



**Australian Government**

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

# **FPIFGM2214B Maintain visitor sites**

**Release: 1**

## **FPIFGM2214B Maintain visitor sites**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit describes the outcomes required to maintain sites and facilities used by the public. The unit includes identifying and reporting site hazards and safely handling waste materials

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPIFGM2214A Maintain visitor sites

### **Application of the Unit**

**Application of the unit** The unit involves maintaining visitor sites in forest environment settings

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

### **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 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. Prepare for site maintenance	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to <i>maintaining visitor sites</i> are identified and followed</p> <p>1.2. <i>Maintenance requirements</i> are identified from work order and supervisor instructions in line with organisational requirements</p> <p>1.3. <i>Supplies</i> are identified and obtained in line with work order and organisational procedures</p> <p>1.4. <i>Equipment</i> is selected, transported and stored in line with organisational requirements</p> <p>1.5. Potential and existing site <i>hazards</i> are identified and assessed in line with OHS and environmental requirements, and organisational procedures</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Maintain site	<p>2.1. Visitor site is inspected to determine maintenance and cleaning requirements in line with organisational procedures and environmental requirements</p> <p>2.2. Visitor site is maintained in line with organisational and environmental requirements</p> <p>2.3. <i>Waste materials</i> are handled and removed according to environmental, OHS and organisational requirements</p> <p>2.4. <i>Problems</i> are identified, noted and reported in line with organisational procedures</p> <p>2.5. Visitor site maintenance is <i>recorded and reported to appropriate personnel</i></p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; safely handle contaminated waste; identify hazardous or unsafe facilities; identify and order supplies of consumables for cleaning

## **REQUIRED SKILLS AND KNOWLEDGE**

- Communication skills sufficient to use appropriate communication and interpersonal techniques and methods with colleagues and others
- Literacy skills sufficient to locate, record and report information
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to review and identify work requirements; identify problems and equipment faults; demonstrate appropriate response procedures

### **Required knowledge**

- Applicable commonwealth, state or territory legislation, regulations, standards and codes of practice relevant to the full range of processes for maintaining visitor sites
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, the minimisation of environmental impact, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for maintaining visitor sites
- Environmental risks and hazards
- Types of cleaning and maintenance equipment, and procedures for their safe use and maintenance
- Types of maintenance supplies and consumables
- Procedures for handling and removing waste material
- Operation of septic tanks and other plumbing associated with visitor use facilities
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

# 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.

### Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently maintain visitor sites according to work and organisational requirements

### 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 of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to maintaining visitor sites
- following organisational policies and procedures relevant to maintaining visitor sites
- maintaining visitor sites ensuring efficient and safe selection and use of equipment and supplies with no damage to equipment, property, environment, colleagues or the public
- identifying site hazards and problems and demonstrating an appropriate response, including reporting to supervisor
- handling and removing waste or contaminated material

### Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

## EVIDENCE GUIDE

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## 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.

## RANGE STATEMENT

### **OHS requirements:**

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

### **Environment requirements may include:**

- legislation
- organisational policies and procedures
- workplace practices

### **Legislative requirements:**

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

### **Organisational requirements may include:**

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement



## RANGE STATEMENT

- processes and standards
  - OHS, emergency and evacuation procedures
  - ethical standards
  - recording and reporting requirements
  - equipment use, maintenance and storage requirements
  - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Maintaining visitor sites** may include:
- lawn mowing and edging
  - raking leaves
  - cleaning toilets, shower blocks and other structures
  - supplying firewood
  - repainting and other minor repairs
  - removing rubbish
- Visitor site** may include:
- camp grounds
  - toilet and shower blocks
  - natural features
- Maintenance requirements** may include:
- selecting appropriate cleaning and maintenance equipment
  - checking and ordering supplies of consumable items
  - transporting and storing equipment
- Supplies** may include:
- toilet paper
  - cleaning chemicals
  - lawn mower fuel
  - paint
- Equipment** may include:
- manual cleaning tools
  - power tools
  - petrol-driven lawn mowers
  - whipper snipper and edger
- Hazards** may include:
- contaminated waste material
  - visitors moving around adjacent to maintenance activities
  - unsafe structures
  - deteriorated structures
  - natural features or facilities
- Communication** may include:
- verbal and non-verbal language
  - constructive feedback

## RANGE STATEMENT

- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice

**Waste material** may include:

- blood
- bandages
- sanitary bins
- effluent
- garbage
- sharps

**Problems** may include:

- deteriorated or vandalised structures
- natural features and facilities that do not meet enterprise acceptable standards

**Records and reports** may include:

- maintenance outcomes
- hazards and incidents
- equipment malfunctions and damage

and may be:

- manual
- a computer-based system
- other appropriate organisational communication system

**Appropriate personnel** may include:

- supervisors
- suppliers
- clients
- colleagues
- managers

## Unit Sector(s)

Not Applicable

## **Competency field**

**Competency field**

Forest Growing and Management