



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFGG3001C Store and handle glass**

**Release: 1**

## **LMFGG3001C Store and handle glass**

### **Modification History**

Updated format, revised Evidence Guide. Outcome equivalent.

### **Unit Descriptor**

This unit of competency covers the skills and knowledge required to handle, relocate and store sheet glass in the workplace.

### **Application of the Unit**

This unit involves glass handling processes and requires individuals to demonstrate some discretion, judgement and problem solving in the planning and conduct of the operation. The work may be either individually or in a team environment with general supervision and may be part of a production process.

### **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

- |   |                               |     |                                                                                                                                                                        |
|---|-------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Identify storage requirements | 1.1 | Work requirements in the form of type and quantity of <b>glass</b> to be <b>handled and stored</b> are identified from work instructions                               |
|   |                               | 1.2 | Occupational health and safety (OHS) requirements for storage and handling of glass, including <b>personal protective equipment</b> , are observed throughout the work |
|   |                               | 1.3 | Glass to be stored is checked against paperwork and any discrepancies reported according to workplace procedures                                                       |
|   |                               | 1.4 | Storage requirements are identified from manufacturer instructions, statutory regulations and workplace procedures                                                     |
|   |                               | 1.5 | Locations for glass storage are identified and checked for availability and suitability                                                                                |
|   |                               | 1.6 | The process and procedures for moving, handling and storing glass are identified                                                                                       |
|   |                               | 1.7 | Team lifting processes are considered for application, including nomination of a team leader and calculating the capacity of the team                                  |
| 2 | Prepare for glass movement    | 2.1 | Work sequence is planned in a logical order to suit the job in accordance with <b>workplace procedures</b>                                                             |
|   |                               | 2.2 | <b>Tools, equipment</b> and <b>materials</b> are selected and checked prior to use to ensure they are appropriate for the work, serviceable and in a safe condition    |
|   |                               | 2.3 | Planned route for relocating glass is determined and checked for hazards, and the work area is cleared of obstructions                                                 |
|   |                               | 2.4 | Risks to self and others are identified and acted upon according to statutory requirements and workplace procedures                                                    |
|   |                               | 2.5 | Required clearances are compared to available space and adjustments made                                                                                               |
|   |                               | 2.6 | Process for relocating glass is planned, including predicting and planning for potential difficulties                                                                  |

- |   |                           |     |                                                                                                                                       |
|---|---------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------|
|   |                           | 2.7 | Proposed process is checked against codes of practice and workplace procedures for compliance                                         |
| 3 | Relocate glass            | 3.1 | Safety checks are carried out on required handling equipment, and any damaged or worn parts reported according to workplace practices |
|   |                           | 3.2 | Handling equipment is operated safely and correctly in accordance with manufacturer instructions and workplace procedures             |
|   |                           | 3.3 | Planned process and route are followed and glass 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 job requirements | 4.1 | Handling equipment is cleaned, maintained and stored according to workplace procedures                                                |
|   |                           | 4.2 | Work area is cleaned and rubbish disposed of, as appropriate                                                                          |
|   |                           | 4.3 | Workplace documentation is completed, as required, according to workplace procedures                                                  |

## 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 optimise glass sizes for economical cutting and assembling of required materials
- using pre-checking and inspection techniques to plan work, and avoid re-working and wastage
- using workplace technology related to the operation of handling, relocating and storing glass
- modifying activities to cater for variations in workplace contexts and environment

### Required knowledge includes:

- the qualities and characteristics of glass, including hazards and handling requirements
- workflow requirements in relation to the movement and storage of glass
- glass storage requirements
- correct identification of equipment, processes and procedures
- workplace safety system requirements related to the handling, relocation and storage of glass

## 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"> <li>plan the handling, relocation and storage of glass</li> <li>interpret work order/job instruction and locate and apply relevant information to relocate and store glass</li> <li>apply safe handling requirements for equipment, products and materials, including use of personal protective equipment</li> <li>follow work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> <li>minimise the risk of injury to self and others</li> <li>prevent damage to goods, equipment and products</li> </ul> </li> <li>as a minimum: <ul style="list-style-type: none"> <li>identify, select and use personal safety apparel</li> <li>identify equipment for the handling and storage of glass</li> <li>calculate the weight of glass</li> <li>handle annealed and/or laminated glass up to, and including, 2.3 m<sup>2</sup> (17 kg)</li> <li>team handle annealed and/or laminated glass up to, and including, 4.5 m<sup>2</sup> (68 kg)</li> <li>relocate single sheets of glass by vacuum and/or scissor grabs up to 4.5 m<sup>2</sup> (170 kg)</li> <li>safely load and secure glass</li> </ul> </li> <li>work effectively with others.</li> </ul>
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 environmental constraints.</p> <p>Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in</p>

	<p>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"><li>• glass to be stored</li><li>• workplace operating procedures</li><li>• personal protective equipment</li><li>• an appropriate work area and others to assist, as required.</li></ul>
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. 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.

<b><i>Glass may be:</i></b>	<ul style="list-style-type: none"> <li>• annealed, laminated, toughened, patterned, tinted and heat reflecting, and may include: <ul style="list-style-type: none"> <li>• domestic and commercial glass</li> <li>• mirrors</li> <li>• shower screens</li> <li>• furniture glass</li> <li>• safety glass</li> <li>• patterned or specialty glass</li> </ul> </li> </ul>
<b><i>Handling and storing glass is:</i></b>	<ul style="list-style-type: none"> <li>• a necessary function of all workplaces working in the manufacture, processing and/or installation of sheet glass or glass products. It involves: <ul style="list-style-type: none"> <li>• handling and storing of glass in quantities appropriate to the workplace requirement</li> <li>• team lifting as well as the application of individual skills</li> </ul> </li> </ul>
<b><i>Personal protective equipment includes:</i></b>	<ul style="list-style-type: none"> <li>• that prescribed under legislation, regulation and enterprise policies, and may include: <ul style="list-style-type: none"> <li>• bolero safety vest/harness</li> <li>• gloves</li> <li>• safety glasses</li> <li>• hard hats</li> <li>• safety footwear</li> <li>• aprons and overalls</li> </ul> </li> </ul>
<b><i>Workplace procedures include:</i></b>	<ul style="list-style-type: none"> <li>• workplace procedures relating to the handling and movement of glass</li> <li>• work instructions, delivery dockets, job sheets and plans</li> <li>• workplace procedures relating to reporting and communication</li> <li>• safety standards, including personal protective equipment, OHS regulations and enterprise requirements</li> <li>• quality standards, including AS/NZS 4667:2000 Quality requirements for cut-to-size and processed glass</li> <li>• manufacturer instructions for the use of equipment and materials</li> </ul>
<b><i>Tools and equipment may include:</i></b>	<ul style="list-style-type: none"> <li>• hand trolleys</li> <li>• pallet truck</li> <li>• gantry crane</li> <li>• scissors</li> <li>• sling and jumbo grabs</li> </ul>



	<ul style="list-style-type: none"><li>• air and tilt tables</li><li>• vacuum lifters</li></ul>
<b><i>Materials are to include, but are not limited to:</i></b>	<ul style="list-style-type: none"><li>• annealed and laminated glass</li></ul>

## Unit Sector(s)

Glass and glazing

## Custom Content Section

Not applicable.