



Australian Government

AHCWRK102 Maintain the workplace

Release: 1

AHCWRK102 Maintain the workplace

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to maintain a range of work areas, including preparing tools, equipment and machinery, maintaining a clean and safe workplace and maintaining structures and workplace surroundings.

The unit applies to individuals who are required to maintain the workplace while working alongside a supervisor, exercising limited autonomy within established and well-known parameters. They identify and seek help with simple problems.

All work is carried out to comply with workplace procedures, and health and safety in the workplace requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare and use tools, equipment and machinery	1.1 Collect required materials, tools and equipment according to lists provided and supervisor instructions 1.2 Fit and use personal protective equipment (PPE) as directed by supervisor

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Use correct manual handling techniques as instructed 1.4 Check and report insufficient, faulty or unsafe materials, tools, equipment and PPE to supervisor 1.5 Read and follow workplace notices, safety signs, symbols and labels 1.6 Confirm communication channels with supervisor
2. Maintain a clean and safe workplace	2.1 Confirm location of services with the supervisor 2.2 Sweep, wash and treat floors, benches and other work surfaces according to supervisor instructions 2.3 Clean and store materials, tools and equipment according to supervisor instructions 2.4 Store, recycle or dispose of waste material and debris according to supervisor instructions 2.5 Recognise and report workplace hazards to supervisor 2.6 Apply sustainability practices relevant to workplace and activity
3. Assist with maintenance of structures and workplace surroundings	3.1 Confirm maintenance requirements of structures and workplace surroundings with supervisor 3.2 Maintain structures and workplace surroundings with supervisor 3.3 Report damage and deterioration of structures to supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	Calculate work hours and quantities of cleaning materials, measure volumes of cleaning agents and estimate areas
Oral communication	- Use clear language and standard industry terminology to report malfunctions, faults, wear or damage to tools - Participate in verbal exchanges to respond to questions and clarify information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK102 Maintain the workplace	AHCWRK101 Maintain the workplace	Minor changes to application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK102 Maintain the workplace

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained the workplace on at least one occasion, and has:

- communicated effectively with supervisor
- followed instructions
- followed workplace health and safety practices, including fitted and used personal protective equipment (PPE)
- reported faulty or unsafe materials, tools, equipment and PPE
- read and followed workplace notices, safety signs, symbols and labels
- used, cleaned and stored materials, tools and equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace notices, safety signs, symbols, labels and work instructions relevant to area of work
- workplace health and safety practices, and PPE relevant to area of work
- cleaning, maintenance and waste disposal techniques relevant to area of work.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- PPE applicable to maintaining the workplace
- materials, tools and equipment applicable to maintaining the workplace
- workplace notices, workplace safety signs, symbols and labels relevant to area of work
- relationships:
 - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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