



Australian Government

HLTPOP001 Provide basic repairs and maintenance to health hardware and fixtures

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 HLTPOP213C/HLTPOP214D. 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 perform basic repairs and maintenance to health hardware and fixtures in the home and community.

This unit applies to work in a public health context and workers at this level will work under supervision within established guidelines.

Plumbing work must only be performed by a person authorised by registration or licence granted by the relevant State or Territory regulatory authority under legislation.

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. Plan repairs and maintenance work

1.1 Identify potential health risks or problems in health hardware and fixtures

1.2 Develop a work plan, that includes a timetable and priorities, to address repairs and maintenance requirements for the identified health risks in

ELEMENT**PERFORMANCE CRITERIA**

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consultation with supervisor

1.3 Determine the job requirements and the location in which repairs and maintenance are to be carried out

1.4 Notify and coordinate with householders, community members and other community workers regarding the proposed timetable and work plan and obtain necessary approvals

1.5 Identify materials, tools and equipment necessary to complete the work in accordance with established procedures and check against job requirements

1.6 Identify faults and urgent repairs that are within own area of responsibility or expertise

1.7 Report problems that are outside area of responsibility or expertise in accordance with organisation policy and procedure

1.8 Make referrals to other key people or outside agencies in accordance with established procedures

2. Carry out repairs and maintenance

2.1 Follow workplace health and safety (WHS) policies and procedures for carrying out repairs and maintenance and the use of tools, materials and equipment

2.2 Carry out repairs and maintenance in accordance with work plan

2.3 Respond to unplanned events or conditions in accordance with organisation policy and procedure

2.4 Refer problems and gaps identified outside area of responsibility to relevant others in accordance with organisation policy and procedure

2.5 Obtain approval in accordance with established procedures from relevant person to address contingencies

2.6 Store tools and equipment in accordance with organisation policy and procedure upon the completion of work tasks or daily activities

3. Inspect and notify completion of work

3.1 Undertake final inspections to ensure that repairs and maintenance conform to requirements

3.2 Notify and/or document work completion in accordance with organisation policy and procedure

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 HLTPOP001 Provide basic repairs and maintenance to health hardware and fixtures

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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:

- identified at least 2 potential health risks or problems associated with health hardware and fixtures:
 - developing and implementing a work plan that includes strategies to deal with each issue
 - identifying and communicating with stakeholders throughout the process
- carried out at least 2 repair and/or maintenance tasks on health hardware and/or fixtures

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:

- legal and organisation requirements relating to repair and maintenance work, including:
 - organisation standards, policies and procedures, including:
 - infection control
 - manual handling
 - personal protective equipment
 - immunisation requirements and/or recommendations

- scope of own role and responsibilities
- approvals required and process of obtaining approvals
- referral agencies and their roles and responsibilities
- common faults, risks and problems associated with health hardware and fixtures and how to identify
- correct selection and use of tools, equipment and materials to be used for repairs and other tasks required

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.

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