



Australian Government

Department of Education, Employment and Workplace Relations

LMFGG2005B Move glass sheets by hand

Revision Number: 1

LMFGG2005B Move glass sheets by hand

Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit addresses the competency to move sheets of flat glass by hand, as an individual and as a member of a team. |
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Application of the Unit

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| Application of the unit | |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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| Prerequisite units | Nil | |
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Employability Skills Information

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| Employability skills | This unit contains employability skills. |
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Elements and Performance Criteria Pre-Content

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| <p>Elements describe the essential outcomes of a unit of competency.</p> | <p>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.</p> |
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Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| 1. Prepare for task | <p>1.1. Work requirements in the form of type and quantity of glass to be relocated are identified from work instructions</p> <p>1.2. Workplace health and safety requirements for movement of glass sheets by hand, including personal protection needs, are observed throughout the work</p> <p>1.3. Glass sheets to be moved are identified and weight, shape, points of balance and dimensions are estimated or calculated</p> <p>1.4. Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified</p> <p>1.5. Risks to self, others, material and equipment are identified arising from the required lifting, load carrying, set down or movement of the glass</p> <p>1.6. Need for glass lifting equipment or team lifting determined</p> <p>1.7. Team lifting processes are considered for application including:</p> <ul style="list-style-type: none"> 1.7.1. nomination of team leader 1.7.2. calculation of capacity of team 1.7.3. techniques to be used 1.7.4. tasks of team members <p>1.8. Glass is checked for imperfections and damage prior to movement</p> |
| 2. Plan glass movement | <p>2.1. Locations for glass storage are identified and routes to be followed determined</p> <p>2.2. Required clearances are compared to available space and adjustments made</p> <p>2.3. Process for relocating glass is planned including predicting and planning for potential difficulties</p> <p>2.4. Proposed process is checked against advisory standards and workplace procedures for compliance</p> |
| 3. Relocate glass | <p>3.1. Actions of lifting, lowering and carrying, pulling and pushing are carried out in accordance with approved advisory standards and workplace procedures</p> <p>3.2. Team lifting tasks (if used) are coordinated according to approved advisory standards</p> <p>3.3. Planned process and route are followed</p> <p>3.4. Glass is relocated without damage to material,</p> |

| ELEMENT | PERFORMANCE CRITERIA |
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| | personnel or equipment 3.5. Glass is labelled and stored following workplace procedures ensuring there are no projections 3.6. Relocation is checked to see that it meets work requirements, with any differences reported |
| 4. Complete work | 4.1. Work area is cleaned and rubbish disposed of as appropriate 4.2. Workplace documentation is completed as required |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, basic plans, and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with work supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the work area and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate work requirements and assemble required materials
- use pre-checking and inspection techniques to plan work, avoiding re-working and unnecessary effort and plan routes, including the avoidance/overcoming of obstacles/hazards
- use the limited workplace technology related to the relocation of glass sheets by hand

Required knowledge

- the qualities and characteristics of glass, including the hazards and handling requirements and the behaviour of glass sheets when lifted and moved
- workflow in relation to the movement of glass by hand
- the principles, requirements and techniques of moving glass sheets by hand
- workplace safety system requirements related to the moving of glass sheets by hand

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.

Critical aspects of evidence

- Interpret work order/job instruction and locate and apply relevant information to plan the relocation of glass by hand
- Apply safe handling requirements for moving glass by hand, including use of personal protective equipment
- Plan the movement of the glass sheets
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- As a minimum, demonstrate the ability to:
 - demonstrate safety and inspection procedures prior to lifting
 - safely lift and relocate annealed and laminated glass up to and including 1.2 m² (17 kg)
 - safely team lift and relocate annealed and laminated glass up to and including 4.5 m² (68 kg)
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Glass sheet to be relocated, workplace operating procedures and personal protection equipment and an appropriate work area.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment may be in conjunction with assessment of other relevant units of competency.

EVIDENCE GUIDE**Context of assessment**

Assessment may occur on the job or in a workplace simulated facility with glass sheets, work instructions and deadlines.

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.

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| Unit context | <ul style="list-style-type: none"> • This unit covers work involving the movement of glass sheets by hand • Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the planning and conduct of the operation. This may include team lifting • Work is generally performed individually, with general supervision and may be part of a production process • Work may be performed in workplaces which are involved in the manufacture, processing and/or installation of sheet glass • Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements |
| Sheet glass may include, but is not limited to: | <ul style="list-style-type: none"> • glass for residential and commercial windows and doors • tinted and heat reflecting • mirrors and furniture applications <p>Glass may be annealed or laminated</p> |
| Tools and equipment are to include: | <ul style="list-style-type: none"> • glass handling equipment and hand tools |
| Tools and equipment may include: | <ul style="list-style-type: none"> • lever and pump vacuum lifters • slings and trolleys |
| Materials are to include but are not limited to: | <ul style="list-style-type: none"> • annealed and laminated glass |
| Personal protective equipment | <p>Personal protective equipment is to include that prescribed under legislation, regulation and enterprise policies and practices. It may include:</p> <ul style="list-style-type: none"> • gauntlets |

| RANGE STATEMENT | |
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| | <ul style="list-style-type: none"> • gloves • safety glasses • hard hats • safety footwear • aprons and overalls |
| Information and procedures | <ul style="list-style-type: none"> • Workplace procedures relating to the handing and movement of glass • Work instructions, including job sheets and plans • Safety standards including personal protective equipment, OHS regulations and enterprise requirements |

Unit Sector(s)

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| Unit sector | Glass and Glazing |
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Competency field

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| Competency field | |
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Co-requisite units

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| Co-requisite units | |
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