

CPCCCM2010

Work Safely on Scaffolding Higher than Two Metres

Final Practical Test – Assessor Only

Final Practical Test – Assessor Only Instructions

Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for working safely on scaffolding higher than two metres in the construction industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency CPCCCM2010 Work Safely on Scaffolding Higher than Two Metres.

The assessment for this unit has been divided into 2 parts:

1. Theory Assessment (*see Final Theory Test*).
2. Practical Assessment (*This document*).

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

Evidence other than that collected through the use of this assessment tool may be considered provided that it is in line with the rules of evidence, the training package requirements and the training organisation's policies and procedures. Any evidence, including evidence gathered through the use of this assessment tool, must follow the rules of evidence in order to be considered as contributing to a learner's demonstration of competency.

Conducting the Practical Assessment

You will need a copy of this document for each learner to be assessed.

The purpose of this assessment is to gather evidence relating to a unit of competency to determine whether or not the learner has demonstrated the skills and knowledge required by the unit to be considered competent.

All practical assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
- Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
- Completing assessments regardless of weather conditions and responding appropriately to the environment.
- Acting in accordance with site and safety procedures, requirements and regulations.

Details specific to each assessment are recorded in the Assessment Plan document. Please refer to this plan in preparation for any assessments.

1. You must direct each learner to the practical assessment section at the back of the Learner Guide which outlines the practical assessments to be completed, before the assessment begins
2. You need to brief learners on the assessment tasks contained in the practical assessment. Answer any questions that they may have.
3. You must supervise learners at all times during the assessment. Each learner must be observed to satisfactorily complete each task, even in situations where the work is completed by a team.
4. Learners may not use any references, books or course notes during the assessments, unless these resources are common to completing the task when performed in the workplace.
5. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
6. Learners should be able to complete the test in **99 minutes**. The time stated is a guide only. If a learner cannot complete the assessment in the stated time then this needs to be considered when assessing overall competency.
7. You may ask questions during the practical assessment to ascertain the knowledge of learners and reasoning for specific action required by the task. Learners may also be required by the task to explain what they are doing. You must record these comments and any other observations in the Notes & Observations section of the practical assessment.

Assessment Safety Considerations

You must make sure all required Personal Protective Equipment (PPE) is available, and that all learners are correctly fitted with PPE before the practical assessment begins.

You should ensure that any faulty or defective equipment intended for the purpose of hazard identification, or equipment checks are secured away from serviceable equipment to prevent an unsafe situation occurring during the test.

Grounds for Stopping the Assessment

If, at any time during the practical test, any learner acts in a manner that endangers themselves, others, equipment or property, the assessment must be stopped immediately. You are required to identify the dangerous act to the learner and re-schedule the test for a later time.

Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the practical assessment they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of both the theory and practical parts of the Final Test (summative assessment).

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

CPCCCM2010 Work Safely on Scaffolding Higher than Two Metres

Practical Assessment

Learner Name:		Location of Assessment:	
Assessor Name:			
Date of Assessment:			

Pre-Assessment Checklist:

- Assessment plan reviewed and validated.
- All resources required to conduct assessment are available.
- Site and weather conditions are appropriate and suitable for assessment.
- Learner is wearing appropriate clothing to participate safely in the assessment.
- Learner has completed adequate training prior to attempting this assessment.
- Assessor qualifications are current and relevant to the assessment.

Notes/comments:

The learner is required to complete the process of planning, preparing, working and concluding work on scaffolds on a total of **3 separate occasions**, each under different conditions. It is a requirement of the unit that the assessment is conducted under different environmental conditions.

