



Australian Government

Department of Education, Employment and Workplace Relations

RUV1104A Maintain the animal care workplace

Release: 1

RUV1104A Maintain the animal care workplace

Modification History

Not applicable.

Unit Descriptor

This unit of competency covers the process of undertaking daily routines to maintain a safe and tidy workplace. Competency is demonstrated by the application of knowledge and skills to a limited range of maintenance tasks under direct supervision. Reporting and recording is undertaken within established routines using methods and procedures that are predictable. There is a specified range of duties and contexts where the choice of actions required is made quite clear by supervisors.

In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised.

The work functions within this unit require the demonstration of knowledge by recall in a narrow range of areas. One would be expected to perform a sequence of routine tasks under clear direction, demonstrate basic practice skills, and receive and pass on messages or information. All tasks would be conducted under strict and direct supervision.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Use tools, equipment and machinery	<p>1.1 Maintenance tools, equipment and machinery are identified, collected and prepared for use according to supervisors' instructions.</p> <p>1.2 Unsafe or faulty tools, equipment and machinery are identified and segregated for repair or replacement according to supervisors' instructions.</p> <p>1.3 Tools, equipment and machinery are cleaned, maintained and stored according to manufacturers' specifications, workplace procedures and supervisors' instructions.</p>
2 Maintain a clean and safe workplace	<p>2.1 Occupational health and safety (OHS) hazards are identified and reported to supervisors.</p> <p>2.2 Suitable personal protective equipment (PPE) is selected, used, maintained and stored according to best practice standards.</p> <p>2.3 Floors, benches and other flat work surfaces are swept, washed and treated according to supervisors' instructions.</p> <p>2.4 Tools, equipment and materials not in use are stored neatly.</p> <p>2.5 Waste and used materials are removed and placed in disposal containers according to supervisors' instructions.</p> <p>2.6 Maintenance activities are undertaken according to OHS requirements.</p>
3 Maintain workplace and surroundings	<p>3.1 Maintenance requirements of workplace and surrounding areas are completed according to supervisors' instructions.</p> <p>3.2 Basic maintenance is undertaken according to supervisors' instructions and OHS requirements.</p> <p>3.3 Structural damage and deterioration in the workplace are identified and reported to</p>

supervisors.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What are the critical aspects of evidence required for this unit of competency as a whole?

The critical requirements that are valuable for this unit of competency as a whole are listed below.

Assessment must confirm one's ability to:

communicate effectively with supervisors and follow instructions

use equipment, tools and machinery commonly found in the workplace safely and correctly

undertake basic maintenance activities

maintain a clean and safe workplace.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit of competency are listed below and include:

organisational standards for the presentation of workplace and surroundings

awareness of the relationship between specific maintenance activities and the external environment and of how to minimise the impact of these activities

workplace hazards

OHS policies, procedures and responsibilities

safety symbols and signs.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include:

ability to work in a team and contribute to team objectives

ability to understand and follow instructions

ability to use equipment, tools and machinery correctly and safely

ability to carry out basic maintenance activities

literacy skills to read and follow organisational policies and procedures including OHS; follow sequenced written instructions; and record information accurately and legibly

interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

oral communication skills / language competence required to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor

numeracy skills to complete basic arithmetic calculations and measure volumes

problem-solving skills to use available resources and prioritise daily tasks.

What are the specific resource implications for this unit of competency?

For valid assessment, one **must** have opportunities to participate in a range of exercises, case studies and other real and simulated practical and knowledge assessments that demonstrate the skills and knowledge to participate in **maintaining the animal care workplace**. One **must** also have access to the resources listed below that include:

supervisors

personal protective clothing and equipment
equipment, tools and machinery commonly found in the workplace.

What considerations should there be for consistency in performance?

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and, where possible, over a number of assessment activities.

The skills and knowledge required to **maintain the animal care workplace** must be **transferable** to a range of work environments and contexts and include the ability to deal with unplanned events. For example, this could include work within different workplaces and with different maintenance practices and organisational procedures and practices.

What considerations should there be for context of assessment?

Assessment for this unit of competency is to be largely practical in nature and will be most appropriately assessed in an animal care workplace or in a situation that reproduces normal work conditions.

There must be access in either situation to the appropriate equipment and / or resources to enable one to demonstrate competency.

What processes should be applied to this unit of competency?

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this unit of competency. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (1) be applied? | By discussing information about the job, tasks and problems with supervisors. |
| 2. How can information be collected, analysed and organised (1) ? | By locating, applying and clarifying when required workplace and supervisors' instructions. |
| 3. How are activities planned and organised (1) ? | By discussing work tasks with supervisors in order to complete them efficiently, in a logical sequence and in a timely manner. |
| 4. How can teamwork (1) be applied? | By participating with others in undertaking work tasks. |
| 5. How can the use of mathematical ideas and techniques (0) be applied? | Not applicable. |
| 6. How can problem-solving skills (1) be applied? | By referring to supervisors for guidance. |
| 7. How can the use of technology (1) be applied? | By using technology to communicate with others. |

Are there other units of competency that could be assessed with this one?

This unit of competency **could** be assessed on its own or in combination with other competencies relevant to the job function.

Range Statement

Range of Variables

The Range of Variables explains the range of contexts within which the performance and knowledge requirements of this unit may be assessed. The scope of variables chosen in training and assessment may depend on the work contexts

What tools, equipment and machinery may be required to maintain the workplace?	Tools, equipment and machinery may include hand and power tools, brooms, hoses and hose attachments, cleaning materials and equipment, high-pressure air and water cleaners and repair tools.
Which OHS hazards may be associated with maintaining the workplace?	Hazards may include exposure to noise, dust, airborne micro-organisms and micro-organisms in soil. They may also relate to sharp tools and equipment, manual handling, moving vehicles, machinery and machinery parts, uneven surfaces and flying objects.
What PPE may be required when maintaining the workplace?	Personal protective equipment may include boots, overalls, gloves, eye and ear protection, respirators and face masks.
Which disposal containers may be used in maintaining the workplace?	Disposal containers may be segregated for specified toxic waste materials, recyclable materials, composting waste and reusable and returnable materials.
Which OHS requirements may be relevant?	OHS requirements may include the removal of slip or trip hazards; keeping access ways clear of obstructions; cleaning, maintaining and storing tools, equipment and machinery; appropriate use, storage and maintenance of personal protective equipment; drinking to avoid dehydration; safe operation of tools, equipment and machinery; correct manual handling techniques; maintaining personal hygiene; identifying and reporting hazards to supervisor; and protecting people in the workplace from hazardous substances.
What maintenance may be appropriate?	Maintenance activities may include basic repair work such as tightening or replacing loose fixtures, painting small areas and replacing depleted surfaces.

Unit Sector(s)

Not applicable.