



Australian Government

HLTHSS002 Perform general maintenance and provide assistance to tradespersons

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. MERGED HLTGM202D/HLTGM203D/HLTGM204. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to

safely and appropriately perform minor non-trade maintenance tasks and to assist tradespersons with specialised tasks. It also describes the skills and knowledge required to select and use the appropriate materials and equipment, including hand and power tools.

This unit applies to individuals who take responsibility for their own outputs within defined procedures and known routines and may participate in supervised work teams. Work performed requires a range of well-developed skills where some discretion and judgement is required to deal with problems and unscheduled tasks.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Identify and plan for maintenance task

1.1 Receive maintenance request and assess requirements for assistance, access, timeframes, costs, equipment, materials and tools

1.2 Assess disruption to normal operations and inform

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those affected

1.3 Isolate area in accordance with organisation requirements to maintain safety of others

1.4 Identify workplace health and safety (WHS) requirements and use *personal protective equipment in accordance with legislative and organisation requirements*

1.5 Read operation maintenance schedules and drawings to plan work

2. Perform maintenance

2.1 Select and use appropriate tools, materials and equipment in accordance with manufacturer guidelines and WHS requirements

2.2 Check tools for serviceability and safe use

2.3 Assemble tools, equipment and materials and prepare the work area

2.4 Locate and hold in place material needed for both hand and power tool application

2.5 Use both hand and power tools safely and effectively

2.6 Safely locate both hand and power tools when not in immediate use

2.7 Perform maintenance task according to organisation maintenance policy and procedure

2.8 Identify problems or tasks requiring specialised assistance or tradesperson and report to supervisor

3. Assist tradesperson with construction and/or maintenance tasks

3.1 Follow instructions of the tradesperson and clarify type and details of assistance required

3.2 Read relevant plans, drawings, operational maintenance manuals and scheduled maintenance plans to assist with task

3.3 Provide information and assistance to tradesperson

3.4 Report accurate information and updates between tradespersons and supervisor

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

4. Clean up work area

4.1 Clear the work area and remove waste according to organisation waste disposal requirements

4.2 Store materials for re-use or disposal

4.3 Clean, maintain and store tools, equipment and power leads

5. Complete documentation

5.1 Inform supervisor of task completion and any faults or problems identified

5.2 Record the completion of the maintenance task according to organisation policy and procedure

5.3 File or forward documentation according to organisation requirements

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTHSS002 Perform general maintenance and provide assistance to tradespersons

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed correct procedures to complete at least 2 maintenance requests, including finalising documentation requirements
- performed a variety of general maintenance tasks that included the following:
 - use of at least 3 hand tools
 - use of at least 2 tools powered by electricity or compressed air
- responded to at least 2 requests to assist a tradesperson in a maintenance or construction task.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- organisation maintenance and reporting policies and procedures
- purpose and use of personal protective equipment, including:
 - overalls
 - boots
 - hard hats

- safety glasses and goggles
- gloves
- ear plugs and muffs
- face mask and respirators
- sunscreen
- operation maintenance schedules and drawings
- environmental issues impacting on maintenance work
- principles of planned and preventative maintenance
- purpose and use of hand and power tools, including:
 - brooms
 - bars (crow and pinch)
 - bolt cutters
 - brooms
 - chisels
 - hacksaws and handsaws
 - hammers
 - measuring tapes
 - nips
 - picks and mattocks
 - pliers
 - sealant gun
 - shovel or spades
 - sledge hammers
 - spanners and wrenches
 - spirit level
 - straight edge
 - string lines
 - trowels and float
 - wire cutters
 - paint brushes and rollers
 - spatula or putty knives
 - screwdrivers
 - drills
 - nail guns
 - staplers
 - sanders
 - angle grinders
 - pneumatic wrenches
 - circular saw
 - jig saws

- planers
- routers
- jackhammer
- workplace health and safety (WHS) policies and procedures
- organisation's buildings, structures, building services, plant, equipment and machinery to be maintained
- facility, plant, equipment and machinery faults and problems which will require referral to a tradesperson
- construction sequencing and the role of individual trade groups
- activities of individual trades sufficient to enable effective assistance to be given
- purpose and use of common maintenance materials, including:
 - paint
 - thinners
 - timber
 - adhesives
 - lubricants
 - sealant
 - nails, screws, bolts, rivets and nuts
 - laminates.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - WHS procedures
 - personal protective equipment
 - organisation and manufacture guidelines and procedures
 - maintenance requests
 - suitable work area, equipment and materials
 - hand and power tools appropriate to the maintenance tasks
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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