Assessment 1 Scenario

Assessor to complete at the start of each assessment:

<p>Description of work task including number of workers, expected duration & required outcome:</p>	
<p>Location of work task:</p>	
<p>Details of work/environmental/weather conditions:</p>	
<p>Height and location of scaffold:</p>	
<p>Method used to access scaffold:</p>	
<p>Plant or equipment to be used throughout the work (for transferring of materials or equipment):</p>	
<p>Other safety/fall prevention/edge protection systems present at work area:</p>	
<p>Copy of JSA/SWMS attached?</p>	<p>YES / NO</p>

Assessment 1a – Identify Work Requirements

Assessment Checklist:	Completed
Learner is required to identify work requirements from JSA/SWMS, plans, drawings, instructions and job specifications including:	
(i) Locating the site of the work.	<input type="checkbox"/>
(ii) Identifying the tasks to be completed.	<input type="checkbox"/>
(iii) Identifying the tools and equipment required to complete the job.	<input type="checkbox"/>
(iv) Identifying the materials required to complete the job.	<input type="checkbox"/>
(v) Accessing safety data sheets if using hazardous materials.	<input type="checkbox"/>
(vi) Identifying PPE requirements.	<input type="checkbox"/>
(vii) Identifying the method for accessing the work area.	<input type="checkbox"/>
(viii) Identifying methods for safely moving tools, equipment and materials up to the work area.	<input type="checkbox"/>
(ix) Identifying emergency procedures for working on scaffolds.	<input type="checkbox"/>
(x) Communication methods to be used by the team throughout the work.	<input type="checkbox"/>

Notes & Observations:

Large empty rectangular area for notes and observations.

Completion of Assessment

Not Satisfactory

Satisfactory

This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 1.1 Site of proposed work at heights is identified from relevant information.
- 1.2 Tasks to be completed are identified from work orders and supervisor instructions.
- 1.3 Personal protective equipment (PPE) suitable to the job is selected and checked for serviceability.
- 1.4 Method of accessing work area is identified according to safe work method statement (SWMS).
- 1.5 Safe work methods for moving tools, equipment and materials to work area are identified to minimise risks.
- 1.6 Verbal and non-verbal communication signals are confirmed with team members, supervisor and other personnel working on site, as required.

Performance Evidence:

- Locate, interpret and apply relevant job task information, standards and specifications.
- Comply with site safety plan and safe work method statements (SWMS) for access to the work site and completion of the job tasks at heights.
- Communicate and work effectively and safely with others.
- Apply knowledge of construction materials to identify:
 - Types of lifting and support structures approved for use.
- Use safe handling requirements, based on information provided for equipment, products and materials.

Knowledge Evidence:

- Construction terminology relevant to working at heights.
- Contents of and terms used in job safety analyses (JSA) and SWMS for accessing work sites at heights and for completing job tasks while working at heights.
- Contents of and terms used in safety data sheets (SDS) relevant to the use of tools, equipment and materials.
- Requirements of Australian standards and codes of practice governing work at heights, including:
 - AS 6001 Working platforms for housing construction.
 - AS/NZS 1576 Scaffolding – General requirements.
 - AS/NZS 4576 Guidelines for scaffolding.
 - Safe Work Australia Model Code of Practice – Preventing Falls in Housing Construction.
- Types, characteristics, uses and limitations of plant, tools and equipment, including personal protective equipment (PPE), used for accessing work sites over two metres, and for applying safe work methods to complete job tasks while working at heights.
- Workplace and work site health and safety requirements relevant to working at heights.

Assessment 1b – Inspect the work area and manage hazards

Assessment Checklist:	Completed
Learner is required to identify hazards and implement hazard controls as outlined in the work instructions including:	
(i) Identifying hazards outlined in JSA/SWMS.	<input type="checkbox"/>
(ii) Identifying other hazards present in the work environment.	<input type="checkbox"/>
(iii) Implementing hazard controls stated in the JSA/SWMS.	<input type="checkbox"/>
(iv) Implementing further appropriate hazard controls for outstanding hazards.	<input type="checkbox"/>
(v) Installing safety signs around the work area (if required).	<input type="checkbox"/>
(vi) Reporting hazards and controls in accordance with workplace procedures.	<input type="checkbox"/>
(vii) Inspect the scaffold for faults.	<input type="checkbox"/>
(viii) Report scaffold faults in accordance with workplace procedures.	<input type="checkbox"/>

Notes & Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 2.1 Work site is inspected and conditions and hazards are assessed and reported, as required, and risk controls selected according to SWMS.
- 2.2 Safety of scaffolding is checked and faults are reported to relevant personnel.

