

RTC1301A**Unit Descriptor****Unit Sector****Operate basic machinery and equipment**

Operate basic machinery and equipment

No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Prepare basic machinery and equipment for use	1.1 Machinery and equipment are identified and selected in accordance with supervisor's instructions 1.2 Routine <i>pre-operational checks</i> of machinery and equipment are carried out to manufacturers specifications and/or <i>enterprise procedures</i> . 1.3 Unsafe or faulty machinery and equipment are identified and segregated for repair or replacement in line with enterprise requirements 1.4 Occupational Health and Safety hazards in the workplace are identified and reported to the supervisor
2. Operate basic machinery and equipment	2.1 Suitable <i>personal protective clothing and equipment</i> is selected, used, maintained and stored in accordance with Occupational Health and Safety requirements 2.2 Machinery and equipment are operated to manufacturers specifications and in accordance with supervisor's instructions 2.3 Work is completed to supervisor's satisfaction and in accordance with Occupational Health and Safety requirements 2.4 Environmental implications associated with operation and maintenance are identified and reported verbally to the supervisor
3. Check, clean and store basic machinery and equipment	3.1 Machinery and equipment use is detailed and recorded in accordance with enterprise requirements 3.2 Machinery and equipment are cleaned, secured and stored to manufacturers specifications and supervisors instructions 3.3 Malfunctions, faults, wear or damage to machinery and equipment are identified and reported in line with enterprise requirements 3.4 Workplace areas are cleaned and maintained in line with Occupational Health and Safety and enterprise requirements

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	With regard to basic machinery and equipment operation, safety procedures and their application may be discussed with work colleagues or the supervisor	1
Collecting analysing and organising information	With regard to the performance of machinery, equipment, identified faults, and Occupational Health and Safety concerns may be reported for repair and organised by records	1
Planning and organising activities	Involving use of basic machinery and equipment may be planned and coordinated around work schedules or sequenced as required	1
Working with others and in teams	Team work may be applied in methods and procedures to complete maintenance and job functions to achieve work plan requirements	1
Using mathematical ideas and techniques	Basic mathematical techniques may be applied in the calculation and measurement of volumes, weights and consumption, particularly in relation to pre-operational checks	1
Solving problems	Machinery and equipment breakdowns, faults or malfunctions will need to be reported to supervisor for repair or replacement to achieve work plan requirements	1
Using technology	To communicate, measure and record information with regard to machinery and equipment maintenance, usage and performance	1

RANGE STATEMENT

Machinery and equipment	may include • small engine machinery such as • mowers • brushcutters • pumps • Gurneys • air compressors • generators • equipment such as • hand tools • wheelbarrows • spades • shovels and forks • this unit excludes • ride-on machinery • electrically powered tools • vehicles • chainsaws
Pre-operational checks	on machinery and equipment may include checking • fuels, fuel lines and oils • battery electrolyte levels, wheels and tyre pressure • air filters • safety guards preparation on equipment may include • cleaning, lubricating • identifying and segregating unsafe or faulty equipment for repair or replacement
Enterprise requirements	• Standard Operating Procedures (SOPs), industry standards, production schedules, Material Safety Data Sheets (MSDSs), work notes, product labels, manufacturers specifications, operators manuals, enterprise policies and procedures (including waste disposal, recycling and re-use guidelines), Occupational Health and Safety procedures, supervisors oral or written instructions, work and routine maintenance plans could be included in enterprise requirements

Occupational Health and Safety requirements

may include systems and procedures for

- the safe operation and maintenance of machinery and equipment including guarding of exposed moving parts
- manual handling, including safe lifting and carrying techniques
- handling and storage of hazardous substances, and the appropriate use, maintenance and storage of personal protective clothing and equipment
- outdoor work including protection from solar radiation, hazardous noise and organic and other dusts
- identifying and reporting hazards
- protection of people in the workplace

