



Australian Government

Department of Education, Employment and Workplace Relations

HLTGM202B Use hand and power tools

Release: 1

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Modification History

Unit Descriptor

This unit of competency describes the skills and knowledge required to safely and appropriately use hand and power tools while conducting maintenance and construction tasks

Application of the Unit

Work will usually be performed within a prescribed range of functions involving known routines and procedures

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify and select hand and power tools	1.1 Identify and follow the occupational health and safety requirements for using hand and power tools
	1.2 Select, correctly fit and use appropriate personal protective equipment

- 1.3 Select hand and power tools consistent with the needs of the task
- 1.4 Check tools for serviceability and safety and report any faults to supervisor
- 1.5 Identify power supply
- 1.6 Select equipment needed to hold or support power tool application
- 2 Use hand tools
 - 2.1 Locate and hold in place material needed for hand tool application
 - 2.2 Use hand tools safely and effectively
 - 2.3 Safely locate hand tools when not in immediate use
- 3 Use power tools
 - 3.1 Locate and hold in place material needed for power tool application
 - 3.2 Use power tools safely and effectively
 - 3.3 Safely locate power tools when not in immediate use
- 4 Clean up
 - 4.1 Clean, maintain and store tools correctly and according to organisation requirements
 - 4.2 Clean, visually check and store power leads/hoses
 - 4.3 Clean and store equipment
 - 4.4 Clear the work area and remove waste

Required Skills and Knowledge

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

Essential knowledge:

Functions and use of hand and power tools

Operating procedures

Safety requirements for tool operation

Essential skills:

Ability to:

Demonstrate work safely to instructions

Apply appropriate hand-eye coordination in the use of tools

Select appropriate tool for intended task and materials involved

Handle/hold materials during operation of tools

Communicate with others in relation to work to be undertaken and potential workplace disruption

Follow infection control practices

Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility

Apply problem solving skills - the ability to use available resources and prioritise workload

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Consistency of performance should be demonstrated over the required range of workplace situations

Ability to work safely, and follow the organisation's occupational health and safety practices

Relevant knowledge of the tools required to be used in performing maintenance work on the organisation's buildings, plant, equipment and machinery

Ability to identify boundaries of role and when to refer problems to a tradesperson in relation to the use of tools

Demonstrate compliance with occupational health and safety regulations applicable to the use of tools

Apply correct operating procedures for the use of tools

Interactively communicate with others in relation to the use of power tools

Context of and specific resources for assessment:

Assessment should replicate workplace conditions as far as possible

Simulations may be used to represent workplace conditions as closely as possible

Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible

Resources essential for assessment include:

Workplace health and safety policies

Hand and power tools appropriate to the maintenance tasks in the organisation and to the worker's role

Suitable work area

Maintenance policy and procedures

Tool handling manuals

Job description

Method of assessment

Observation in the work place (if possible)

Written assignments/projects

Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice

Questioning

Access and equity considerations:

All workers in the health industry should be aware of access and equity issues in relation to their own area of work

All workers should develop their ability to work in a culturally diverse environment

In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people

Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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. Add any 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.

Hand tools may include, but are not limited to:

Adjustable spanners
Bars (crow and pinch)
Bolt cutters
Brooms
Chisels
Hacksaws and handsaws
Hammers
Measuring tapes
Nips
Picks/mattocks
Pliers
Sealant gun
Shovel/spades
Sledge hammers
Spanners and wrenches
Spirit level
Straight edge
String lines
Trowels and float
Wire cutters
Paint brushes/rollers
Spatula/putty knives
Screwdrivers

Power tools include but are not limited to: Drills
Nail guns
Staplers
Sanders
Angle grinders
Pneumatic wrenches
Circular saw
Jig saws
Planers
Routers
Jackhammer
Other tools powered by compressed air or electricity

Personal protective equipment may include, but is not limited to: Overalls, boots
Hard hat/cap
Safety glasses/goggles
Gloves
Ear plugs/muff
Face mask/respirator

Unit Sector(s)