Performance Evidence:

- Select and use height access work methods, including inspecting scaffold for faults.

Knowledge Evidence:

- Contents of and terms used in job safety analyses (JSA) and SWMS for accessing work sites at heights and for completing job tasks while working at heights.
- Common faults in scaffolding and access equipment.

Assessment 1c – Prepare for Work on Scaffold

Assessment Checklist:	Completed
Learner is required to prepare safety and access equipment required for work on scaffolds.	
(i) Select, inspect and wear PPE.	<input type="checkbox"/>
(ii) Organise for access equipment outlined in SWMS to be installed.	<input type="checkbox"/>
(iii) Inspect access equipment for faults.	<input type="checkbox"/>
(iv) Report access equipment faults in accordance with workplace procedures.	<input type="checkbox"/>

Notes & Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 1.3 *Personal protective equipment (PPE) suitable to the job is selected and checked for serviceability.*
- 2.3 *Arrangements are made to install required access equipment according to SWMS.*
- 2.4 *Access equipment is inspected for defects and issues are reported and rectified according to health and safety requirements.*

Knowledge Evidence:

- *Common faults in scaffolding and access equipment.*

Assessment 1d – Complete Work from Scaffold

Assessment Checklist:	Completed
Learner completes the task outlined in the JSA/SWMS as part of a team, under direct supervision at all times. To demonstrate this, the learner is required to:	
(i) Safely access the scaffold work platform.	<input type="checkbox"/>
(ii) Safely transfer all tools, equipment and materials up to the work area.	<input type="checkbox"/>
(iii) Tools, equipment and materials are placed/secured to prevent chances of items falling from the work platform.	<input type="checkbox"/>
(iv) Carry out the task in line with: <ul style="list-style-type: none"> ◆ Safety requirements. ◆ Instructions/JSA/SWMS. ◆ Workplace, industry and Australian standards, codes and regulations. ◆ Manufacturer specifications/instructions. ◆ Safe manual handling practices. ◆ Changes in the environment, work conditions and job progress. ◆ Emergency procedures. 	<input type="checkbox"/>
(v) Effectively communicate with other personnel.	<input type="checkbox"/>
(vi) Keep fall protection and scaffold components in place during the work.	<input type="checkbox"/>
Notes & Observations:	
Completion of Assessment	Not Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>

This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 2.5 *Safe work methods are used to access work area and to move tools, equipment and materials to required locations on the work site.*
- 2.6 *Tools and materials are placed to eliminate or reduce the risk of items falling.*
- 3.1 *Work is conducted following workplace-approved procedures and SWMS.*
- 3.2 *Communication with team members and other site personnel is maintained as required to progress work tasks according to required timelines.*
- 3.3 *Fall protection equipment is kept in place and adjusted to cater for movement during work.*
- 3.4 *Scaffold components and fall barriers are kept in place during work.*

Performance Evidence:

- *Comply with site safety plan and safe work method statements (SWMS) for access to the work site and completion of the job tasks at heights.*
- *Safely and effectively use tools, plant and equipment.*
- *Communicate and work effectively and safely with others.*
- *Apply knowledge of construction materials to identify:*
 - *Manual handling risks*
- *Modify work activities to cater for variations in work site procedures, contexts and environment to work safely at heights.*
- *Use safe handling requirements, based on information provided for equipment, products and materials.*

Knowledge Evidence:

- *Emergency procedures relevant to working on scaffolding higher than two metres.*
- *Quality requirements relating to the set-up of equipment for accessing heights, and for job tasks completed while working at heights.*

Assessment 1e – Conclude Work

Assessment Checklist:	Completed
The learner is required to safely remove tools, equipment and materials from the work area and inspect, clean, maintain and store all equipment.	<input type="checkbox"/>
(i) Learner climbs down / exits the Scaffold safely.	<input type="checkbox"/>
(ii) Learner transfers all tools, equipment and materials safely down to the ground utilising methods and equipment outlined in the JSA/SWMS.	<input type="checkbox"/>
(iii) Learner checks, cleans, maintains and stores all tools and equipment according to manufacturer specifications.	<input type="checkbox"/>

