



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTGN2010B Perform tasks to support production**

**Revision Number: 1**

## **LMTGN2010B Perform tasks to support production**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor**      This unit covers the skills and knowledge to perform tasks to support production.

## Application of the Unit

### Application of the Unit

The unit applies to a range of manual tasks that support production processes and which are not covered by a specific unit of competency. Production support tasks include cleaning and housekeeping, assisting in loading, feeding and unloading of transporting equipment, loading and unloading of materials from machines, storing materials, and recording and documenting.

Work may be conducted in a variety of environments, including operational workplace activities, restricted space and hazardous, controlled or exposed conditions.

Work is conducted according to defined procedures.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with self management to follow instructions when performing a range of production tasks. Team work and communication skills are also required to understand what is required to provide support to others in a production environment. This unit also requires an ability to plan and organise own duties and use basic tools and equipment.

## Licensing/Regulatory Information

Not applicable.

## **Pre-Requisites**

### **Prerequisites**

## **Employability Skills Information**

**Employability Skills** This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Perform general production-related duties and tasks	<p>1.1 Required duties and tasks are clarified with a supervisor or team member.</p> <p>1.2 Required <i>equipment and tools</i> are organised, and checked to confirm good working condition.</p> <p>1.3 Questions are asked to confirm procedures and ensure own knowledge and skill is adequate to perform tasks.</p> <p>1.4 Tasks are performed to meet requirements.</p>
2 Perform general cleaning duties	<p>2.1 Cleaning duties are clarified to establish requirements.</p> <p>2.2 Personal safety equipment, where needed, is selected and used correctly according to <i>OHS practices</i>.</p> <p>2.3 Appropriate cleaning equipment for specific tasks is determined, prepared and used.</p> <p>2.4 Procedures for handling, storage and disposal of cleaning liquids are implemented according to manufacturer specifications.</p> <p>2.5 Cleaning is assessed against housekeeping requirements.</p>
3 Assist in transfer or removal of materials or products where required	<p>3.1 Requests are received and, where relevant, tasks are organised, confirmed and recorded according to specified procedures.</p> <p>3.2 Assistance is provided in transfer or removal of materials or products as required.</p> <p>3.3 Appropriate methods and manual handling techniques are used.</p>
4 Complete documentation	<p>4.1 Documentation associated with tasks, where relevant, is accurately completed.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit

Demonstrates knowledge of:

- procedures and requirements for cleaning and housekeeping
- use of products and materials
- maintenance planning and workplace practices
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- use and dispose of a range of chemical cleaning agents, sealants and lubricants, where required
- interpret and apply established procedures
- document and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

<b>Critical aspects of evidence</b>	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• undertake basic production tasks</li><li>• handle materials and products</li><li>• clean equipment, machines and work environment</li><li>• document work and maintain records as required</li><li>• apply OHS practices in work operations</li></ul>
<b>Consistency in performance</b>	Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
<b>Resource implications</b>	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
<b>Context for assessment</b>	Assessment may occur on the job or in an appropriately simulated environment.
<b>Interdependent assessment</b>	This unit may be assessed independently or in combination with other relevant units.

## 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. Add any 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.

**Legislative/regulatory requirements** All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

**Equipment and tools may include:**

- cleaning equipment
- chemicals and detergents
- use of hand tools
- pallet truck
- hand trolleys
- weighing equipment

**OHS practices** OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

## Unit Sector(s)

**Sector** All