



Australian Government

Department of Education, Employment and Workplace Relations

LMFGG2005C Move glass sheets by hand

Release: 1

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Modification History

Updated format, minor content revisions, revised Evidence Guide. Outcome equivalent.

Unit Descriptor

This unit of competency covers the skills and knowledge required to move sheets of flat glass by hand, as an individual and as a member of a team.

Application of the Unit

This unit involves handling sheet glass safely and efficiently in a production, processing or installation environment, often involving teamwork for lifting. It requires some discretion, judgement and problem solving in the planning and conduct of the operation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills

Elements and Performance Criteria Pre-Content

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.

Elements and Performance Criteria

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|---|---------------------|---|
| 1 | Prepare for task | 1.1 Work requirements in the form of type and quantity of glass to be relocated are identified from work instructions |
| | | 1.2 Occupational health and safety (OHS) requirements for movement of glass sheets by hand, including personal protective equipment , are observed throughout the work |
| | | 1.3 Sheet glass to be moved is identified and weight, shape and points of balance, and dimensions estimated or calculated |
| | | 1.4 Tools and equipment and manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified |
| | | 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 |
| | | 1.6 Need for glass lifting equipment or team lifting is determined and team lifting processes are considered for application |
| | | 1.7 Glass is checked for imperfections and damage prior to movement |
| 2 | Plan glass movement | 2.1 Locations for glass storage are identified and routes to be followed determined |
| | | 2.2 Required clearances are compared to available space and adjustments made, as required |
| | | 2.3 Process for relocating glass is planned, including predicting and planning for potential difficulties |
| | | 2.4 Proposed process is checked against advisory standards and workplace procedures for compliance |
| 3 | Relocate glass | 3.1 Actions of lifting, lowering and carrying, pulling and pushing are carried out in accordance with approved advisory standards and workplace procedures |
| | | 3.2 Team lifting tasks (if used) are coordinated according to |

- approved advisory standards
- 3.3 Planned process and route are followed and *glass is relocated* without damage to material, personnel or equipment
 - 3.4 Glass is labelled and stored following workplace procedures ensuring there are no projections
 - 3.5 Relocation is checked to see that it meets work requirements, and 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

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

Required skills include:

- collecting, organising and understanding information related to work orders, basic plans and safety procedures
- using communication skills to the level required to confirm work requirements and specifications; communicate effectively regarding work requirements with supervisors, other workers and customers; report work outcomes and problems; and relate to people from a range of social, cultural and ethnic backgrounds, and of varying physical and mental abilities
- using literacy skills to the level required to understand information related to work orders, including common industry terminology, plans and safety procedures; prepare reports; and interpret technical information and specifications
- planning and organising activities, including the preparation and layout of the work area, and the obtaining of equipment and materials to avoid any backtracking, workflow interruptions or wastage
- working with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- using mathematical ideas and techniques to correctly complete measurements, calculate work requirements and assemble required materials
- using pre-checking and inspection techniques to plan work, avoid re-working and unnecessary effort, and plan routes, including the avoidance/overcoming of obstacles/hazards
- using workplace technology related to the relocation of glass sheets by hand

Required knowledge includes:

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

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	Assessment processes and techniques must be culturally appropriate and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors must be satisfied that the candidate can competently and consistently:</p> <ul style="list-style-type: none"> • interpret work order/job instructions correctly 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 safely and effectively • follow work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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) • load and unload glass safely and efficiently • work effectively with others • modify activities to cater for variations in workplace contexts and environment.
Context of and specific resources for assessment	<p>The application of competency is to be assessed in the workplace or realistically simulated workplace.</p> <p>Assessment is to occur under standard and authorised work practices, safety requirements and</p>

	<p>environmental constraints.</p> <p>Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context.</p> <p>Assessment is to comply with relevant regulatory or Australian Standard requirements.</p> <p>The following resources should be made available:</p> <ul style="list-style-type: none"> • glass sheet to be relocated • workplace operating procedures and personal protection equipment • an appropriate work area.
Method of assessment	<p>Assessment must satisfy the endorsed Assessment Guidelines of the LMF02 Furnishing Industry Training Package.</p> <p>Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge.</p> <p>Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure correct interpretation and application.</p> <p>Assessment may be applied under project-related conditions (real or simulated) and require evidence of process.</p> <p>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.</p> <p>Assessment may be in conjunction with assessment of other units of competency.</p>
Guidance information for assessment	

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. **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.

Work requirements include:	<ul style="list-style-type: none"> • compliance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements relating to the handling and movement of glass • work instructions, including job sheets and plans • safety standards, including personal protective equipment, OHS regulations and enterprise requirements
Personal protective equipment includes:	<ul style="list-style-type: none"> • that prescribed under legislation, regulation and enterprise policies and practices, and may include: <ul style="list-style-type: none"> • gauntlets • gloves • safety glasses • hard hats • safety footwear • aprons and overalls
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 • annealed or laminated glass
Tools and equipment are to include:	<ul style="list-style-type: none"> • glass handling equipment and hand tools • lever and pump vacuum lifters • slings and trolleys
Team lifting process may include:	<ul style="list-style-type: none"> • nomination of team leader • calculation of capacity of team • techniques to be used • identifying tasks of team members
Glass relocation may include:	<ul style="list-style-type: none"> • loading and unloading of trucks and skips

Unit Sector(s)

Glass and glazing

Custom Content Section

Not applicable.