



**Australian Government**

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

# **TLIB3012A Plan job and set up work areas**

**Release: 1**

## **TLIB3012A Plan job and set up work areas**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to plan a lifting job and set up work areas prior to the positioning and setting up of a mobile crane, including obtaining and confirming job instructions and work specifications, coordinating the loading of gear and equipment, assessing job requirements work areas, designing the job plan and setting up the work area. 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 compliance with the licence/permit requirements and regulations of the relevant state/territory authorities pertaining to mobile crane operations.

Work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes. It involves the application of routine principles and procedures to the planning of a mobile crane job and setting up of work areas prior to lift in a variety of operational 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
<b>1 Obtain and confirm job instructions/work specifications</b>	1.1 Job instructions are obtained and checked to ensure specifications include all necessary information 1.2 Lift plan and other work specifications are interpreted and clarification sought if necessary
<b>2 Coordinate loading of gear and equipment</b>	2.1 Specific gear necessary for job is identified and obtained 2.2 Equipment is properly packed and secured according to company procedures to ensure injury and damage are avoided during transportation
<b>3 Assess job requirements and work area</b>	3.1 Adequate site access and egress is identified 3.2 Potential hazards are identified and appropriate elimination or control measures selected 3.3 Weight and dimensions of load are estimated or confirmed in consultation with customer and relevant personnel to ensure job is within limits of crane capacity 3.4 Site information is interpreted and requirements confirmed with site supervisor 3.5 Area is assessed to ensure there is sufficient space to establish crane and conduct lift 3.6 Need to move mobile crane is assessed and, where applicable, route to be travelled is planned to ensure crane traverses firm surfaces and slopes are avoided where possible 3.7 Any concerns about the safety or feasibility of the lift are discussed with the customer and if not resolved, reported to supervisor 3.8 Payment arrangements are confirmed with customer where required 3.9 Customer requirements are anticipated and suggestions made which will maximise safety and efficiency and minimise inconvenience
<b>4 Design job plan</b>	4.1 The job plan is developed to include hazard prevention/control measures and safety procedures in line with applicable Australian Standards, codes of practice and equipment manufacturers specifications 4.2 Cranes load chart is consulted and information on permissible loads, radii, weights, boom and jib configurations taken into account in planning the job 4.3 The job plan takes into account job requirements and customer priorities, and workplace rules and procedures 4.4 Job plan is discussed and confirmed with relevant personnel 4.5 Job plan details are documented as required

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>5 Set up work area</b>	<p>5.1 Site personnel and public are advised of any danger and site/work area is isolated as necessary in line with legislative, regulatory and customer requirements</p> <p>5.2 Site safety procedures are followed</p> <p>5.3 Required protective equipment is identified and fitted in accordance with manufacturers guidelines and customer requirements</p> <p>5.4 Ancillary equipment is assembled and erected where appropriate</p> <p>5.5 Load destination and travel route where applicable are prepared to accept load</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 road rules, regulations, permit and licence requirements pertaining to mobile crane operation
- Relevant OH&S and environmental procedures and regulations
- Mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- Operational procedures for crane crews
- Prioritising and multi-tasking work
- Company work procedures for the planning of mobile crane jobs and the setting up of work areas
- Guidelines relating to the safe use of machinery and equipment
- Focus of operation of work systems and equipment
- Application of relevant agreements, codes of practice or other legislative requirements
- Identification and correct use of equipment, processes and procedures

#### **Required skills:**

- Communicate effectively with others when planning job and setting up work area
- Read and interpret instructions, procedures, information and signs relevant to the planning of a lifting job and the setting up of the work area
- Interpret and follow operational instructions and prioritise work

**Required skills:**

- Complete documentation related to the planning of a lifting job and the setting up of the work area
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when planning a lifting job and setting up the work area
- 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 planning a lifting job and setting up the work area in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected 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
- 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
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Monitor condition of equipment during setting up processes and take appropriate action

**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

## EVIDENCE GUIDE

### for assessment

of time and in a suitable range of contexts

- 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.

Operations may be conducted:

- day or night
- in a variety of weather conditions

Environment may include:

- movement of equipment, goods, materials and vehicular traffic

Customers may be:

- internal or external

Mobile crane may be involved in work in a range of industry sectors including:

- construction and demolition
- manufacturing
- waterfront

## RANGE STATEMENT

- Hazards may include:
- mining
  - primary industry
  - utilities (electricity, gas, water)
  - arboricultural
  - swimming pool
  - quarrying
  - power lines
  - noise, light, energy sources
  - overhead service lines
  - surrounding buildings, structures, facilities
  - underground services
  - obstructions
  - uneven or unstable ground and recently filled trenches
  - stationary and moving machinery and equipment
  - hazardous or dangerous materials
  - traffic hazards and congestion
  - other vehicles and personnel
- Hazard management is:
- consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- Consultative processes may involve:
- other employees and supervisors
  - management
  - union representatives
  - clients
  - industrial relations and OH&S specialists
  - other professional or technical staff
- Requirements for access and/or lift may include:
- site restrictions and procedures
  - authorities and permits
  - hours of operation
  - induction
  - slings, chains, nets, brackets and other specialised lifting equipment
  - noise restrictions
  - personal protective equipment
  - support trucks
  - additional gear and equipment
  - communications equipment
- Personal protective equipment may include:
- gloves
  - safety headwear and footwear



## RANGE STATEMENT

- Dependent of the type of organisation concerned and the local terminology used, workplace procedures may include:
- sunscreen, sunglasses and safety glasses
  - two-way radios
  - high visibility clothing
  - company procedures
  - enterprise procedures
  - organisational procedures
  - established procedures
- Documentation/records may include:
- site plans
  - Safe Working Load (SWL) and Working Load Limit (WLL)
  - operations manuals including load charts and crane and rigging manuals
  - induction documentation
  - competency standards and training materials
  - job specifications and procedures
  - manufacturers specifications
  - workplace operating procedures and policies
  - supplier and/or client instructions
  - communications technology equipment, oral, aural or signed communications
  - personal and work area work procedures and practices
  - conditions of service, legislation and industrial agreements including:
    - workplace agreements and awards
    - occupational health&safety procedures
    - standards and certification requirements
    - quality assurance procedures
    - emergency procedures
- Applicable regulations and legislation may include:
- relevant state/territory regulations and licence/permit requirements pertaining to mobile cranes
  - relevant state/territory road rules
  - relevant state/territory OH&S legislation
  - relevant state/territory environmental protection legislation

## Unit Sector(s)

Not Applicable

## **Competency Field**

**Competency Field**

B - Equipment Checking and Maintenance