



Australian Government

Department of Education, Employment and Workplace Relations

HLTGM202C Use hand and power tools

Release: 1

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Modification History

Not Applicable

Unit Descriptor

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

Application

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

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

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

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

ELEMENT**PERFORMANCE CRITERIA**

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**REQUIRED SKILLS AND KNOWLEDGE**

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Functions and use of hand and power tools
- Operating procedures
- Safety requirements for tool operation

Essential skills:

It is critical that the candidate demonstrate the ability to

- Work safely and follow the organisation's occupational health and safety practices
- Apply relevant knowledge of the tools required to be used in performing maintenance

REQUIRED SKILLS AND KNOWLEDGE

work on the organisation's buildings, plant, equipment and machinery

- 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

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply appropriate hand-eye coordination in the use of tools
- Apply problem solving skills - the ability to use available resources and prioritise workload
- Communicate with others in relation to work to be undertaken and potential workplace disruption
- Demonstrate work safely to instructions
- Follow infection control practices
- Handle/hold materials during operation of tools
- Select appropriate tool for intended task and materials involved
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility

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, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment

- The individual being assessed must provide evidence of specified essential knowledge as well as skills

EVIDENCE GUIDE

and evidence required to demonstrate this competency unit:

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

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

EVIDENCE GUIDE

- 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.

RANGE STATEMENT

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

RANGE STATEMENT

- 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)

Not Applicable