



Australian Government

MSFGG2005 Apply basic glass handling

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers handling and moving sheets of flat glass by hand safely and efficiently in a production, processing or installation environment, as an individual and involving teamwork for lifting.

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

Pre-requisite Unit

Competency Field

Unit Sector

Glass and Glazing

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Prepare for glass handling	1.1	Work requirements in the form of type and quantity of glass to be relocated are identified from work instructions
		1.2	Work health and safety (WHS) requirements for movement of glass sheets by hand, including personal protective equipment, are observed throughout the work
		1.3	Sheet glass to be moved is identified and weight, shape and points of balance, and dimensions estimated or calculated
		1.4	Tools and equipment and manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
		1.5	Risks to self, others, material and equipment are identified arising from the required lifting, load carrying, set down or movement of the glass

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| | 1.6 | Need for glass lifting equipment or team lifting is determined and team lifting processes are considered for application | |
| | 1.7 | Glass is checked for imperfections and damage prior to movement | |
| 2 | Plan glass movement | 2.1 | Locations for glass storage are identified and routes to be followed determined |
| | | 2.2 | Required clearances are compared to available space and adjustments made, as required |
| | | 2.3 | Process for relocating glass is planned, including predicting and planning for potential difficulties |
| | | 2.4 | Proposed process is checked against advisory standards and workplace procedures for compliance |
| 3 | Relocate glass | 3.1 | Actions of lifting, lowering and carrying, pulling and pushing are carried out in accordance with approved advisory standards and workplace procedures |
| | | 3.2 | Team lifting tasks (where used) are coordinated according to approved advisory standards |
| | | 3.3 | Planned process and route are followed and glass is relocated without damage to material, personnel or equipment |
| | | 3.4 | Glass is labelled and stored following workplace procedures ensuring there are no projections |
| | | 3.5 | Relocation is checked to see that it meets work requirements, and any differences reported |
| 4 | Complete work | 4.1 | Work area is cleaned and rubbish disposed of, as appropriate |
| | | 4.2 | Workplace documentation is completed, as required |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

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| Unit context includes: | <ul style="list-style-type: none">• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individuals to demonstrate some discretion, judgement and problem solving |
| Sheet glass includes: | <ul style="list-style-type: none">• glass for residential and commercial windows and doors• tinted and heat reflecting• mirrors and furniture applications• annealed• laminated glass |
| Tools and equipment include: | <ul style="list-style-type: none">• glass handling equipment and hand tools• lever and pump vacuum lifters• slings• trolleys |
| Team lifting processes include: | <ul style="list-style-type: none">• nomination of team leader• calculation of capacity of team• techniques to be used• identifying tasks of team members |
| Glass relocation includes: | <ul style="list-style-type: none">• loading and unloading of trucks and skips |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulation and enterprise policies and practices:<ul style="list-style-type: none">• gauntlets• gloves |

Information and procedures include:

- safety glasses
- hard hats
- safety footwear
- aprons and overalls
- workplace procedures relating to the use of tools and equipment and personal protective equipment
- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication
- manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFGG2005C Move glass sheets by hand.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFGG2005 Apply basic glass handling

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Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Demonstrate safety and inspection procedures prior to lifting
- Safely lift and relocate annealed and laminated glass up to, and including, 1.2 m² (17 kg)
- Safely team lift and relocate annealed and laminated glass up to, and including, 4.5 m² (68 kg)
- Load and unload glass safely and efficiently
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Qualities and characteristics of glass, including hazards and handling requirements and the behaviour of glass sheets when lifted and moved
- Work flow requirements in relation to the movement of glass by hand
- Principles, requirements and techniques of moving glass sheets by hand and loading and unloading glass to/from trucks and skips
- Workplace safety system requirements related to the moving of glass sheets by hand

Assessment Conditions

- Assessors must:

- hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
- have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to glass sheet to be relocated, workplace operating procedures and personal protection equipment, and an appropriate work area.

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