



Australian Government

Department of Education, Employment and Workplace Relations

TLIB2029A Use and maintain minor mechanical equipment

Release: 1

TLIB2029A Use and maintain minor mechanical equipment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to use and maintain minor mechanical equipment in accordance with workplace requirements, including carrying out pre-operation checks on equipment, operating mechanical equipment in accordance with workplace requirements, conducting routine maintenance, and securing and storing equipment in accordance with workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with workplace procedures and the regulations and safeworking codes of practice relevant to the use and maintenance of minor mechanical equipment.

Work is performed under some supervision, generally within a team environment. It involves the application of routine procedures to use and maintain minor mechanical equipment across a variety of operational contexts.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Carry out pre-operation checks	1.1 Pre-operational checks are conducted to manufacturers specifications to ensure optimum functionality of equipment 1.2 Necessary adjustments to equipment are made to ensure efficient operation, according to manufacturers instructions 1.3 Faulty equipment is reported to relevant person to ensure equipment is safe and effective to use
2 Operate mechanical equipment	2.1 Equipment is operated in accordance with manufacturers or workplace operating instructions to ensure safe and effective operation 2.2 Appropriate personal safety protection is used to minimise the risk of injury to operator 2.3 Work operational hazards are eliminated or controlled appropriately when using equipment to ensure safeworking conditions 2.4 Assisting personnel are given clear instructions about their duties if required to ensure safe and effective working conditions
3 Conduct routine maintenance	3.1 Equipment is cleaned and maintained in accordance with manufacturers specifications to ensure optimum functionality 3.2 Detailed and accurate records are maintained according to workplace procedures
4 Secure and store	4.1 Equipment is handled and transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment 4.2 Equipment is stored and secured according to manufacturers or workplace procedures to prevent damage and losses of equipment

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of state and territory codes of practice and safeworking system requirements including the Code of Practice for the Defined Interstate Rail Network in situations where operations are carried out on that network

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental procedures and regulations
- Workplace procedures and policies for the use and maintenance of minor mechanical equipment
- Problems that can occur when using and maintaining minor mechanical equipment and related action that should be taken
- Tools and equipment used when using and maintaining minor mechanical equipment and the procedures and precautions for their care, use and storage
- Workplace documentation and records requirements
- Procedures to be followed in the event of an emergency
- Workplace component and material supply system

Required skills:

- Communicate effectively with others when using and maintaining minor mechanical equipment
- Read and interpret instructions, procedures, information and signs relevant to using and maintaining minor mechanical equipment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to using and maintaining minor mechanical equipment
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when using and maintaining minor mechanical equipment
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when using and maintaining minor mechanical equipment in accordance with regulatory requirements and workplace procedures
- Plan own work including predicting consequences and identifying improvements
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Identify, select and efficiently and effectively use relevant tools and equipment
- Select and use required personal protective equipment conforming to industry and OH&S standards

Required skills:

- Monitor performance of equipment
- Service equipment in terms of maintenance schedule and standard operating procedures

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation,

EVIDENCE GUIDE

and/or

- in an appropriate range of situations in the workplace

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.

Equipment may include:

- mechanical handling/lifting equipment
- basic hand tools
- small plant such as motorised borers and saws

Operations may be carried out in typical transport situations, including:

- operations conducted at day or night
- typical weather conditions
- in confined spaces, exposed conditions and controlled or open environment

Materials may include:

- servicing materials such as lubricants
- related materials and consumables needed when using tools, e.g. nails, screws, grease, etc.

Safety equipment may include:

- high visibility clothing
- sunscreen and sun glasses
- insect repellent
- gloves, safety headwear, mask and footwear
- portable radios
- flags and hand lamps
- safety glasses and hearing protection
- safety devices

Environmental hazards may include:

- leaking oil and fuel
- inappropriate disposal of fluids in drains or sewerage systems
- inappropriate disposal of waste and rubbish

Consultative processes may involve:

- workplace personnel
- supervisors and managers
- customers/clients
- equipment manufacturers representatives and contractors
- union representatives
- industrial relations and OH&S specialists
- other professional or technical staff

RANGE STATEMENT

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established or standard procedures
Contingency processes may relate to:	• personal injury • tool malfunctions
Operators of mechanised equipment must have:	• undertaken training • where appropriate, hold the relevant licence, permit or certificate • be recognised as competent for the class of machinery being used
Information/records may include:	• workplace operational and technical instructions and procedures for the use and maintenance of minor mechanical equipment • relevant regulations including state/territory safety codes of practice and safeworking regulations • maintenance checklists and records for the use and maintenance of minor mechanical equipment • tool/equipment manufacturers instructions, specifications and recommended procedures • precautions and procedures to be adopted to protect the environment when use and maintaining minor mechanical equipment • OH&S procedures • QA plans and procedures • data and document control procedures • relevant Australian standards and certification requirements • emergency procedures • award, enterprise bargaining agreement, other industrial arrangements
Applicable regulations and legislation may include:	• relevant state/territory regulations, codes of practice and safeworking system requirements • the Code of Practice for the Defined Interstate Rail Network in situations where operations are carried out on that network • relevant state/territory OH&S legislation • relevant state/territory environmental protection legislation • workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation

RANGE STATEMENT

- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field B - Equipment Checking and Maintenance