Notes & Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 4.1 *Egress from work area is completed following SWMS and work site supervisor approved methods for moving self, tools and materials to ground level.*
- 4.2 *Tools, equipment and materials returned to ground level are cleaned, checked, maintained and stored according to manufacturer specifications.*

Assessment 2 Scenario

Assessor to complete at the start of each assessment:

Description of work task including number of workers, expected duration & required outcome:

Location of work task:

Details of work/environmental/weather conditions:

Height and location of scaffold:

Method used to access scaffold:

Plant or equipment to be used throughout the work (for transferring of materials or equipment):

Other safety/fall prevention/edge protection systems present at work area:

Copy of JSA/SWMS attached?

YES / NO

Assessment 2a – Identify Work Requirements

Assessment Checklist:	Completed
Learner is required to identify work requirements from JSA/SWMS, plans, drawings, instructions and job specifications including:	
(i) Locating the site of the work.	<input type="checkbox"/>
(ii) Identifying the tasks to be completed.	<input type="checkbox"/>
(iii) Identifying the tools and equipment required to complete the job.	<input type="checkbox"/>
(iv) Identifying the materials required to complete the job.	<input type="checkbox"/>
(v) Accessing safety data sheets if using hazardous materials.	<input type="checkbox"/>
(vi) Identifying PPE requirements.	<input type="checkbox"/>
(vii) Identifying the method for accessing the work area.	<input type="checkbox"/>
(viii) Identifying methods for safely moving tools, equipment and materials up to the work area.	<input type="checkbox"/>
(ix) Identifying emergency procedures for working on scaffolds.	<input type="checkbox"/>
(x) Communication methods to be used by the team throughout the work.	<input type="checkbox"/>

Notes & Observations:

Completion of Assessment

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- 1.6 Verbal and non-verbal communication signals are confirmed with team members, supervisor and other personnel working on site, as required.

Performance Evidence:

- Locate, interpret and apply relevant job task information, standards and specifications.
- Comply with site safety plan and safe work method statements (SWMS) for access to the work site and completion of the job tasks at heights.
- Communicate and work effectively and safely with others.
- Apply knowledge of construction materials to identify:
 - Types of lifting and support structures approved for use.
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Knowledge Evidence:

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- Workplace and work site health and safety requirements relevant to working at heights.

Assessment 2b – Inspect the work area and manage hazards

Assessment Checklist:	Completed
Learner is required to identify hazards and implement hazard controls as outlined in the work instructions including:	
(i) Identifying hazards outlined in JSA/SWMS.	<input type="checkbox"/>
(ii) Identifying other hazards present in the work environment.	<input type="checkbox"/>
(iii) Implementing hazard controls stated in the JSA/SWMS.	<input type="checkbox"/>
(iv) Implementing further appropriate hazard controls for outstanding hazards.	<input type="checkbox"/>
(v) Installing safety signs around the work area (if required).	<input type="checkbox"/>
(vi) Reporting hazards and controls in accordance with workplace procedures.	<input type="checkbox"/>
(vii) Inspect the scaffold for faults.	<input type="checkbox"/>
(viii) Report scaffold faults in accordance with workplace procedures.	<input type="checkbox"/>

Notes & Observations:

Completion of Assessment

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This assessment addresses the following parts of the unit of competency: CPCCCM2010

Performance Criteria:

- 2.1 Work site is inspected and conditions and hazards are assessed and reported, as required, and risk controls selected according to SWMS.
- 2.2 Safety of scaffolding is checked and faults are reported to relevant personnel.

Performance Evidence:

- Select and use height access work methods, including inspecting scaffold for faults.

Knowledge Evidence:

- Contents of and terms used in job safety analyses (JSA) and SWMS for accessing work sites at heights and for completing job tasks while working at heights.
- Common faults in scaffolding and access equipment.