



**Australian Government**

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

# **LMPRTF09BA Use adhesives - 2**

**Release: 1**

## **Modification History**

Not Available

# INTRODUCTION

## FIELD: PRODUCTION

This unit covers the skills required to select and safely use adhesives on canvas and sail products.

### ELEMENT

### PERFORMANCE CRITERIA

- |   |   |
|---|---|
| 1. Preparation of work area                             | a. Safe working environment is established<br>b. Suitable electrical power outlets are identified, if required<br>c. Work is planned to maximise safety and productivity  |
| 2. Tool selection, use and storage                      | a. Appropriate hand tools, power tools and electrical equipment are selected for the work to be performed<br>b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable)<br>c. Extension power cables are checked for knots and insulation damage<br>d. Electrical tools are connected safely to power supply<br>e. Safety equipment is used during tool operation in accordance with OH&S requirements<br>f. Tasks are performed using tools in accordance with safe working practices<br>g. Tools are located in a safe position when not in use<br>h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices |
| 3. Selection of adhesives and preparation for their use | a. Nature of materials to be joined is determined<br>b. Appropriate adhesives are selected<br>c. Appropriate tools and materials are selected for preparation of workpiece surfaces and application of adhesive<br>d. Adhesive manufacturer's OH&S requirements are checked and prescribed precautions taken before adhesives are used<br>e. Adhesive is prepared to manufacturer's specification   |

4. Application of adhesive and bonding of materials
  - a. Workpiece surfaces are prepared for application of adhesive
  - b. Workpiece surfaces to be bonded are anchored or otherwise stabilised
  - c. Adhesive is applied in accordance with recommended practice and surfaces are joined
  - d. Joints are allowed to cure for specified time
  - e. Where appropriate, heat to assist in curing the joints is applied to the workpiece in accordance with safe working practice
  
5. Inspection and rectification
  - a. Workpiece is removed and joints are inspected and tested for strength to ensure they meet specification
  - b. Appropriate action is taken regarding rework or rectification, if necessary
  
6. Clean up and documentation
  - a. Product is prepared for storage or dispatch as required
  - b. Work area is cleaned and tools and equipment are cleaned and stored in accordance with safe working practice
  - c. Remaining adhesive is safely disposed of or stored in a safe, secure location
  - d. Work records are completed in accordance with enterprise requirements

## RANGE OF VARIABLES

<b>VARIABLE</b>	<b>SCOPE</b>
1. General context	<ul style="list-style-type: none"><li>a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement</li><li>b. Work may involve interaction with other people in the workplace including supervisors and production personnel and consultation with customers</li><li>c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li><li>d. Work is generally performed under moderate supervision and subject to review by supervisors</li></ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"><li>a. Work conducted in a variety of environments, such as:<ul style="list-style-type: none"><li>a.1. operational indoor workplaces</li><li>a.2. operational outdoor workplaces</li><li>a.3. hazardous or exposed conditions</li></ul></li><li>b. Work undertaken in accordance with established procedures on a range of products</li><li>c. Establishment of a safe working environment requirements including:<ul style="list-style-type: none"><li>c.1. provision of adequate ventilation</li><li>c.2. elimination of hazardous conditions such as naked flames or other sources of ignition</li><li>c.3. cleared working area to allow workpieces and materials to be set out</li></ul></li><li>d. Use of hand and power tools normally applicable to the tasks involved, including:<ul style="list-style-type: none"><li>d.1. glue/adhesive applicators, abrasive materials</li><li>d.2. power tools such as spray guns, portable ventilation fans, hot air dryers, heat lamps</li></ul></li><li>e. Normal operator maintenance of tools and equipment including clearing and cleaning of spray guns</li><li>f. Exposure to chemicals or hazardous substances</li><li>g. Completion of job and product records and other relevant documentation</li><li>h. Interaction with other workplace personnel</li></ul>

