

## Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

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## Instructions for Viewing in Presenter View

**NOTE:** This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



# APCHS300

LICENCE TO OPERATE A  
PERSONNEL AND MATERIALS  
HOIST



TRAINING  
PRESENTATION

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## Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan Hoist Operations



Section 2: Prepare for Hoist Operations



Section 3: Conduct Hoist Operations

Section 1:  
Plan Hoist Operations



## 1.1 Introduction

This training course is based on the National High Risk Licence Unit of Competency **CPCCLHS3001 Licence to Operate a Personnel and Materials Hoist.**

You will learn about:

- ◆ Planning the job.
- ◆ Selecting and inspecting equipment.
- ◆ Preparing the site and equipment.
- ◆ Using the hoist.
- ◆ Shutting down the hoist.



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## 1.1.1 What is a Personnel and Materials Hoist?

Personnel and materials hoists are used to raise or lower personnel, goods and materials on a work site.

They are made up of:

- ◆ A cage (or car).
- ◆ Structure or building.
- ◆ Sheaves, drums and other relevant machinery or equipment.



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### 1.1.1 What is a Personnel and Materials Hoist?

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This definition includes situations where winches may be configured to operate as hoists for the transportation of workers.



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CPCLHS3001



## 1.1.2 When is a High Risk Licence Needed?

A high risk work licence allows you to lawfully work with certain high risk equipment and plant such as forklifts, cranes, hoists, elevating work platforms, scaffolding, rigging and pressure equipment.

This course covers the skills and knowledge required to safely operate a personnel and materials hoist, that is, a cantilever or tower hoist or several winches configured to operate as a hoist intended to carry goods, materials or people.



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## 1.1.2 When is a High Risk Licence Needed?

Competence in this unit does not in itself result in a licence. A licence is obtained after competence is assessed under applicable Commonwealth, state or territory work health and safety (WHS) regulations.



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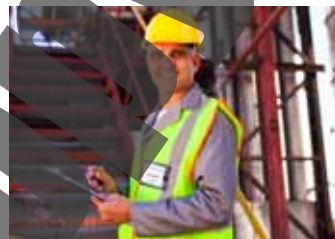
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### 1.1.3 High Risk Work Licence Requirements

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.



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### 1.1.3 High Risk Work Licence Requirements

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.



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### 1.1.3 High Risk Work Licence Requirements

As part of their legal duty of care, licensed workers must take reasonable steps to make sure the way they work does not impact on the safety of themselves or any others on site. 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.



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### 1.1.3 High Risk Work Licence Requirements

Your employer should 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.



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## 1.2 Legislative Requirements

It is important that you are aware of legislative requirements relating to your work. Before you begin your tasks ensure that you access the relevant documentation.

Requirements relating to your work may include:

- ◆ Work Health and Safety (WHS) requirements.
- ◆ Duty of care.



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- ◆ Work Health and Safety (WHS) requirements.
- ◆ Duty of care.



## 1.2.1 Work Health and Safety Requirements

Work Health & Safety (WHS) laws and guidelines help keep your workplace safe.

These can be broken down into four main types:

Law	Acts
	Regulations
	Codes of Practice
	Australian Standards

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### Law and Description

**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.

## 1.2.2 Duty of Care

All personnel have a legal responsibility under duty of care to do everything reasonably practicable to protect others from harm by complying with safe work practices.

This includes activities that require licences, tickets or certificates of competency or any other relevant state and territory WHS requirements.



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## 1.2.2 Duty of Care

The following parties have a duty of care responsibility in the workplace:

- ◆ Employers and self-employed persons.
- ◆ Persons in control of the workplace.
- ◆ Supervisors.
- ◆ Designers.
- ◆ Manufacturers.
- ◆ Suppliers.
- ◆ Workers.
- ◆ Inspectors.



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## Section 1 Review Questions

1. What are the four (4) main types of WHS legislation/requirements?



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Acts, Regulations, Codes of Practice, Australian Standards.



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