



Australian Government

FPICOT3264 Build and maintain timber stacks

Release 1

FPICOT3264 Build and maintain timber stacks

Modification History

Version	Code and title of equivalent unit of competency
1.0	No equivalent unit

Unit Descriptor

This unit describes the outcomes required to safely build and maintain timber stacks in a variety of workplace settings, according to regulations and site procedures.

Application of the Unit

The unit involves stacking timber within the scope of the person's job role and authority and in a variety of work settings, such as saw mills, veneer mills, board/plywood mills, frame and truss plants, timber product manufacturers, timber treatment plants, and other settings such as timber warehouses and timber drying/kiln operations.

Licensing/Regulatory Information

Commonwealth, state or territory legislative and regulatory requirements, including mobile plant licensing, apply to this unit.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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.

1. Prepare to stack timber

- 1.1 Appropriate ***work/occupational health and safety (WHS/OHS), environmental and organisational policies and procedures*** relevant to building and maintaining timber stacks are identified and followed
- 1.2 Work order is reviewed to identify potential timber stack site
- 1.3 ***Risk assessment*** is undertaken and measures adopted in line with site requirements to address hazards and faults and to ensure safety of self, others and proposed timber stack, taking ***avoidable loss*** into account
- 1.4 ***Traffic management plan*** is followed
- 1.5 Required ***safety equipment*** is obtained and used in line with site requirements
- 1.6 ***Communication*** with others is established and maintained according to WHS/OHS and site requirements for stacking timber
- 1.7 ***Limitations*** associated with building a timber stack are identified and assistance is sought as required, in line with site procedures

2. Build timber stack

- 2.1 Timber is checked to ensure it meets labelled or expected content and non-compliant material is reported to supervisor, in line with site and safety requirements
- 2.2 Appropriate ***bearers*** are chosen to create required space for powered mobile plant to lift the stack
- 2.3 Stack is created, bearers are checked, and timber is restrained in line with site requirements
- 2.4 Maximum height of stack is managed to suit environment and weather conditions, in line with industry safety standards and site requirements
- 2.5 Problems and faults are identified and reported to supervisor in line with site procedures

3. Maintain timber stack

- 3.1 ***Routine checks*** are performed as stack is built and for life of stack, and defects are reported to appropriate personnel in line with site requirements
- 3.2 ***Repairs*** are conducted as required to timber stack, in line with site

ELEMENT	PERFORMANCE CRITERIA
	procedures and scope of own job role
	3.3 Waste material is stored, reused, recycled or disposed of in line with site procedures and environmental requirements
	3.4 <i>Workplace records and documentation</i> are completed and maintained in accordance with site requirements

Required Skills and Knowledge

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

Required skills

- Technical skills to:
 - use timber stacking tools, machinery and equipment
 - identify and manage the impacts of fatigue according to enterprise policy and procedures
- Communication skills to:
 - interact appropriately with colleagues and others
 - report to supervisor and other appropriate personnel in line with site procedures
- Literacy skills to:
 - record and report workplace information in line with site requirements
 - interpret written directions, such as work orders, site requirements and organisational policies and procedures
 - refer to powered mobile machinery manual
- Numeracy skills to:
 - measure length of bearers
 - assess width, length, height and weight of packs and stack
 - visually estimate stack ratios
- Problem solving skills to identify problems, faults and potential hazards

Required knowledge

- Organisational and site standards, requirements, policies and procedures for building and maintaining timber stacks
- Environmental protection requirements, including criteria for recycling and reusing material with faults and safely disposing of waste material
- Risks and hazards (including environmental) of building and maintaining timber stacks

- Criteria for site surface stability and building a stack
- Factors contributing to avoidable loss
- Key components of a traffic management plan
- Procedures for conducting a risk assessment
- Methods to visually estimate length of bearers and ratio, grading, colour identification and tagging of stacked timber
- Length, dimensions, tolerances, profiles and names of industry standard cross-sections
- Established communication channels and protocols
- Problem identification and common fault-finding techniques
- Strategies for resolving timber stack faults
- Types of timber stacking tools and equipment, and procedures for their safe use and maintenance
- Procedures for recording and reporting workplace information
- 'Fit for work' requirements, the impact of fatigue, and enterprise policy and procedures for fatigue management
- Standards for height of a timber stack inside, under cover and in the open

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 stack timber and maintain timber stacks in line with site standards, guidelines 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 organisational policies and procedures relevant to building and maintaining a timber stack
- use of safety equipment relevant to building and maintaining a timber stack, in line with site requirements
- communicating and working safely with others in the workplace
- performing risk and site assessments to build a timber stack
- safely building at least one timber stack appropriate to the needs of the workplace
- reporting and documenting required timber stack and fault information in line with site requirements
- safely repairing a timber stack with a range of varying faults.

