



**Australian Government**

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

# **CPCCCA2011A Handle carpentry materials**

**Release: 1**

## **CPCCCA2011A Handle carpentry materials**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

### **Application of the Unit**

**Application of the unit** This unit of competency supports achievement of skills to identify commonly used carpentry materials and handle, store and move them safely and efficiently without damage, which includes working with others and as a member of a team.

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

**Prerequisite units** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

## Employability Skills Information

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

## Elements and Performance Criteria Pre-Content

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Elements describe the essential outcomes of a unit of competency.

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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	<p>1.1. Work instructions and operational details are obtained, confirmed and applied from relevant <b>information</b> for <b>planning and preparation</b> purposes.</p> <p>1.2. <b>Safety (OHS)</b> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. <b>Tools and equipment</b> selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement.</p> <p>1.5. Material quantity requirements are calculated in accordance with plans, specifications and <b>quality requirements</b>.</p> <p>1.6. <b>Materials</b> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. <b>Environmental requirements</b> are identified for the project in accordance with environmental plans and <b>statutory and regulatory authority</b> obligations, and are applied.</p>
2. Manually handle, sort and stack carpentry materials and components.	<p>2.1. Carpentry materials for <b>handling</b> are moved to specified location, applying safe manual handling techniques.</p> <p>2.2. Carpentry materials and components are sorted to suit material type and size, stacked for ease of identification and retrieval and for task sequence and job location in accordance with job specifications.</p> <p>2.3. Carpentry materials and components are <b>protected</b> against physical and water damage and stored clear of access ways, and for ease of identification, retrieval and distribution.</p>
3. Prepare for mechanical handling of materials.	<p>3.1. Carpentry materials and components are stacked/banded for mechanical handling in accordance with the type of material and plant or equipment to be used.</p> <p>3.2. Carpentry materials and components are loaded, unloaded, moved or located at specified location.</p>
4. Clean up.	<p>4.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p>

**ELEMENT****PERFORMANCE CRITERIA**

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- 4.2. *Hazardous materials* are identified for separate handling.
- 4.3. *Non-toxic materials* are removed using correct procedures.
- 4.4. *Dust suppression* procedures are used to minimise health risk to work personnel and others.
- 4.5. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - plans, specifications and drawings
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- numeracy skills to apply measurements and make calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

## **REQUIRED SKILLS AND KNOWLEDGE**

### **Required knowledge**

Required knowledge for this unit is:

- asbestos characteristics and reporting requirements
- carpentry material handling techniques
- construction terminology
- hazardous materials found in construction work sites
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- material sizes
- materials storage and environmentally friendly waste management
- plans, specifications and drawings
- processes for the calculation of material requirements
- quality requirements and types of carpentry materials
- types, characteristics, uses and limitations of tools and equipment
- workplace and equipment safety requirements.

# Evidence Guide

## EVIDENCE GUIDE

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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.

### Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- safely handle, sort and stack varying lengths of timber, providing quick access and use
- safely move and stack a given quantity of sheet material
- safely handle carpentry components for one carpentry project.

### Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the

## EVIDENCE GUIDE

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mandatory task requirements

- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at



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the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

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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.

***Information*** includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions where specified
- memos
- MSDS
- organisation work specifications and requirements
- plans and specifications
- regulatory and legislative requirements pertaining to handling carpentry materials
- relevant Australian standards

## RANGE STATEMENT

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***Planning and preparation*** include:

***Safety (OHS)*** is to be in accordance with legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:

***Tools and equipment*** include:

- safe work procedures related to handling carpentry materials
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules.
- work site inspection
- equipment defect identification
- assessment of conditions and hazards
- determination of work requirements.
- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling of materials
- hazard control
- hazardous materials and substances
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes
  - lighting
  - personnel
  - power cables, including overhead service trays, cables and conduits
  - restricted access barriers
  - surrounding structures
  - traffic control
  - trip hazards
  - work site visitors and the public
  - working at heights
  - working in confined spaces
  - working with dangerous materials
- organisational first aid
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of tools and equipment
- workplace environment and safety.
- banders

## RANGE STATEMENT

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- hammers
  - pallets
  - pinch bars
  - tin snips
  - wheelbarrows.
- Quality requirements*** include relevant regulations, including:
- Australian standards
  - internal company quality policy and standards
  - manufacturer specifications, where specified
  - workplace operations and procedures.
- Materials*** include:
- bricks and concrete masonry units
  - concrete components
  - glass
  - insulation
  - joinery units
  - metal sheeting
  - paints and sealants
  - plaster or fibre cement sheeting
  - reconstituted timber products
  - reinforcement materials
  - scaffolding components
  - structural steel sections and components
  - timber.
- Environmental requirements*** include:
- clean-up protection
  - noise and dust
  - waste management.
- Statutory and regulatory authorities*** include:
- federal, state and local authorities administering applicable Acts, regulations and codes of practice.
- Handling*** includes:
- handling activities may require assistance of others where size or weight is a factor
  - manual handling, which includes using pallets, carrying materials using correct lifting techniques and control of waste
  - preparing for mechanical handling, which includes forklifts, pallet jacks and trucks
  - procedures such as MSDS, calculating quantities, and stacking and storing of materials.
- Protected*** includes:
- correct handling and stacking techniques without damaging the material
  - protecting with covers.

## RANGE STATEMENT

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- Hazardous materials* include:
- coatings
  - glues
  - inflammable materials
  - solvents.
- Non-toxic materials* include:
- general carpentry materials with appropriate labelling.
- Dust suppression* includes:
- keeping dust in the air to a minimum.

## Unit Sector(s)

Unit sector                      Construction

## Co-requisite units

Co-requisite units              Nil

## Functional area

Functional area