3. Sources of information and documents may include
  - a. Manufacturers' specifications and instructions regarding use of adhesives and application equipment
  - b. Enterprise work orders and instructions
  - c. Industry codes and symbols
  - d. Australian and enterprise quality standards and procedures
  - e. Product change policies and procedures
  - f. Enterprise or external personnel
  - g. Work scheduling documentation
  - h. Job procedures
  
4. Workplace context may include
  - a. Work organisation procedures and practices relating to the bonding of materials with adhesives
  - b. Standard work practices, including:
    - b.1. safe use of adhesive application tools and equipment
    - b.2. storage, handling and disposal of adhesives, solvents and associated materials
  - c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures
  - d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes
  - e. Quality requirements determined by customer, enterprise, and application of Australian and international standards
  - f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary
  - g. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise
  - h. Conditions of service, legislation and industrial agreements including:
    - h.1. workplace agreements and awards
    - h.2. Federal or State/Territory legislation
  
5. Applicable regulations and legislation may include
  - a. Occupational health and safety legislation relevant to workplace activities
  - b. Workers' compensation legislation
  - c. Environment protection legislation



## EVIDENCE GUIDE

1. Critical aspects of evidence to be considered
  - a. Assessment must confirm appropriate knowledge and skills to:
    - a.1. comply with all relevant safety requirements including safe use of adhesives, solvents, hand and power tools and electrical equipment
    - a.2. interpret work orders
    - a.3. interpret equipment and materials specifications, and instructions applicable to the use of adhesives
    - a.4. prepare product to be bonded and set up adhesive application equipment
    - a.5. perform bonding process
    - a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently
    - a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units
  - a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently
3. Required knowledge and skills
  - a. Underpinning knowledge of:
    - a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures
    - a.2. health, fire and explosion hazards associated with the use of volatile or toxic adhesives and solvents, and specific OH&S requirements regarding their use, safe handling and storage
    - a.3. the range of canvas products used in the industry
    - a.4. bonding principles and techniques
    - a.5. a wide range of glues, adhesives and solvents used and their specifications and appropriateness for particular applications
    - a.6. curing characteristics of various adhesives and the effects of atmospheric conditions
    - a.7. relevant quality standards for bonding processes
    - a.8. safety and environmental requirements of relevant industry and enterprise procedures
    - a.9. general housekeeping policies and procedures
    - a.10. recording and reporting procedures
  - b. Underpinning skills to:



- b.1. interpret and apply work instructions and established procedures
  - b.2. locate and interpret technical information about canvas products, adhesives and equipment used in bonding processes
  - b.3. use relevant hand and power tools
  - b.4. use relevant chemicals and cleaning agents and dispose of waste products
  - b.5. maintain work area
  - b.6. apply all relevant safety practices
  - b.7. communicate effectively within the workplace
  - b.8. document and transfer information
4. Resource implications
- a. Access is required to real or appropriately simulated situations involving the bonding of canvas products
  - b. Access is required to information on specifications of materials used in bonding, relevant safety procedures and regulations, quality standards, and enterprise procedures
  - c. Access is required to all necessary facilities, tools, materials and associated equipment, including relevant hand tools and power tools
5. Consistency in performance
- a. Applies underpinning knowledge and skills when:
    - a.1. establishing plans
    - a.2. describing procedures and consequences
    - a.3. completing tasks
    - a.4. identifying problems and faults
    - a.5. applying safety precautions relevant to the task
  - b. Shows evidence of application of relevant workplace procedures including:
    - b.1. hazard policies and procedures including codes of practice
    - b.2. job procedures and work instructions
    - b.3. quality procedures
    - b.4. security procedures
    - b.5. waste, pollution and recycling management procedures
  - c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures
  - d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
  - e. Work is completed systematically with attention to detail

without damage to products, equipment or personnel

- f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas products and adhesives
6. Context for assessment
- a. Assessment may occur on the job or in an industry approved simulated environment
  - b. Competence should be demonstrated with a wide range of typical industry canvas products and adhesives
  - c. Competency in this unit should be assessed in a holistic manner

## KEY COMPETENCY LEVELS

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
Level 2	Level 1	Level 2	Level 2	Level 1	Level 2	Level 2