

UNIT 1: Conform to general workplace safety

Performance to be assessed and evidenced:

Identify **hazards** and record and report in accordance with organisational procedure

- associated with the workplace
- associated with work occupations

Comply with all **workplace safety legislation** requirements at all times

- safe use of general personal protective equipment (PPE) when in the work environment in
- accordance with legislation and/or organisational requirements
- adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace
- safe use of fire extinguishers as appropriate to the fire

Comply with and maintain all organisational **security arrangements** and approved procedures

- during the working day
- on completion of the days work
- from theft
- from unauthorised personnel such as other operatives and/or the general public

Comply with all **emergency procedures** in accordance with organisational policy

- accident procedures
- fire procedures

Knowledge to be assessed and evidenced

What **hazards** are associated with the occupational area?

Hazards - with reference to: resources, workplace, environment, substances, equipment, obstructions, storage, services and work activities.

What methods are used for the **reporting** of hazards in the workplace?

Reporting - with reference to: organisational recording procedures and statutory requirements.

What safety legislation **notices** are relevant to the occupational area?

Notices - with reference to: statutory requirements and/or official guidance for the occupation and the work area.

Why and when should **personal protective equipment (PPE)** be used?

Personal protective equipment - with reference to: helmet, ear defenders, overalls, safety footwear and high visibility vests/jackets.

How are **security** arrangements implemented in the workplace?

Security - with reference to: organisational procedures relating to the general public, site personnel and resources.

What are the organisational **emergency procedures**?

Emergency procedures - with reference to: accidents and emergencies associated with the type of work being undertaken and the work environment.

What are the different types of **fire extinguishers** and how are they used?

Fire extinguishers - with reference to: water, CO2, foam, powder, vaporising liquid and their uses.

UNIT 2: Conform to efficient work practices

Performance to be assessed and evidenced:

Communicate with **others** to establish productive work relationships

- Colleagues
- Clients

Follow **organisational** procedures to maintain good work relationships

- use of resources
- method of work
- allocation of work
- work carried out in conjunction with others

Maintain records in accordance with the organisational procedures

Knowledge to be assessed and evidenced

What methods of **communication** are used with other workplace personnel and/or client?

Communication - with reference to: written, oral and electronic.

How are organisational **procedures** applied to maintain good work **relationships**?

Procedures - with reference to: use of resources for own and others work requirements, allocation of appropriate work to colleagues, organisation of work sequence.

Relationships - with reference to: individuals, workplace groups (client and/or operative, operative and line management, own occupation and allied occupations).

How is **documentation** maintained in accordance with organisational procedures?

Documentation - with reference to: job cards, worksheets, material/resources lists and time sheets.

UNIT 3: Prepare plant or machinery for operational performance – lifting plant or machines

Performance to be assessed and evidenced:

Interpret the given **operating information** relating to the use of plant or machinery and confirm its relevance

- drawings
- method statements
- specifications
- manufacturers' information
- schedules

Organise with others the sequence in which the **work** is to be carried out

- own work
- team members work
- other associated occupations work

Comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain **safe work practices**

Comply:

- personal protection requirements
- legislation
- approved codes of practice and/or organisational requirements

Safe work practices:

- safe use and storage of plant
- safe use and storage of tools
- safe use and storage of machinery
- safe use and storage of equipment

Request **resources** to sustain plant or machinery operations to complete the programme of work

- Materials
- consumables
- Other resource: state here (.....)

Select **plant or machinery** resources for the methods of work and operations to be carried out

- Tools
- Attachments
- ancillary equipment

Comply with organisational procedures to **minimise the risk of damage** to the work and surrounding area

- protect the work and surrounding area from damage
- dispose of waste in accordance with legislation
- minimise damage and maintain a clear work space

Comply with the given contract information to carry out the **work** efficiently to the required **specification**

Work - skills:

- fit
- adjust
- confirm
- attach
- secure
- remove
- set up
- check

Work - use and maintain equipment:

- hand tools
- ancillary equipment and/or accessories

Specification

- set up
- safety
- operational performance
- functional checks
- security

Complete the work within the allocated time, in accordance with the programme of work, to meet the needs of **others**

- other occupations
- client

Knowledge to be assessed and evidenced

What are the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how are they implemented?

Information - with reference to: drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant and machinery or the use of equipment.

Resources - with reference to: materials, components and equipment for plant or machinery relating to types, quantity, quality and sizes of standard and/or specialist: consumables, lubricants, fuels, ancillary equipment and/or accessories, hand tools. Methods of calculating weight, quantity, length and area associated with the method/procedure to prepare plant, machinery or equipment for operations.

What are the types of **information** used, what is their source and how are they interpreted?

What are the organisational procedures to solve **problems** with the information and why is it important they are followed?

Problems - with reference to: those arising from information, resources and methods of work requiring own authority to rectify and those requiring organisational reporting procedures.

What methods are used to **communicate** ideas between team members?

Communicate - with reference to: discussions, sketches and briefings.

How are **resources** organised in conjunction with the progress of work?

Resources - with reference to: materials, components and equipment for plant or machinery relating to types, quantity, quality and sizes of standard and/or specialist: consumables, lubricants, fuels, ancillary equipment and/or accessories, hand tools. Methods of calculating weight, quantity, length and area associated with the method/procedure to prepare plant, machinery or equipment for operations.

