



Australian Government

Department of Education, Employment and Workplace Relations

LMFGG3001B Store and handle glass

Revision Number: 1

LMFGG3001B Store and handle glass

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit addresses the knowledge and skills required to handle, relocate and store glass in the workplace.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify storage requirements	1.1. Work requirements in the form of type and quantity of glass to be stored are identified from work instructions 1.2. Workplace health and safety requirements for storage and handling of glass, including personal protection needs, are observed throughout the work 1.3. Glass to be stored is checked against paperwork and any discrepancies are reported according to workplace procedures 1.4. Storage requirements are identified from manufacturer instructions, statutory regulations and workplace procedures 1.5. Locations for glass storage are identified and checked for availability and suitability 1.6. The process and procedures for moving, handling and storing are identified 1.7. Team lifting processes are considered for application including: <ul style="list-style-type: none"> 1.7.1. nomination of team leader 1.7.2. calculation of capacity of team
2. Prepare for glass movement	2.1. Work sequence is planned in a logical order to suit the job 2.2. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition 2.3. Planned route for relocating glass is determined and checked for hazards and the work area is cleared of obstructions 2.4. Risks to self and others are identified and acted upon according to statutory requirements and workplace procedures 2.5. Required clearances are compared to available space and adjustments made 2.6. Process for relocating glass is planned including predicting and planning for potential difficulties 2.7. Proposed process is checked against code of practice and workplace procedures for compliance
3. Relocate glass	3.1. Safety checks are carried out on required handling equipment, and any damaged or worn parts are

ELEMENT	PERFORMANCE CRITERIA
	<p>reported according to workplace practices</p> <p>3.2. Handling equipment is operated safely and correctly in accordance with manufacturers' instructions and workplace procedures</p> <p>3.3. Planned process and route are followed</p> <p>3.4. Glass is relocated without damage to material, personnel or equipment</p> <p>3.5. Glass is labelled and stored following workplace procedures ensuring there are no projections</p> <p>3.6. Relocation is checked to see that it meets work requirements, with any differences reported</p>
4. Complete job requirements	<p>4.1. Handling equipment is cleaned, maintained and stored according to workplace procedures</p> <p>4.2. Work area is cleaned and rubbish disposed of as appropriate</p> <p>4.3. Workplace documentation is completed as required according to workplace procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, basic plans, and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with work supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the work area and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate work requirements, optimise glass sizes for economical cutting and assemble required materials
- use pre-checking and inspection techniques to plan work, avoiding re-working and wastage
- use the limited workplace technology related to the operation of handling, relocating and storing glass

Required knowledge

- the qualities and characteristics of glass, including the hazards and handling requirements
- workflow in relation to the movement and storage of glass
- glass storage requirements
- identification of equipment, processes and procedures
- workplace safety system requirements related to the handling, relocation and storage of glass

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.

Critical aspects of evidence

- Plan the handling, relocation and storing of glass
- Interpret work order/job instruction and locate and apply relevant information to relocate and store glass
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- As a minimum, demonstrate the ability to:
 - identify, select and use personal safety apparel
 - identify equipment for the handling and storage of glass
 - calculate the weight of glass
 - handle annealed and laminated glass up to and including 1.2 m² (17 kg)
 - team handle annealed and laminated glass up to and including 4.5 m² (68 kg)
 - relocate single sheets of glass by vacuum and scissor grabs up to 4.5 m² (170 kg)
 - safely load and secure glass
 - relocate blocks and end caps of glass sheets by grabs, slings and chains up to 2t
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Glass to be stored, workplace operating procedures, personal protective equipment, an appropriate work area and others to assist as required.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

EVIDENCE GUIDE	
	<p>Assessment should be by direct observation of tasks and questioning on underpinning knowledge.</p> <p>Assessment may be in conjunction with assessment of other relevant units of competency.</p>
Context of assessment	<p>Assessment may occur on the job or in a workplace simulated facility with relevant glass handling equipment, materials, work instructions and deadlines.</p>

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.

Unit context

- Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the planning and conduct of the operation. This may be demonstrated either individually or in a team environment
- Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements
- OHS requirements may include legislation, standards, building codes, material safety management systems and local safe operating procedures
- Work is generally performed individually, with general supervision and may be part of a production process

Storing and handling glass

The storage and handling of glass is a necessary function of all workplaces working in the manufacture, processing and/or installation of sheet glass or glass products. It involves the handling, moving and storing of glass in quantities appropriate to the workplace requirement and may involve team lifting as well as the application of individual skills.

Glass

Glass may be annealed, laminated, toughened, patterned, tinted and heat reflecting. It includes:

- domestic and commercial glass
- mirrors
- shower screens
- furniture glass
- safety glass
- patterned or specialty glass

Tools and equipment are to

- hand trolleys

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • pallet truck • gantry crane • scissor • sling and jumbo grabs • air and tilt tables • vacuum lifters
Materials are to include but are not limited to:	<ul style="list-style-type: none"> • annealed and laminated glass
Personal protective equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulation and enterprise policies. It may include:</p> <ul style="list-style-type: none"> • gloves • safety glasses • hard hats • safety footwear • aprons and overalls
Information and procedures	<ul style="list-style-type: none"> • Workplace procedures relating to the handling and movement of glass • Work instructions, delivery dockets, job sheets and plans • Workplace procedures relating to reporting and communication • Safety standards include personal protective equipment, OHS regulations and enterprise requirements • Quality standards include AS4667 Quality requirements for cut to size and processed glass • Manufacturer instructions for the use of equipment and materials

Unit Sector(s)

Unit sector	Glass and Glazing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		