Occupational Health and Safety hazards associated with equipment operation

may include

- exposure to loud noise and fumes, solar radiation, dust
- ergonomic hazards associated with posture and vibration
- hazardous substances (fuels, oils, fertiliser), oil and grease spills
- the presence of bystanders, livestock and wildlife
- uneven and varying terrain gradients, potholes, ditches, gullies, embankments, obstacles
 - rocks
 - logs
 - fences
 - debris
 - buildings
- extreme weather conditions, electricity, overhead hazards such as
 - powerlines mechanical malfunctions
 - exposed moving parts
 - other machinery including hydraulics

Personal protective clothing and equipment

may include

- boots
- hat/hard hat
- overalls
- gloves
- protective eyewear
- hearing protection]
- safety harness
- respirator or face mask
- sun protection, eg, sun hat, sunscreen

Environmental implications associated with the operation of tools and equipment

- negative environmental impacts may result from excessive noise and exhaust emissions, the incorrect use and disposal of maintenance debris (oil containers, chemical residues), hazardous substances (fuel, fertiliser), and damage to fauna and flora in natural areas
- impacts may also include run-off flows of water and cleaning agents from servicing, maintenance and cleaning activities, soil disturbance and dust problems from high activity traffic (including irrigation equipment)

The sport and recreation industry

covers

- industry sectors of community recreation, fitness, outdoor recreation and sport
- significant roles played by activity organisations, industry peak bodies, professional organisations
- large volunteer base
- high turnover of volunteers
- high levels of part time and casual employment
- irregular working hours
- relatively few professional positions
- workforce employed mostly in operational positions
- mainly small business or self-employed personnel
- slow to take up technology
- over 2/3 of the sport and recreation industry have no formal/recognised qualifications
- significant reliance upon industry credentials and involvement in the activity itself

EVIDENCE GUIDE

Critical aspects of evidence to be considered

- Assessment must confirm sufficient knowledge in the operation of basic machinery and equipment
- Assessment of performance should be over a period of time covering all categories from the Range Statements applicable to the learner's work environment
- In particular, assessment must confirm the ability to
 - select, maintain and utilise a range of machinery and equipment to complete designated work tasks
 - carry out pre-operational checks
 - recognise and report equipment faults and workplace hazards
 - interpret and follow instructions
 - maintain equipment usage records
 - clean, secure and store equipment after use
 - demonstrate a safe workplace and environmentally responsible practices
 - transfer the skills and knowledge required to operate basic machinery and equipment to a different work environment, eg, This could include different machinery, equipment, tools and workplace

Interdependent assessment of units

- This unit must be assessed after attainment of competency in the following unit(s)
 - Nil
- This unit must be assessed in conjunction with the following unit(s)
 - Nil
- For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
 - Nil

Required knowledge and skills

- Required knowledge
 - Pre-operational and safety checks for basic machinery and equipment
 - Hazards associated with the operation of basic machinery and equipment
 - Operating principles and operating methods for basic machinery and equipment
 - Procedures for cleaning, securing and storing basic machinery and equipment
 - Risks associated with the operation of machinery and equipment in different weather and difficult terrain conditions
 - Relevant State/Territory legislation, regulations and Codes of Practice with regard to workplace Occupational Health and Safety requirements, and the use and control of hazardous substances
 - Environmental impacts and minimisation measures associated with the operation of basic machinery and equipment
 - Enterprise policies with regard to machinery and equipment use, recording and reporting routines
- Required skills
 - Personal protective clothing and equipment and when and how it should be used, maintained and stored

Resource implications

- Physical resources - assessment of this competency requires access to
 - appropriate documentation and resources normally used in the workplace
 - protective clothing and equipment
 - machinery and equipment
- Human resources - assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) should
 - be competent in this unit
 - be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area
 - have attained the National Competency Standards for Assessment: BSZ401A, BSZ402A and BSZ403A

Consistency in performance

- Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to the work environment

Context for assessment

- This unit of competency must be assessed in the context of sport or recreation activity. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed** , in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines** . Further advice may also be sought from the relevant **sector booklet** .