



Australian Government

AHCWRK101 Maintain the workplace

Release: 1

AHCWRK101 Maintain the workplace

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain a range of work areas.

All work is carried out to comply with workplace procedures.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy within established and well known parameters.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare and use tools, equipment and machinery	1.1 Identify required materials, tools and equipment according to lists provided and supervisor's instructions 1.2 Check all materials, tools and equipment and inform supervisor of insufficient or faulty items 1.3 Use correct manual handling techniques at all times 1.4 Use suitable personal protective equipment selected as directed by supervisor and ensure correct fit 1.5 Inform supervisor if any risks are identified

Element	Performance criteria
	1.6 Clarify channels for communicating with workers
2. Maintain a clean and safe workplace	2.1 Locate services using site plans and clarify with the supervisor 2.2 Sweep, wash and treat floors, benches and other flat work surfaces to minimise nuisance level environmental disturbance 2.3 Store tools, equipment and materials not in use neatly and remove waste and used materials and place in disposal containers as instructed 2.4 Identify potential hazards, assess risks and implement control measures 2.5 Apply sustainability practices relative to workplace and activity
3. Maintain structures and workplace surroundings	3.1 Identify maintenance requirements of structures and workplace surroundings and clarify with supervisor 3.2 Maintain structures and workplace surroundings as instructed 3.3 Identify structural damage and deterioration in the workplace and inform supervisor

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK101A Maintain the workplace.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK101 Maintain the workplace

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- follow safe work practices
- participate in teams and contribute to team objectives
- understand instructions
- read labels, site plan measurements and work health and safety symbols
- communicate effectively with team members and supervisor
- tally work hours, calibrating tools and equipment, measuring volumes to apply cleaning agents, measuring quantities of materials and estimating areas
- minimise noise, dust and water run-off to prevent nuisance-level environmental disturbance
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- enterprise standards for presentation of buildings, structures and surroundings
- the effect of outdoor climatic conditions (including rain, hail, extreme heat and wind, and very high ultraviolet radiation), which may prevent or impede maintenance activities, or influence the selection of tools, equipment and safety equipment to minimise the hazards presented
- the relationship between specific maintenance activities and the external environment, and reasons for procedures that help to minimise the impact that these activities may have on the environment
- workplace hazards and work health and safety symbols, signs and practices in the context of own work
- sustainability practices in the context of own work.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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