



Australian Government

TLIB3012 Plan job and set up work areas

Release: 1

TLIB3012 Plan job and set up work areas

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan a lifting job and to set up work areas prior to positioning and setting up a mobile crane in compliance with the licence/permit requirements and regulations in a variety of operational contexts.

It includes obtaining and confirming job instructions and work specifications; coordinating the loading of gear and equipment; assessing job requirements of work areas; designing job plans and setting up work area.

Work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Obtain and confirm job instructions/work specifications

PERFORMANCE CRITERIA

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

- 1.1 Job instructions are obtained and checked to ensure specifications include all necessary information
- 1.2 Lift plan and other work specifications are interpreted and clarification is sought as required

2 Coordinate loading of gear and equipment

- 2.1 Specific gear necessary for job is identified and obtained
- 2.2 Equipment is properly packed and secured in accordance with company procedures to ensure injury and damage are avoided during transportation

3 Assess job requirements and work area

- 3.1 Adequate site access and egress is identified
- 3.2 Potential hazards are identified and appropriate elimination or control measures selected
- 3.3 Weight and dimensions of load are estimated or confirmed in consultation with customer and relevant personnel to ensure job is within limits of crane capacity
- 3.4 Site information is interpreted and requirements are confirmed with site supervisor
- 3.5 Area is assessed to ensure there is sufficient space to establish crane and conduct lift
- 3.6 Need to move mobile crane is assessed and route to be travelled is planned as required, to ensure crane traverses firm surfaces and slopes are avoided where possible
- 3.7 Lift safety or feasibility concerns are discussed with customer and if not resolved, reported to supervisor
- 3.8 Payment arrangements are confirmed with customer as required
- 3.9 Customer requirements are anticipated and suggestions are made to maximise safety and efficiency, and to minimise inconvenience

4 Design job plan

- 4.1 Job plan is developed to include hazard prevention/control measures and safety procedures in accordance with applicable Australian Standards, codes of practice and equipment manufacturer specifications
- 4.2 Cranes load chart is consulted and information on permissible loads, radii, weights, boom and jib configurations is taken into account in job plan
- 4.3 Job requirements, customer priorities, and workplace rules and procedures are taken into account in job plan
- 4.4 Job plan is discussed and confirmed with relevant personnel

- 4.5 Job plan details are documented as required
- 5 Set up work area**
- 5.1 Site personnel and public are advised of potential danger and site/work area is isolated as required in accordance with legislative, regulatory and customer requirements
 - 5.2 Site safety procedures are followed
 - 5.3 Required protective equipment is identified and fitted in accordance with manufacturer guidelines and customer requirements
 - 5.4 Ancillary equipment is assembled and erected as required
 - 5.5 Load destination and as required, travel route, are prepared to accept load

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3012A Plan job and set up work areas.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIB3012 Plan job and set up work areas

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition of equipment during setting up processes and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- producing a comprehensive work plan
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- application of relevant agreements, codes of practice or other legislative requirements
- company work procedures for planning mobile crane jobs and setting up work areas
- guidelines for the safe use of machinery and equipment
- hazard management strategies consistent with the principle of hierarchy of control (with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment)
- identification and correct use of equipment, processes and procedures
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- prioritising and multi-tasking work
- relevant road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions and involve the movement of equipment, goods, materials and vehicular traffic.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including relevant:
 - state/territory regulations and licence/permit requirements for mobile cranes
 - state/territory road rules

- state/territory WHS/OHS legislation
- state/territory environmental protection legislation
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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