CPCCLDG3001

Learner Guide Instructions

Who is this document for?

The learner.

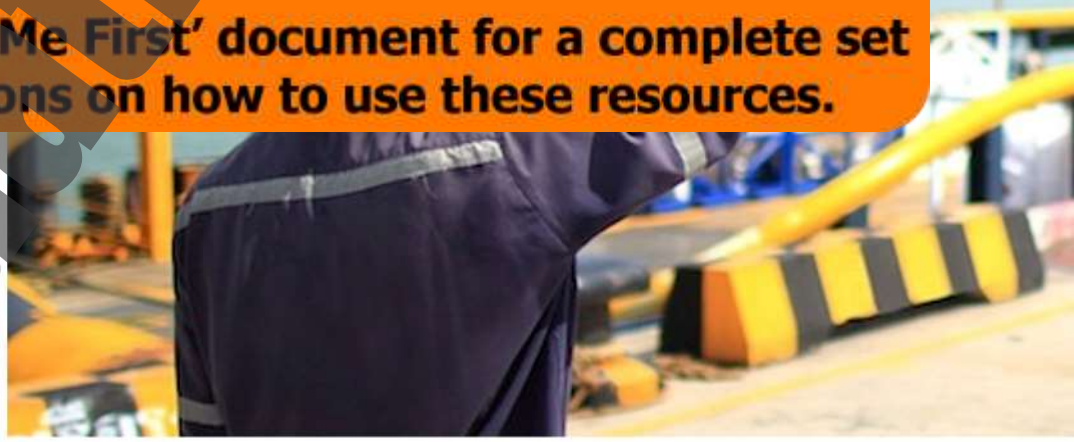
What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

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

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

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



LEARNER GUIDE

CPCCLDG3001 Licence to Perform Dogging

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and Instructions.

Table of Contents

Introduction

This training course is based on the National High Risk Licence Unit of Competency CPCCLDG3001 Licence to Perform Dogging.

You will learn about:

- Planning the job.
- Selecting and inspecting equipment.
- Preparing the site and equipment.
- Shifting loads.
- Shutting down the job and cleaning up.

1.1.1 What is Dogging?

A licensed Dogger can carry out the following work:

- The application of slinging techniques.
- The selection and inspection of lifting gear.
- Directing a crane or hoist operator in the movement of a load when the load is out of the operator's view.
- Assessing the weight of a load.
- Communicating with the crane operator in regards to the capabilities of the crane.

You must have a dogging licence, or be under direct supervision of a person with a dogging licence as part of a training program to be able to do the following tasks:

- Selecting slings.
- Inspecting slings.
- Choosing how to sling the load.
- Directing the crane operator while the load is being moved.

1.1.2 High Risk Work Licence Requirements

Once you pass your assessment you will have 60 days to apply for your licence.

You must renew your licence within 12 months of its expiry otherwise:

- Your licence can't be renewed.
- You need to repeat the course and re-apply for your licence.
- You need to enrol in the course again and be supervised by somebody who has a current licence for the same class.

You can still do high risk work without a licence as long as:

- You are enrolled in a high-risk course for the class, and
- You are being supervised by somebody who has a licence for the same class.

Any licensed worker must take reasonable steps to make sure the way they work does not impact on the safety of themselves or any other worker. This is their legal duty of care. Failing to work safely can result in the health and safety regulator:

- Suspending or cancelling your licence.
- Refusing to renew your licence.
- Ordering that you are reassessed to ensure you are competent.

Your employer might ask you for evidence that you have a high risk licence before you start any high risk work. You can show them:

- Your licence.
- Proof from the training company that you have passed your assessment.
- Proof that you are currently completing a course for high risk work.

1.2 Gather Site Information and Plan Job

All work activities must be guided by and comply with the relevant legislation, regulations and work requirements.

1.2.1 Work Method Statements

Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work method statements are a great tool for organising your work activities. They help to make sure you have completed everything and will also outline the details of all tools, equipment and coordination needed with other workers relating to your job. Make sure all of these are available and ready before you start.

