



Australian Government

Department of Education, Employment and Workplace Relations

TLIB1028A Maintain and use hand tools

Release: 1

TLIB1028A Maintain and use hand tools

Modification History

Not Applicable

Unit Descriptor

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. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

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:

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**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

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

EVIDENCE GUIDE

for assessment

- Resources for assessment include:
 - a range of relevant exercises, case studies and/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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

RANGE STATEMENT

- 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

RANGE STATEMENT

Applicable regulations and legislation may include:

- data and document control procedures
- relevant Australian standards and certification requirements
- emergency procedures
- award, enterprise bargaining agreement, other industrial arrangements
- 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

Competency Field

B - Equipment Checking and Maintenance