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 for powered mobile machinery

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy, together with the 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, 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

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.

- WHS/OHS requirements:**
- are to be in line with commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:
 - safety equipment, including personal protective equipment and clothing

- first-aid equipment
- fire-fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- manual handling procedures, including shifting, lifting and carrying
- material safety data sheets (MSDS)

Environmental requirements must include:

- organisational policies and procedures
- workplace practices
- sustainability and environmental management requirements, including waste minimisation and disposal, recycling and reuse guidelines
- energy efficiency measures

Organisational policies and procedures:

- 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
 - WHS/OHS emergency and evacuation procedures
 - the environment
 - physical impairment (due to drugs, alcohol, fatigue, etc.)
 - relevant industry codes of practice
 - organisational and site guidelines regarding timber stacking and maintenance
 - policies and procedures relating to own role and responsibility
 - procedure manuals
 - provision of training to and supervision of employees
 - quality and continuous improvement processes and standards
 - recording and reporting requirements

Risk assessment:

- must include:
 - level and stability of individual packs
 - type of bearers
 - width, length and height of stack
 - weight of packs and stacks
 - duration of storage
 - type and strength of timber
 - type of lifting equipment

- ground condition and stability in terms of slope, evenness, contamination and drainage
- air-drying structure
- unexpected obstacles
- slippery or uneven surfaces
- pedestrians on or near the timber stack
- visibility
- powered mobile machinery equipment faults or damage
- ground strength to withstand the load of stacks and machinery
- hazards and risks
- location of walkways, pathways and stores
- top surface of ground
- location of stack:
 - inside
 - outside under cover
 - in the open
- involves consideration of:
 - monitoring and inspection procedures
 - storage area organisation
 - injury due to lifting, bending or crushing
 - machinery and equipment requirements
 - weather conditions

Avoidable loss may include:

- inadequate stack support
- packs that are not level
- exposing the stack to adverse drying conditions
- inadequate stack conditions (poor drainage, stacks close to ground, etc.)
- inappropriate site layout
- inadequate stack protection
- pack damage
- unstable stacking (e.g. large heavy packs on top of small light packs)
- timber that is stacked too high

Traffic management plan must:

- ensure pedestrians are separated from powered mobile plants
- allow safe entry and exit of mobile equipment and pedestrians
- where reasonably practicable, eliminate any identified risk
- identify the most efficient route of travel
- facilitate traffic flows
- reduce the frequency of interaction with powered mobile plant
- substitute a forklift with other suitable load shifting equipment

- Safety equipment** may include:
- PPE, such as gloves, glasses, high-visibility gear
 - seatbelt on powered mobile plant
 - mobile communication devices, such as telephone and two-way radio
 - fire-fighting equipment
 - first-aid equipment
- Communication** may include:
- verbal and non-verbal language
 - active listening
 - use of positive, confident and cooperative language
 - questioning to clarify and confirm understanding
 - use of language and concepts appropriate to individual, social and cultural differences
 - control of voice
 - mobile communication protocols
- Limitations** may include:
- own competency level, including with regard to identifying risks
 - industry requirements
 - own interpretation of procedures
- Bearers** must:
- be straight and not have knots
 - be identical in length in cross-section
 - not protrude from the stack
 - not be shorter than the stack
 - be laid flat
 - be in good condition
 - be able to withstand the environment
 - be checked for consistent thickness and shape
 - be correctly positioned
- Routine checks** must include:
- inspecting stability of stack
 - ensuring stacks are not leaning or supported by other stacks
 - ensuring ground conditions are stable
 - ensuring no damage to rack sticks, bearers or restraints
 - eliminating effects of external forces, such as high winds
 - checking all stacks after high winds
 - yard maintenance, including removing waste
 - ensuring top of stack is within tolerances, in line with site requirements
- Repairs** must include:
- cordoning off area from pedestrian access
 - installing danger warning signage
 - replacing damaged racking sticks, bearers or restraints
 - stabilising ground conditions, including top surface
 - stabilising packs and stacks
 - partially or fully rebuilding packs and stacks

Workplace records and documentation:

- assessing need for additional restraints
- tightening loose restraints
- may include:
 - product type, size and quantity
 - inspection information, including date, issues, timelines, consultation conducted and authorised personnel
 - grading and labelling
 - quality outcomes
 - storage locations
 - despatch locations
 - hazards and hazard control
 - incidents
 - equipment malfunctions
 - date of creation
- and may be:
 - manual
 - computer-based system
 - other appropriate organisational communications systems

Unit Sector(s)

- Sawmilling and Processing
- Timber Manufactured Products
- Wood Panel Products
- Timber Merchandising
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Custom Content Section

Not applicable.