1.2.2 Relevant Legislation, Regulations and Work Requirements

Legislation can be broken down into four main types:

Legislation	Explanation
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

Before you start a job remember to think about:

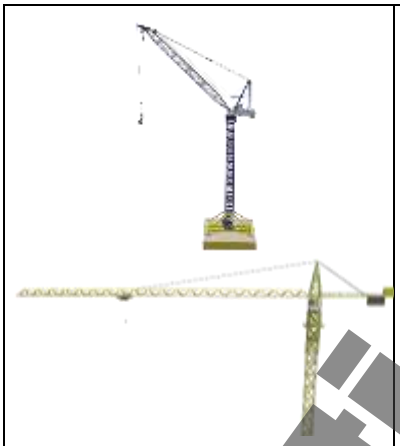
- **Job or Task Requirements**– Think about everything the job involves such as: What is the job? Where is the job? What do I need for the job? What type of crane will be used? What are its functions, capabilities and limitations?
- **Priorities or Sequencing**– Break the entire job into tasks and put them in a logical order. When prioritising the tasks make sure you consider what tasks need to be completed before others can begin.
- **Site Rules and Regulations**– Find out and understand any regulations or site rules that affect your job. If you are unsure about any rules or regulations, speak to your supervisor.
- **Permits and Procedures**– Find out if you need a permit to complete this job. If so, you need to ensure that you have one and that it is current. You also need to understand and apply any site procedures that are in place for this task. If you have any questions about permits or procedures talk to your supervisor. Procedures outline the steps you need to follow for:
  - Emergency response.
  - Incident and accident reporting.
  - Equipment fault reports.
  - Equipment maintenance requirements.
  - Communication methods and equipment use.
  - Supervision requirements.
- **Risk Management**– This involves managing any risks or hazards that are present throughout the worksite and in relation to your task.

Areas that you should consider when planning dogging tasks should include:

- Communications are safe and adequate.
- Access and egress to and from the work area.
- Location and specifics of the task.
- Permits or licences required to carry out the work.
- Equipment required for the task.
- Availability of equipment for the task.
- Type, capacity and capability of the crane.
- Safe work procedures that need to be followed.
- The type, condition, size and configuration of the load that is being moved.

1.2.3 Types of Cranes

Cranes that you may work with could include:

		
Tower Cranes	**Self-Erecting Tower Cranes**	**Portal Boom Cranes**
A boom or jib is mounted on a tower structure.	A tower crane where the tower structure and boom/jib elements are not disassembled into component structures and can be transported between sites as a complete unit. The erection and dismantling processes are an inherent part of the crane's function.	The boom/jib is mounted on a portal frame, which is supported on runways along which the crane may travel.

		
Mobile Cranes (Slewing)	**Non-Slewing Mobile Cranes**	**Vehicle Loading Cranes**
A crane capable of travelling over a supported surface without the need for fixed runways. Relies only on gravity for stability.	A mobile crane incorporating a boom/jib that does not slew.	A vehicle-mounted crane. Principal purpose of loading and unloading the vehicle.
		
Bridge Cranes	**Gantry Cranes**	**Derrick Cranes**
Consists of a bridge beam or beams that are mounted to end carriages at each end. Capable of travelling along elevated runways and has one or more hoisting mechanisms arranged to traverse across the bridge.	Consists of a bridge beam supported at each end by legs mounted on carriage ends. Gantry cranes are capable of travelling on supporting surfaces or deck levels, whether fixed or not and has a crab with one or more hoisting units arranged to travel across the bridge.	Has a slewing strut-boom with the boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load.

1.2.3.1 Crane Movements

Different cranes have different capabilities and move in different ways. These capabilities will affect the way loads are moved around the site, and the way you direct the crane operator.

- **Slewing** – The side to side, rotating movement of the boom.
- **Luffing** – The up and down movement of the boom.
- **Telescoping or Trolley In/Out** – Telescoping is the extension and retraction movement of a hydraulic type boom. Trolley in/out refers to the movement of a hoist assembly along the length of a boom (relevant to bridge, gantry and some tower cranes).
- **Hoisting** – The raising and lowering of the hook block using the hoist rope.

Review Questions

1.	What is a Work Method Statement?	☐

2.	List the 4 main types of WHS legislation that help keep your workplace safe.	☐

1.

2.

3.

4.

3.	What site information needs to be gathered before starting the job?	☐

4.	When planning the job or task requirements, what questions must you ask yourself regarding the job and the crane to be used?	☐

5.	What does the term 'slewing' mean?	☐

1.3 Identify and Manage Hazards

Hazards create risk. Check for hazards.

A **risk** is the chance of a hazard hurting you or somebody else or causing some damage.

A **hazard** is a thing or situation that has the potential to cause injury, harm or damage.

If you can remove or at least control a **hazard** you can reduce the **risk** involved.

Part of your job is to look around to see if you can find any hazards before you start.

A good tip is to check:

- **Above head height** – remember the load may be moving above your head.
- **At eye level** – look around to see if there is anything in the way of where you want to move the load.
- **On the ground (and below)** – Have a look at the ground conditions and think about where the load is being moved to. Will it support the weight of the load?

