



**Australian Government**

# **LMFGG3003B Move block/bulk glass sheet by mechanical means**

**Revision Number: 1**

## LMFGG3003B Move block/bulk glass sheet by mechanical means

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit addresses the knowledge and skills required to move block or bulk flat glass by mechanical means.
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### Application of the Unit

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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

<b>Employability skills</b>	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. Prepare for task	<p>1.1. Work requirements in the form of type and quantity of glass to be relocated are identified from work instructions</p> <p>1.2. Workplace health and safety requirements for movement of block glass sheet by mechanical means, including personal protection needs, are observed throughout the work</p> <p>1.3. Blocks of glass sheet to be moved are identified and weight is estimated or calculated</p> <p>1.4. Appropriate mechanical handling equipment is identified</p> <p>1.5. Risks to self, others, material and equipment are identified arising from the required lifting, load carrying, set down or movement of the glass</p> <p>1.6. Equipment and controls including emergency stops and guards are identified and checked for safe operation</p> <p>1.7. Damaged or worn parts are reported to appropriate personnel</p> <p>1.8. Glass is checked for imperfections and damage prior to movement</p>
2. Plan glass movement	<p>2.1. Locations for glass storage are identified and routes to be followed determined</p> <p>2.2. Required clearances are compared to available space and adjustments made</p> <p>2.3. Process for relocating glass is planned including predicting and planning for potential difficulties</p> <p>2.4. Proposed process is checked against advisory standards and workplace procedures for compliance</p>
3. Relocate glass	<p>3.1. Equipment is operated in accordance with approved advisory standards, manufacturers' instructions, workplace procedures and OH&amp;S requirements</p> <p>3.2. Planned process and route are followed</p> <p>3.3. Glass is relocated without damage to material and equipment or injury</p> <p>3.4. Glass is labelled and stored following workplace procedures ensuring there are no projections</p> <p>3.5. Relocation is checked to see that it meets work requirements, with any differences reported</p>
4. Complete work	4.1. Waste and scrap material is removed for disposal or

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	recycling as required 4.2. Work area is cleaned and rubbish disposed of as appropriate 4.3. Workplace documentation is completed as required 4.4. Handling equipment is cleaned, maintained and stored according to workplace procedures

## 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 and assemble required materials
- use pre-checking and inspection techniques to plan work, avoiding re-working and unnecessary effort and plan routes including the avoidance/overcoming of obstacles/hazards
- use the limited workplace technology related to the relocation of block glass sheet by mechanical means

#### Required knowledge

- the qualities and characteristics of glass, including the hazards and handling requirements and the behaviour of block glass sheet when lifted and moved
- workflow in relation to the movement of glass by mechanical means
- the principles, requirements and techniques of moving block glass sheet by mechanical means
- workplace safety system requirements related to the moving of block glass by mechanical means
- capabilities, operating processes and procedures of mechanical handling equipment

## 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

- Interpret work order/job instruction and locate and apply relevant information to plan the relocation of glass using mechanical means
- Select and use appropriate equipment and techniques to relocate block glass sheet
- Apply safe handling requirements for equipment, products and materials, include 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 personal protective safety apparel and safety regulations for overhead lifting
  - identify and safely use gantry cranes up to 4.9 swl, including standards and regulations
  - identify and use block grabs, slings and chains for lifting blocks or end caps of glass sheets
  - calculate the weight of glass
  - safely load and secure glass
  - relocate blocks and end caps of glass sheets by grabs, slings and chains up to 2 t
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

#### Resource Implications

Mechanical glass handling equipment, glass sheet to be relocated, workplace operating procedures and personal protection equipment and an appropriate work area.

#### Method of Assessment

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

Assessment should be by direct observation of tasks and

<b>EVIDENCE GUIDE</b>	
	questioning on underpinning knowledge. Assessment may be in conjunction with assessment of other relevant units of competency.
<b>Context of Assessment</b>	Assessment may occur on the job or in a workplace simulated facility with relevant mechanical equipment, block glass sheet, work instructions and deadlines.



## 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.

<b>Unit context</b>	<ul style="list-style-type: none"> <li>• This unit covers work involving the movement of block glass sheet by mechanical means</li> <li>• Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the planning and conduct of the operation</li> <li>• Work is generally performed individually, with general supervision and may be part of a production process</li> <li>• Work may be performed in workplaces which are involved in the manufacture, processing and/or installation of sheet glass</li> <li>• Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements</li> </ul>
<b>Block/bulk glass may be:</b>	<ul style="list-style-type: none"> <li>• end caps</li> <li>• cased or factory run size (FRS) blocks</li> </ul> <p>Glass may be annealed or laminated</p>
<b>Mechanical handling equipment is to include:</b>	<ul style="list-style-type: none"> <li>• gantry cranes up to 4.9swl</li> <li>• block grabs</li> <li>• slings and chains</li> </ul>
<b>Tools and equipment are to include:</b>	<ul style="list-style-type: none"> <li>• glass handling equipment and general hand tools</li> </ul>
<b>Materials are to include but are not limited to:</b>	<ul style="list-style-type: none"> <li>• annealed and laminated glass</li> </ul>
<b>Personal protective equipment overhead lifting. It may include:</b>	<p>Personal protective equipment is to include that prescribed under legislation, regulation and enterprise policies and practices for overhead lifting. It may include:</p> <ul style="list-style-type: none"> <li>• gauntlets</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• gloves</li> <li>• safety glasses</li> <li>• safety footwear</li> <li>• hard hats</li> <li>• aprons and overalls</li> </ul>
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>• Workplace procedures relating to the handling and movement of glass</li> <li>• Work instructions, including job sheets and plans</li> <li>• Equipment manufacturer instructions</li> <li>• Safety standards including personal protective equipment, OHS regulations and enterprise requirements</li> <li>• Manufacturer instructions for the use of equipment and materials</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Glass and Glazing
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### Competency field

<b>Competency field</b>	
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### Co-requisite units

<b>Co-requisite units</b>	