



Australian Government

Department of Education, Employment and Workplace Relations

TLIB2807B Maintain and use hand tools

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace requirements, including selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturers instructions, and securing and storing hand tools in accordance with workplace procedures.

Application of the Unit

Work must be carried out in accordance with workplace procedures and safeworking codes relevant to the maintenance and use of hand tools.

Work is performed under some supervision, generally within a team environment.

Work involves the application of routine procedures to maintain and use hand tools across a variety of operational workplace contexts.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Select and use hand tools	<p>1.1 Correct tools for work to be carried out are chosen to complete workplace tasks and to ensure efficient and safe working conditions</p> <p>1.2 Appropriate personal safety protection is used to minimise the risk of personal injury</p>
2 Maintain hand tools	<p>2.1 Equipment is cleaned and maintained in accordance with manufacturers specifications and/or local instructions to ensure correct functionality of equipment</p> <p>2.2 Any unserviceable tools are repaired, replaced or reported to relevant personnel to ensure correct functionality</p>
3 Secure and store hand tools	<p>3.1 Tools are transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment</p> <p>3.2 Tools are stored and secured according to manufacturers or workplace procedures to prevent damage to, and losses of, equipment</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant sections of state/territory regulations, codes of practice and safeworking system requirements

Relevant OH&S and environmental procedures and regulations

Workplace procedures and policies for the use and maintenance of hand tools

Problems that can occur when using and maintaining hand tools and related action that should be taken

Materials used when using and maintaining hand tools and the procedures and precautions for their care, use and storage

Workplace documentation and records requirements

Procedures to be followed in the event of an emergency

Workplace component and material supply system

Required skills:

Communicate effectively with others when maintaining and using hand tools

Read and interpret instructions, procedures, information and signs relevant to the maintenance and use of hand tools

Interpret and follow operational instructions and prioritise work

Complete documentation related to the use and maintenance of hand tools

Operate electronic communication equipment to required protocols

Work both individually and collaboratively with others when maintaining and using hand tools

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions when maintaining and using hand tools in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Identify, select and efficiently and effectively use relevant hand tools and related materials

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

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.

Hand tools may include:	those required for operations and maintenance
Operations may be carried out in typical rail transport situations, including:	operations conducted at day or night typical weather conditions in confined spaces, exposed conditions and controlled or open environment
Materials may include:	servicing materials such as lubricants related materials and consumables needed when using tools, e.g. nails, screws, grease, etc.
Safety equipment may include:	high visibility clothing sunscreen and sun glasses insect repellent gloves, safety headwear, mask and footwear portable radios flags and hand lamps safety glasses and hearing protection safety devices
Environmental hazards may include:	leaking oil and fuel inappropriate disposal of fluids in drains or sewerage systems inappropriate disposal of waste and rubbish
Consultative processes may involve:	workplace personnel supervisors and managers customers/clients equipment manufacturers representatives and contractors union representatives industrial relations and OH&S specialists

	other professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established or standard procedures
Contingency processes may relate to:	personal injury tool malfunctions
Operators of mechanised equipment must have:	undertaken training where appropriate, hold the relevant licence, permit or certificate be recognised as competent for the class of machinery being used
Information/records may include:	workplace operational and technical instructions and procedures for the use and care of hand tools relevant regulations including state/territory safety codes of practice and safeworking regulations maintenance checklists and records for the use and servicing of tools tool/equipment manufacturers instructions, specifications and recommended procedures precautions and procedures to be adopted to protect the environment when using and maintaining hand tools OH&S procedures QA plans and procedures data and document control procedures relevant Australian standards and certification requirements emergency procedures award, enterprise bargaining agreement, other industrial arrangements
Applicable regulations and legislation may include:	relevant state/territory regulations, codes of practice and safeworking system requirements

the Code of Practice for the Defined Interstate Rail Network in situations where operations are carried out on that network
relevant state/territory OH&S legislation
relevant state/territory environmental protection legislation
workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

B - Equipment Checking&Maintenance