



**Australian Government**

# **MSFGG3001 Store and handle glass**

**Release: 1**

# MSFGG3001 Store and handle glass

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers handling, relocating and storing sheet glass in the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

## Competency Field

## Unit Sector

Glass and Glazing

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |   |                               |     |  |
|---|-------------------------------|-----|--|
| 1 | Identify storage requirements | 1.1 | Work requirements in the form of type and quantity of glass to be handled and stored are identified from work instructions                             |
|   |                               | 1.2 | Work health and safety (WHS) requirements for storage and handling of glass, including personal protective equipment, 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 workplace procedures
  - 2.2 Tools, equipment and materials 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 are 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

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

### Unit context includes:

- WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
- work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- work requires individuals to demonstrate some discretion, judgement and problem solving

### Glass includes:

- annealed
- laminated
- toughened
- patterned
- tinted
- heat reflecting
- domestic and commercial glass
- mirrors
- shower screens
- furniture glass
- safety glass
- patterned or specialty glass

**Handling and storing glass includes:**

- handling and storing of glass in quantities appropriate to the workplace requirement
- team lifting as well as the application of individual skills

**Tools and equipment include:**

- hand trolleys
- pallet truck
- gantry crane
- scissors
- slings
- air and tilt tables
- vacuum lifters
- crawler track
- articulating spider lifts

**Personal protective equipment includes:**

- that prescribed under legislation, regulation and enterprise policies and practices:
  - gauntlets
  - gloves
  - safety glasses
  - hard hats
  - safety footwear
  - aprons and overalls

**Information and procedures include:**

- workplace procedures relating to the use of tools and equipment and personal protective equipment
- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication
- manufacturer specifications and operational procedures
- quality standards, including AS/NZS 4667:2000 Quality requirements for cut-to-size and processed glass

## Unit Mapping Information

Supersedes and is equivalent to LMFGG3001C Store and handle glass.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>