



Australian Government

Department of Education, Employment and Workplace Relations

TLIB1030A Undertake general site maintenance

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to undertake general site housekeeping and maintenance in depots, sub-depots, factories, compounds, campsites, etc. in accordance with safeworking and regulatory requirements and workplace procedures. It includes preparing for the work, conducting site housekeeping functions, applying pest and vegetation control measures, and completing all work requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the relevant requirements of the codes of practice and safeworking requirements and regulations of the states/territories concerned.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures to general site maintenance carried out as part of workplace activities across a variety of operational contexts.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for work	1.1 Works order including drawings, sketches and material lists is received/accessed, analysed and confirmed if necessary by site inspection 1.2 Resources, including equipment and materials, are identified and obtained 1.3 Liaison and communication issues with other personnel at the site are resolved 1.4 Hazards are identified prior to commencement of work 1.5 Site safety requirements are observed
2 Conduct site housekeeping functions	2.1 Stores, materials and equipment are loaded/off-loaded safely and secured 2.2 Site, including stores and materials, is laid out to plan 2.3 Stores and materials are checked for serviceability, cleaned as necessary and prepared for use 2.4 Minor earthwork maintenance is conducted 2.5 Excess materials and refuse are disposed of/returned as required by workplace procedures
3 Apply pest and vegetation control measures	3.1 Pest and vegetation control requirements are identified and appropriate control measure is selected and authorised by the appropriate person 3.2 Chemical control agents are prepared in accordance with safety requirements and workplace procedures 3.3 Pest control measures are applied, monitored and varied to maintain effectiveness 3.4 Control measures are applied and pests and vegetation are removed/neutralised
4 Complete the work	4.1 Worksite is rehabilitated 4.2 Work completion details are finalised and recorded/advised to appropriate personnel

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant sections of applicable regulatory requirements

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental procedures and regulations
- Workplace procedures for general site maintenance
- Problems that may occur during site maintenance activities, and action that can be taken to report or resolve the problems
- Hazards that may exist during site maintenance activities, and ways of controlling the risks involved
- Contents of workplace technical manuals and instructions relating to the work activities concerned
- Characteristics of plant and equipment, transport, structures, hardware and electrical components used in work activities
- Impact on work activities of regulatory requirements
- Workplace documentation and records system management related to the work concerned
- Hazardous chemicals used in general site maintenance, and related precautions and personal protection measures
- Relevant recording and documentation procedures

Required skills:

- Communicate effectively with others when carrying out general site maintenance
- Read and interpret instructions, procedures, information, labels and signs relevant to general site maintenance
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to general site maintenance
- Operate electronic communication equipment to required protocol
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when carrying out general site maintenance in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may occur when carrying out general site maintenance
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Required skills:

- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Identify and organise resources required for work activities
- Use hand tools and minor plant
- Work at heights and in confined spaces

Evidence Guide**EVIDENCE GUIDE**

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation

EVIDENCE GUIDE

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment, and/or
 - in an appropriate range of situations in the workplace

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.

Operations are conducted by day or night in all relevant weather conditions and may involve working:

- from a vehicle/platform
- from a ladder
- from an elevating work platform
- from a tree
- on the ground

Stores, materials and equipment may include:

- those required for erection, maintenance and servicing functions

Minor earthworks may include:

- restoration of backfill to complete excavations
- pole and structure foundations
- basic drainage

Vegetation control measures may include:

- hand clearing
- growth retardants
- machinery assisted cleaning
- herbicidal cleaning
- fire cleaning

Pest control measures may include:

- seals
- chemicals
- baits
- traps
- sprays

Communication equipment may include:

- two-way radios, and/or
- telephones

Depending on the type of organisation concerned and the

- company procedures
- enterprise procedures

RANGE STATEMENT

local terminology used, workplace procedures may include:

- organisational procedures
- established procedures

Safety and protective equipment may include:

- high visibility clothing
- hearing protection
- gloves
- sunscreen
- sunglasses
- safety glasses
- insect repellent
- safety headwear
- safety footwear
- portable radios
- hand lamps
- flags
- safety devices

Information/documents may include:

- relevant state/territory codes of practice and safeworking system requirements
- operational instructions, policies and workplace procedures
- relevant logs or record books
- notices, records and requests
- technical instructions
- manufacturers or workplace equipment operation manuals
- emergency procedure manuals
- two-way radio operation procedures
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable regulations and legislation may include:

- relevant state/territory regulations, codes of practice and safeworking system requirements
- the Code of Practice for the Defined Interstate Rail Network in situations where operations are carried out on that network
- relevant Australian Standards and related requirements
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

B - Equipment Checking and Maintenance