1.3.1 Workplace Hazards

Common workplace hazards include:

- Ground conditions:
  - Underground services.
  - Potential non-weight bearing surfaces.
- Poor lighting.
- Traffic:
  - Pedestrians.
  - Vehicles.
  - Other plant.
- Overhead hazards:
  - Power lines.
  - Overhead service lines.
  - Obstructions.
  - Trees.
- Weather:
  - Lightning.
  - Storms.
  - Wind.
- Surrounding structures:
  - Buildings.
  - Obstructions.
- Workplace-specific hazards:
  - Other workers.
  - Equipment and machines.
  - Facilities.
  - Other equipment.
- Dangerous materials.
- Working at heights.

Once a hazard has been identified you need to talk to the right people. This can include:

- Safety officers.
- Site engineers (where applicable).
- Supervisors.
- Other workers.
- Managers who are authorised to take responsibility for the workplace or operations.

It is important to talk with workplace personnel and safety officers before starting on a worksite to make sure that any workplace policies or site-specific procedures are followed, and to identify known hazards.

1.3.2 Working Near Power Lines

Working near power lines can be dangerous if you are not careful.

It is very important that you know the safe operating distances for different types of power lines and the steps you must take if your job needs you to work closer than the safe distances.

Generally, if you need to work closer than the safe work distance you must:

- Contact the local electrical authority for permission to work closer (this is called an exemption).
- Have the power lines shut off. If this is not possible then have the power lines insulated.
- Use a spotter (depending on local laws and rules).

Distances are different depending on the state or territory you are working in and the voltage of the power lines. You should check with the local electrical authority for information and advice to find out the voltage of power lines in your work area.

Queensland

The Queensland Electrical Safety Regulation breaks down the distances in detail. Exclusion zones are broken down not only by size of power line but also by the competency level of the operator. This means that the requirements should be clarified with the electrical authority before work commences even if the distance appears to be outside the zones.

The following minimum distances are provided as guidance:

Power Line Type	Distance
Up to 132kV	3.0m
132kV up to 330kV	6.0m
330kV and above	8.0m

New South Wales

In New South Wales, for anyone who is not accredited, equipment operation may not be any closer than the following distances to power lines:

Power Line Type	Distance
Up to and including 132kV	3.0m
Above 132kV up to and including 330kV	6.0m
Above 330kV	8.0m

To work closer than these distances requires authority from the relevant electrical authority and adherence to cl.64(2)(e) of the regulations.

Australian Capital Territory

In the ACT mobile plant operators and persons erecting or working from scaffolding must maintain a safe minimum distance to power lines as outlined in the table below:

Power Line Type	Distance
Less than 33kv	4.0m
33kV or more (transmission lines)	5.0m

Victoria

In Victoria the Framework for Undertaking Work Near Overhead and Underground Assets states that equipment must not be closer than the following distances to power lines:

Power Line Type	Distance
Distribution lines up to and including 66kV (power poles)	6.4m (or 3.0m with a qualified spotter)
Transmission lines greater than 66kV (towers)	10m (or 8m with a qualified spotter)

Tasmania

In Tasmania equipment must not be closer than the following distances to power lines:

Power Line Type	Distance
Up to and including 133kV (poles)	6.4m (or 3m with a safety observer)
Greater than 133kV (towers)	10m (or 8m with a safety observer)

South Australia

In South Australia mobile plant operators and persons erecting or working from scaffolding must maintain a safe minimum distance to power lines as outlined in the table below:

Power Line Type	Distance
Up to 132kv (including 132kv poles)	6.4m (or 3.0m with a spotter)
132kv or more (including 132kv towers)	10.0m (or 8.0m with a spotter)

Western Australia

In Western Australia this falls under Regulation 3.64 from the OSH Regulations and states the following as the minimum distances:

Power Line Type	Distance
Up to 1kV (insulated)	0.5m
Up to 1kV (uninsulated)	1.0m
Above 1kV and up to 33kV	3.0m
Above 33kV	6.0m

Northern Territory

In the Northern Territory equipment must not be closer than the following distances to power lines:

Power Line Type	Distance
Up to and including 132kV (distribution lines)	6.4m (or 3m with a spotter)
Greater than 132kV (transmission lines)	10m (or 8m with a spotter)

1.3.2.1 Tiger Tails

Tiger tails are used to clearly show the location of overhead power lines. Tiger tails DO NOT insulate the power lines so exclusion zones and safe operating distances must still be used, even when tiger tails are in use.