



**Australian Government**

# **HLTHSS002 Perform general maintenance and provide assistance to tradespersons**

**Release: 1**

## HLTHSS002 Perform general maintenance and provide assistance to tradespersons

### Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>MERGED HLTGM202D/HLTGM203D/HLTGM204. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p>

### Application

This unit describes the skills and knowledge required to safely and appropriately perform minor non-trade maintenance tasks and to assist tradespersons with specialised tasks. It also describes the skills and knowledge required to select and use the appropriate materials and equipment, including hand and power tools.

This unit applies to individuals who take responsibility for their own outputs within defined procedures and known routines and may participate in supervised work teams. Work performed requires a range of well-developed skills where some discretion and judgement is required to deal with problems and unscheduled tasks.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

### Elements and Performance Criteria

#### ELEMENT

*Elements define the essential outcomes.*

1. Identify and plan for maintenance task

#### PERFORMANCE CRITERIA

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

1.1 Receive maintenance request and assess requirements for assistance, access, timeframes, costs, equipment, materials and tools

1.2 Assess disruption to normal operations and inform

**ELEMENT****PERFORMANCE CRITERIA**

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those affected

1.3 Isolate area in accordance with organisation requirements to maintain safety of others

1.4 Identify workplace health and safety (WHS) requirements and use *personal protective equipment in accordance with legislative and organisation requirements*

1.5 Read operation maintenance schedules and drawings to plan work

2. Perform maintenance

2.1 Select and use appropriate tools, materials and equipment in accordance with manufacturer guidelines and WHS requirements

2.2 Check tools for serviceability and safe use

2.3 Assemble tools, equipment and materials and prepare the work area

2.4 Locate and hold in place material needed for both hand and power tool application

2.5 Use both hand and power tools safely and effectively

2.6 Safely locate both hand and power tools when not in immediate use

2.7 Perform maintenance task according to organisation maintenance policy and procedure

2.8 Identify problems or tasks requiring specialised assistance or tradesperson and report to supervisor

3. Assist tradesperson with construction and/or maintenance tasks

3.1 Follow instructions of the tradesperson and clarify type and details of assistance required

3.2 Read relevant plans, drawings, operational maintenance manuals and scheduled maintenance plans to assist with task

3.3 Provide information and assistance to tradesperson

3.4 Report accurate information and updates between tradespersons and supervisor

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes.*

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

4. Clean up work area

4.1 Clear the work area and remove waste according to organisation waste disposal requirements

4.2 Store materials for re-use or disposal

4.3 Clean, maintain and store tools, equipment and power leads

5. Complete documentation

5.1 Inform supervisor of task completion and any faults or problems identified

5.2 Record the completion of the maintenance task according to organisation policy and procedure

5.3 File or forward documentation according to organisation requirements

**Foundation Skills**

*The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Unit Mapping Information**

No equivalent unit

**Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>