

# CPCCLRG3001

Licence to Perform Rigger Basic

## 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

# CPCCLRG3001 Licence to Perform Rigging Basic Level

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.

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# 1.1 Introduction

This training course is based on the National High Risk Licence Unit of Competence **CPCCLRG3001 Licence to Perform Rigging Basic Level**.

You will learn about:

- ◆ Planning out your work.
- ◆ Selecting and inspecting equipment.
- ◆ Setting up for the rigging task.
- ◆ Erecting and dismantling structures and plant.



Before completing this course you must have already finished CPCCLDG3001 Licence to Perform Dogging. This course builds on those skills and knowledge.

## 1.1.1 When is a 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. There are 3 levels of rigging class under a high risk licence. This course covers the work associated with the Basic Rigging (RB) class of high risk work licence involving the use of mechanical load shifting equipment and associated gear to move, place or secure loads, including plant, equipment or members of a structure, as well as ensuring the stability of those members and the set up and dismantling of hoists.

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.

## 1.1.2 What Types of Work can you do with a Rigging Basic Level Licence?

A person with a basic rigging high risk work licence is allowed to complete the following range of tasks:

- ◆ Movement of plant and equipment.
- ◆ Installation of cantilevered crane loading platforms.
- ◆ Steel erections.
- ◆ Installation of static lines.
- ◆ Installation of some hoists (including mast climbing hoists).
- ◆ Installation of perimeter safety screens and shutters.
- ◆ Placement of pre-cast concrete.
- ◆ Installation of safety nets.



### 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.

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.



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.



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.

### Review Questions

<b>1.</b>	How long do you have to apply for your High Risk Work Licence after you have passed your assessment?	<input type="checkbox"/>

## 1.2 Gather Site Information and Plan Job

The first steps for preparing for and planning a job involve assessing the task and gathering site information.



### 1.2.1 Assess the Task

Before you start any work or planning, look to see what the task actually is. Ask yourself the following questions:

- ◆ Are there task plans (steel schedules) that you need to look at?
- ◆ Is there adequate access and egress to and from the work area?
- ◆ Where is the work being done?
- ◆ What is the task?
- ◆ What plant and equipment will you need to carry out the job, and are these available?
- ◆ Is there any information about the load, weights or other details that will affect how you plan the job?



### 1.2.2 Relevant Legislation, Regulations and Work Requirements

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

Legislation can be broken down into four main types:

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



When you are planning your work 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 plant or equipment 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.



### 1.2.3 Work Method Statements



Many worksites require a work method statement before any dangerous construction 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.

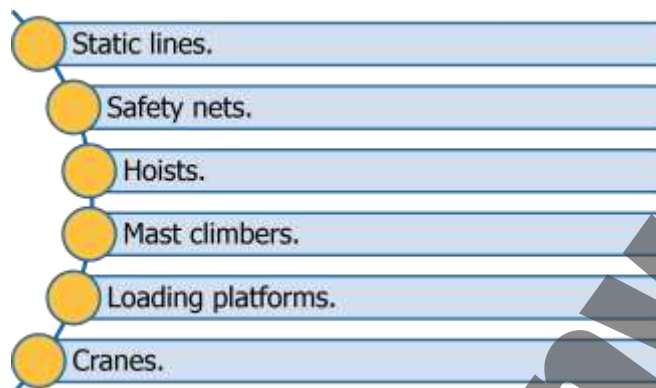
These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

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.

## 1.2.4 Forces and Loads

A 'load' is any type of force exerted on an object. It is important to understand the relevant forces and loads that are associated with the rigging work you will be doing. Forces and loads apply to structures such as scaffolds, structural steel or precast panels.

They also apply to plant associated with the rigging work including:



Forces and loads can be divided up into the following types:

- ◆ **Dynamic Forces** – These are forces caused by the movement of loads being lifted and any crane used to lift the load.
- ◆ **Wind Loads** – These are the result of wind affecting the load as it is being lifted.



## Review Questions

<b>2.</b>	List the four (4) main types of WHS legislation and guidelines that help keep your workplace safe.	<input type="checkbox"/>
1.		
2.		
3.		
4.		

3.

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



4.

What is a Work Method Statement?



## 1.3 Risk Management

**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 or you may be working at heights.
- ◆ **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.
  - ◆ Recent excavations.
- ◆ Poor lighting.
- ◆ Traffic:
  - ◆ Pedestrians.
  - ◆ Vehicles.
  - ◆ Other plant.
- ◆ Overhead hazards:
  - ◆ Power lines.
  - ◆ Overhead service lines.
  - ◆ Obstructions.
  - ◆ Trees.
- ◆ Working at heights:
  - ◆ Fall from heights.
  - ◆ Falling objects.
- ◆ Weather:
  - ◆ Lightning.
  - ◆ Storms.
  - ◆ Wind.
- ◆ Surrounding structures:
  - ◆ Buildings.
  - ◆ Obstructions.
  - ◆ Bridges.
- ◆ Workplace-specific hazards:
  - ◆ Other workers.
  - ◆ Equipment and machines.
  - ◆ Electrical items.
  - ◆ Facilities.
  - ◆ Other equipment.
- ◆ Dangerous materials.
- ◆ Hazardous manual tasks.

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.



### 1.3.3 Risk Assessment

Once you have identified the hazards on site or related to the work you will be doing you need to assess their risk level.

Risk levels are worked out by looking at 2 factors:

<b>Consequence</b>	How bad will it be if the hazard causes harm?
<b>Likelihood</b>	What is the chance of the hazard causing harm?