What **skills** are required to carry out the work?

Skills - with reference to: own occupation and occupations related to the work.

What level of understanding must operatives have of **information** for relevant, current **legislation**, **Approved Codes of Practice** and official guidance and how is it applied?

Information - with reference to: drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant and machinery or the use of equipment.

Legislation, Approved Codes of Practice and official guidance - with reference to: the operative's understanding of their responsibilities regarding current legislation whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.

How should **emergencies** be responded to and who should respond?

Emergencies - with reference to: the operative's response to situations in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other emergencies relating to the occupational activity.

What are the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings?

Security procedures - with reference to: site, workplace, company and operative.

What are the accident reporting procedures and who is responsible for making the report?

Why and when should **personal protective equipment (PPE)** be used?

Personal protective equipment (PPE) - with reference to: occupational use, types, purpose of each type and work situations.

What are the organisational procedures for requisitioning consumables and other **resources**?

Resources - with reference to: materials, components and equipment for plant or machinery relating to types, quantity, quality and sizes of standard and/or specialist: consumables, lubricants, fuels, ancillary equipment and/or accessories, hand tools. Methods of calculating weight, quantity, length and area associated with the method/procedure to prepare plant, machinery or equipment for operations.

What are the characteristics, quality, uses, limitations and defects associated with plant **resources** and how should defects be rectified?

Resources - with reference to: materials, components and equipment for plant or machinery relating to types, quantity, quality and sizes of standard and/or specialist: consumables, lubricants, fuels, ancillary equipment and/or accessories, hand tools. Methods of calculating weight, quantity, length and area associated with the method/procedure to prepare plant, machinery or equipment for operations.

How should the **resources** be used and how are any **problems** associated with the resources reported?

Problems - with reference to: those arising from information, resources and methods of work requiring own authority to rectify and those requiring organisational reporting procedures.

What are the organisational procedures to select **resources**, why have they been developed and how are they used?

What are the **hazards** associated with the **resources** and **methods of work** and how are they overcome?

Hazards - with reference to: those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance.

methods of work - with reference to: application of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work and materials used, to: identify the characteristics of the plant, machinery or equipment appropriate to the operation, complete pre-use checks, select ancillary equipment and/or accessories, prepare, set up and adjust for operational requirements, safety and security, complete functional checks, operate and move plant or machinery, or use equipment, move and remove ancillary equipment and/or accessories, use hand tools, ancillary equipment and accessories. Team work and communication. Needs of other occupations associated with preparing plant, machinery or equipment for operations.

How is the **work protected** from damage and what is the purpose of the protection?

Work protected - with reference to: against damage from general workplace activities, other occupations and adverse weather conditions.

Why should the **disposal of waste** be carried out safely and how is it achieved?

Disposal of waste - with reference to: environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

How are **methods of work**, to meet the specification, carried out and how are **problems** reported?

methods of work - with reference to: application of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work and materials used, to identify the characteristics of the plant, machinery or equipment appropriate to the operation, complete pre-use checks, select ancillary equipment and/or accessories, prepare, set up and adjust for operational requirements, safety and security, complete functional checks, operate and move plant or machinery, or use equipment, move and remove ancillary equipment and/or accessories, use of hand tools, ancillary equipment and accessories. Team work and communication. Needs of other occupations associated with preparing plant, machinery or equipment for operations.

How is the **maintenance** of plant and/or machinery, tools and equipment carried out?

Maintenance - with reference to: operative care of plant, machinery, hand tools, ancillary equipment and/or accessories.

What is the **programme** for the work to be carried out in the estimated, allocated time and why should deadlines be kept?

Programme - with reference to: types of progress charts, timetables and estimated times. Organisational procedures for reporting circumstances which will affect the work programme.

Unit 4: Operate plant or machinery for accessing – mobile elevated working platform scissor

Performance to be assessed and evidenced:

Interpret the given **operating information** relating to the use of plant or machinery and confirm its relevance

- drawings
- method statements
- specifications
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- schedules

Organise with others the sequence in which the **work** is to be carried out

- own work
- team members work
- other associated occupations work

Comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain **safe work practices**

Comply:

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- Other resource: state here (.....)

Select **plant or machinery** resources for the methods of work and operations to be carried out

- Tools
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- ancillary equipment

Comply with organisational procedures to **minimise the risk of damage** to the work and surrounding area

- protect the work and surrounding area from damage
- dispose of waste in accordance with legislation
- minimise damage and maintain a clear work space

Comply with the given contract information to carry out the **work** efficiently to the required **specification**

Work - skills:

- check
- manoeuvre
- set down
- adjust
- position
- shut down and secure
- communicate
- access

Work - use and maintain equipment:

- hand tools
- ancillary equipment and/or accessories

Complete the work within the allocated time, in accordance with the programme of work, to meet the needs of **others**

- other occupations
- client

Knowledge to be assessed and evidenced

What are the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how are they implemented?

Information - with reference to: drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery for accessing.

Resources - with reference to: materials, components and equipment for plant or machinery for accessing relating to types, quantity, quality and sizes of standard and/or specialist: consumables, lubricants, fuels, attachments, accessing aids, hand tools, ancillary equipment and/or accessories.

Methods of calculating weight, bearing pressure, quantity, length and area associated with the method/procedure to operate plant, machinery for accessing.

What are the types of **information** used, what is their source and how are they interpreted?

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