



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM002A Maintain property and structures

Revision Number: 1

SIFBGM002A Maintain property and structures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to undertake basic maintenance of properties and structures where the specialist skills of another trade are not warranted or available.
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Application of the Unit

Application of the unit	This unit applies to service industry staff involved in grounds maintenance, such as those working in cemeteries, crematoria and holiday parks and resorts. It involves working under routine supervision with some monitoring. Responsibility for supervision and coordination within a team may be required.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Perform routine maintenance to properties and structures.	1.1 Liaise with <i>appropriate staff</i> to identify and confirm work requirements. 1.2 Check <i>property</i> for <i>minor maintenance requirements</i> and undertake minor repairs according to supervisor instructions and <i>workplace policies and procedures</i>. 1.3 Identify damage to <i>structures</i> and <i>structural finishes</i> and repair according to supervisor instructions and workplace policies and procedures. 1.4 Select and use <i>tools</i> according to task requirements, workplace policies and procedures, and <i>relevant legislation</i>.
2 Collect waste or recyclable material.	2.1 Prepare and use <i>personal protective equipment</i> according to workplace policies and procedures, and relevant legislation. 2.2 Identify and select waste collection and <i>cleaning equipment</i>. 2.3 Collect <i>waste and recyclable material</i> according to relevant legislation and workplace policies and

ELEMENT	PERFORMANCE CRITERIA
	procedures.
	2.4 Identify <i>hazardous waste</i> and take <i>corrective action</i> according to relevant legislation and workplace policies and procedures.
	2.5 Clean <i>waste receptacles</i> and surrounds according to workplace policies and procedures.
3 Dispose of waste or recyclable material.	3.1 Transport waste to <i>disposal point</i> according to relevant legislation and workplace policies and procedures.
	3.2 Identify and sort recyclable materials according to workplace policies and procedures.
	3.3 Dispose of non-reusable waste according to relevant legislation and workplace policies and procedures.
	3.4 Re-use recyclable materials according to workplace policies and procedures.
4 Finalise maintenance duties.	4.1 Report information about hazards, incidents or accidents according to workplace policies and procedures.
	4.2 Clean and store equipment according to manufacturer guidelines and relevant legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- techniques for handling hazardous waste
- safe manual handling techniques
- safe and appropriate use of tools and equipment, including personal protective equipment
- communication skills to determine, clarify and inform work requirements and report hazards, incidents or accidents
- literacy and numeracy skills to identify recyclable and waste materials
- organisational and self-management skills to complete required tasks according to supervisor instructions and workplace policies and procedures.
- problem-solving skills to identify and resolve problems and maintenance issues identified during the course of work.

Required knowledge

- different types of waste and recyclable materials and associated disposal techniques
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and waste disposal
- workplace policies and procedures regarding general maintenance
- operating and maintenance requirements of relevant hand tools and equipment.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to select, prepare, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- minor maintenance and repair of property and structural finishes and the collection and disposal of all

EVIDENCE GUIDE

types of waste

- knowledge of different types of waste and associated disposal methods
- maintaining different types of property and structures on multiple occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an environment that allows for application of minor maintenance works and identification, collection and disposal of hazardous and general waste
- access to maintenance tools and equipment, including personal protective equipment
- access to waste disposal points.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate demonstrating appropriate planning and preparation for work; choosing and using tools appropriate to task being undertaken; collecting and disposing of waste or recyclable material; reporting incidents and accidents; and storing tools and materials to achieve required work requirements
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to carrying out general maintenance
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBGM001B Provide general grounds care.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job

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role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Appropriate staff may include:

- supervisor
- manager
- leading hand.

Property may include:

- fences
- drains
- waterways
- roads
- car parks
- vegetation
- windbreaks
- paths.

Minor maintenance requirements may include:

- potholes
- weeds
- drainage.

RANGE STATEMENT

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- emergency procedures, including fire and accident procedures.

Structures may include:

- buildings
- landscape features
- sheds
- benches
- shelters.

Structural finishes may include:

- paint
- stains
- cladding, such as:
 - corrugated iron
 - shade cloth
 - plastic
 - cement sheeting.

RANGE STATEMENT

Tools may include:

- adjustable spanners
- crow and pinch bars
- bolt cutters
- brooms
- chisels
- hacksaws
- handsaws
- hammers
- measuring tapes
- nips
- picks
- mattocks
- pliers
- sealant guns
- shovel and spades
- sledgehammers
- spanners and wrenches
- spirit level and straight edge
- string lines
- trowels and floats
- wire cutters
- paint brushes and rollers
- spatulas
- putty knives.

Relevant legislation and regulations may include:

- OHS
- cemetery Acts and by-laws
- Crematorium Acts
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Worksafe Australia certification and standards.

RANGE STATEMENT

Personal protective equipment may include:

- gloves
- safety glasses
- safety shoes
- face masks
- ear muffs or plugs
- overalls or other personal protective equipment as prescribed in regulations or by manufacturers of chemicals or equipment.

Cleaning equipment may include:

- pick up trolley
- mobile garbage bins
- cleaning cloths
- cleaning agents
- bin liners.

Waste and recyclable material may include:

- soil
- composting materials
- green waste
- plastics
- glass
- spillages, including chemicals
- general waste, such as foodstuffs, drinks, paper and packaging materials
- contaminated and hazardous waste, such as syringes and needles
- small machine replacement parts, such as for photocopying, printing or computing equipment.

Hazardous waste may include:

- materials and equipment containing human blood and body fluid
- contaminated garments
- contaminated soil
- soiled dressings
- sharps
- catheters
- swabs and bandages.

RANGE STATEMENT

Corrective action may include:

- reporting hazardous waste
- clearing the area.

Waste receptacles may include:

- composting areas
- recycle bins
- general purpose bins
- wet rubbish bins
- restroom paper bins
- needle hazard disposal units.

Disposal point may include:

- composting areas
- compactors
- dump master
- large waste bins
- open trucks.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Building and Grounds Maintenance