



Australian Government

Department of Education, Employment and Workplace Relations

TLIB2029B Use and maintain minor mechanical equipment

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to use and maintain minor mechanical equipment in accordance with organisational and regulatory requirements. Minor mechanical equipment may encompass both hand and power tools.

It includes carrying out pre-operational checks on equipment, operating mechanical equipment in accordance with workplace requirements, conducting routine maintenance, and securing and storing equipment in accordance with workplace procedures.

Licensing and certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in compliance with workplace procedures and the regulations and safe-working codes of practice relevant to the use and maintenance of minor mechanical equipment.

Work is performed under some supervision, generally in a team environment. It involves the application of routine procedures to use and maintain minor mechanical equipment across a variety of operational contexts.

Where required to operate a particular piece of minor mechanical equipment, the operator must hold the relevant licence, permit or certificate to be recognised for the class of equipment being operated.

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 Carry out pre-operational checks	<p>1.1 Pre-operational checks are conducted to manufacturer specifications to ensure optimum functionality of equipment</p> <p>1.2 Necessary adjustments to equipment are made according to manufacturer instructions to ensure efficient operation</p> <p>1.3 Faulty equipment is reported to relevant person to ensure equipment is safe and effective to use</p>
2 Operate mechanical equipment	<p>2.1 Equipment is operated in accordance with manufacturer and workplace operating instructions to ensure safe and effective operation</p> <p>2.2 Appropriate personal safety protection is used to minimise the risk of injury to operator</p> <p>2.3 Work operational hazards are eliminated or controlled appropriately when using equipment to ensure safe working conditions</p> <p>2.4 If required, assisting personnel are given clear instructions about their duties to ensure safe and effective working conditions</p>
3 Conduct routine maintenance	<p>3.1 Equipment is cleaned and maintained in accordance with manufacturer specifications to ensure optimum functionality</p> <p>3.2 Detailed and accurate records are maintained according to workplace procedures</p>
4 Secure and store	<p>4.1 Equipment is handled and transported in a safe, secure and efficient manner to minimise risk of injury to personnel and damage to equipment</p> <p>4.2 Equipment is stored and secured according to manufacturer and workplace procedures to prevent damage to and loss of equipment</p>

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 OH&S and environmental procedures and regulations
- Workplace procedures and policies for the use and maintenance of minor mechanical equipment
- Problems that can occur when using and maintaining minor mechanical equipment and related action that should be taken to resolve them
- Tools and equipment for using and maintaining minor mechanical equipment and the procedures and precautions for their care, use and storage
- Workplace documentation and records requirements
- Procedures to be followed in the event of an emergency

Required skills:

- Communicate effectively with others when using and maintaining minor mechanical equipment
- Work collaboratively with others when using and maintaining minor mechanical equipment
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interaction with others
- Report identified problems, faults and malfunctions that may arise when using and maintaining minor mechanical equipment in accordance with organisational procedures
- 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
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment (PPE)
- Monitor performance of equipment

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.

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|---|---|
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• completing a pre-operational check on one piece of equipment used in the job function• operating mechanical equipment to manufacturer and workplace requirements• carrying out one routine maintenance in a safe manner |
| Context of and specific resources for assessment | <ul style="list-style-type: none">• Access is required to:<ul style="list-style-type: none">• relevant and appropriate materials and equipment to meet the performance criteria• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals |
| Method of assessment | <ul style="list-style-type: none">• Practical assessment must occur:<ul style="list-style-type: none">• in three different activities of the job function in the workplace• if in a simulated work environment, using industry-standard equipment• A simulator is not suitable for final assessment of this unit of competency |

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.

Equipment may include:

- mechanical handling and lifting equipment
- motorised borers
- PT8 borers
- rail saws
- ratchet restraints
- side curtains
- portable drills
- rail drills
- rail sheers
- mechanical load restraints
- clipping machines
- dog knockers
- hand trucks
- dog pullers
- vibrating plates
- rattle guns
- generators
- pumps
- compressors
- winches

Equipment operations may be carried out in various situations, including:

- operations conducted at day or night
- all weather conditions
- in confined spaces, exposed conditions and controlled or open environments
- refuelling

Materials may include:

- servicing materials, such as lubricants
- related materials and consumables needed when using tools, such as nails, screws and grease

Safety equipment may include:

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

- Environmental hazards may include:**
- safety devices
 - leaking oil and fuel
 - inappropriate disposal of fluids in drains or sewerage systems
 - inappropriate disposal of waste and rubbish
- Consultative processes may involve:**
- workplace personnel
 - supervisors and managers
 - customers
 - industrial relations and OH&S specialists
 - other professional or technical staff
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:**
- company procedures
 - enterprise procedures
 - organisational procedures
 - established or standard procedures
- Information and records may include:**
- workplace operational and technical instructions and procedures for the use and maintenance of minor mechanical equipment
 - relevant regulations, including state and territory safety codes of practice and safe-working regulations
 - maintenance checklists and records for the use and maintenance of minor mechanical equipment
 - manufacturer's instructions, specifications and recommended procedures relating to tools and equipment
 - precautions and procedures to be adopted to protect the environment when using and maintaining minor mechanical equipment
 - OH&S procedures
 - data and document control procedures
 - relevant Australian standards and certification requirements
 - emergency procedures
 - award, enterprise bargaining agreement and other industrial arrangements
- Applicable regulations and legislation may include:**
- relevant state and territory regulations, codes of practice and safe-working system requirements

Unit Sector(s)

Not Applicable

Competency Field

Competency Field B - Equipment Checking and Maintenance