skills to work with others to action tasks and relate to people from a

REQUIRED SKILLS AND KNOWLEDGE

range of cultural and ethnic backgrounds and with varying physical and mental abilities

- technological skills to:
 - use a range of mobile technology, such as two-way radio and mobile phones
 - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- adjust work activity to maintain quality standards
- application of product and process knowledge to identify problems and predict consequences
- identify dimensions and mass of items to be shifted or transported and compare with vehicle and building
- identify faults in operation of equipment or materials quality
- identify from workplace information and labels the type and purpose of materials and potential for health and safety risks
- identify shape, load and balance characteristics of products and equipment used
- identify the purpose of tags and logs of use for equipment
- implications on personal health and quality for product for instructions to be followed
- job safety analysis (JSA) and safe work method statements
- manufacturer and supplier instructions for plant and equipment
- names and functions of equipment, components and materials
- requirements to plan own work
- safely use equipment, shift and handle products and materials
- total weights of individual items to estimate overall load and compare with safe working loads for vehicles, scaffold, equipment and manual handling.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- select and use appropriate workplace-approved manual handling equipment and work methods
- operate from basic instruction without constant supervision
- execute work within agreed timeframes and standards
- apply knowledge of industry products to identify:
 - manual handling risks
 - warranty compliance issues
 - common faults in products being unloaded and problems that require reporting
- follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment or products
 - work effectively alone or with others and minimise the risk of injury
 - modify work activities to cater for variations in work site procedures, contexts and environment
 - identify and use appropriate behaviour for interactions with other workers, supervisors, clients and members of the public
 - use safe handling requirements, based on information provided for equipment,

EVIDENCE GUIDE

	products and materials.
Context of and specific resources for assessment	<p>This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.</p> <p>Assessment of essential underpinning knowledge will usually be conducted in an off-site context.</p> <p>Assessment is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none">• materials• mechanical handling equipment• work site. <p>Assessment of this unit of competency may be in conjunction with assessment of other units commonly performed at the same time in normal job roles.</p> <p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p>
Method of assessment	<p>Assessment methods must:</p> <ul style="list-style-type: none">• satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package• include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application• reinforce the integration of employability skills with workplace tasks and job roles• confirm that competency is verified and able to be transferred to other circumstances and environments. <p>Validity and sufficiency of evidence requires that:</p> <ul style="list-style-type: none">• competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace• where the assessment is part of a structured

EVIDENCE GUIDE

learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions, where specified
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements pertaining to plasterboard

RANGE STATEMENT

- relevant Australian standards
- safe work procedures relating to plasterboard
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

RANGE STATEMENT

Planning and preparation include:

- assessment of conditions and hazards
- determination of work requirements and safety plans and policies
- equipment defect identification
- work site inspection.

Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - concealed services (water, power and gas)
 - lighting
 - traffic control
 - restricted access barriers
 - trip hazards
 - work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Tools and equipment include:

- electrical equipment
- stationary and moving plant, equipment and materials.

Quality requirements include relevant regulations, including:

- Australian standards
- internal company quality policy and standards
- manufacturer specifications
- workplace operations and procedures.

Materials include:

- beads
- cement render
- fibre cement sheets
- finishing materials

RANGE STATEMENT

Environmental requirements
include:

- plaster compounds
- plasterboard
- plasteryglass sheets
- water resistant plasterboard.
- clean-up management
- dust and noise
- vibration
- waste management.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area