



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK101A Maintain the workplace

Release: 1

AHCWRK101A Maintain the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers maintaining the workplace and defines the standard required to: prepare and use maintenance tools and equipment; clean and maintain the workplace; identify and report problems; record maintenance activities.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to the maintenance of a range of work areas such as workshops, depots, tool sheds, and planted areas.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Use tools, equipment and machinery	1.1. Maintenance tools, equipment and machinery are identified, collected and prepared for use according to supervisor's instructions. 1.2. Unsafe or faulty tools, equipment and machinery are identified and segregated for repair or replacement according to supervisor's instructions. 1.3. Tools, equipment and machinery are cleaned, maintained and stored according to manufacturers specifications, workplace procedures and supervisors instructions.
2. Maintain a clean and safe workplace	2.1. Services are located using site plans and in consultation with the supervisor. 2.2. Occupational Health and Safety (OHS) hazards and environmental implications are identified and reported to the supervisor. 2.3. Suitable Personal Protective Equipment (PPE) is selected, used, maintained and stored according to best practice. 2.4. Floors, benches and other flat work surfaces are swept, washed and treated according to supervisor's instructions. 2.5. Tools, equipment and materials not in use are stored neatly, and waste and used materials are removed and placed in disposal containers according to supervisor's instructions. 2.6. Maintenance activities are undertaken according to OHS requirements.
3. Maintain structures and workplace surroundings	3.1. Maintenance requirements of structures and workplace surroundings are identified according to supervisor's instructions. 3.2. Maintenance of structures and workplace surroundings is undertaken according to supervisor's instructions and OHS requirements. 3.3. Structural damage and deterioration in the workplace are identified and reported to the supervisor.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- follow safe work practices
- participate in teams and contribute to team objectives
- understand instructions
- read labels, site plan measurements and OHS symbols
- communicate effectively with team members and supervisor
- tally work hours, calibrate tools and equipment, measure volumes to apply cleaning agents, measure quantities of materials and estimate areas
- minimise noise, dust and water run-off to prevent nuisance-level environmental disturbance
- use literacy skills to read and follow a range of basic instructions
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds.

Required knowledge

- enterprise standards for presentation of buildings, structures and surroundings
- the effect of outdoor climatic conditions (e.g., rain, hail, extreme heat and/or wind, or 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
- awareness of 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, OHS legal rights and responsibilities, and OHS safety symbols and signs
- environmental protection and animal welfare legislative and workplace requirements.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
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 workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • prepare and use maintenance tools and equipment • clean and maintain the workplace • identify and report problems • record maintenance activities.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Type of work may include:	• assisting maintenance of workshops, depots, tool sheds, and planted areas.
Tools, equipment and machinery may include:	• hand tools • pedestrian and ride-on rotary mowers • cylinder mowers • blower vacs • ride-on sweepers • turf edging machines • brush-cutters • high pressure air and water cleaners.
Hazards may include:	• disturbance or interruption of services • solar radiation

RANGE STATEMENT

	• dust • air and soil-borne organisms • noise • sharp tools and equipment • manual handling • moving vehicles • machinery and machinery parts • uneven surfaces • flying objects.
--	---

Unit Sector(s)

Unit sector	Work
--------------------	------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--