

CPCCLRG3002

Licence to Perform Rigging

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

CPCCLRG3002 Licence to Perform Rigging Intermediate 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 **CPCCLRG3002 Licence to Perform Rigging Intermediate 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 CPCCLRG3001 Licence to Perform Rigging Basic Level. 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 Intermediate Rigging (RI) 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 building or structure, as well as ensuring the stability of those members, and the set up and dismantling of cranes and 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 Intermediate Level Licence?

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

- ◆ Anything that a basic rigger can do.
- ◆ Erection of cranes, conveyors, dredges and excavators.
- ◆ Erection of tilt-up panels.
- ◆ Erection of jib hoists and self-climbing hoists.
- ◆ Demolition work.
- ◆ Dual and multiple lifts.



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.



1.2 Plan Job



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

Requirements relating to your work may include:

- ◆ WHS requirements.
- ◆ Duty of care.
- ◆ Work Method Statements.

1.2.1 Work Health and Safety Requirements

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

These can be broken down into four main types:

Law	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.

It is important that you are familiar with the WHS laws that exist in your state or territory.

The following WHS legislative requirements will affect the way that you work:

- ◆ Duty of Care.
- ◆ Australian Standards.
- ◆ Industry WHS Standards and Guidelines.
- ◆ Health & Safety representatives, committees and supervisors.
- ◆ Job Safety Analysis (JSA) and Work Method Statements (WMS).
- ◆ Licences.
- ◆ National safety standards.
- ◆ WHS and Welfare Acts and regulations.
- ◆ Safety Codes of Practice.



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.

1.2.3 Work Method Statements

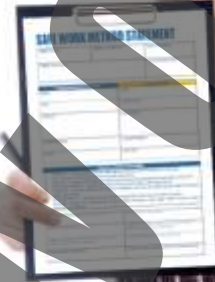
A Work Method Statement details how specific hazards and risks related to the task being completed will be managed and is developed by the employer.

Work Method Statements fulfil a number of objectives:

- ◆ They outline a safe method of work for a specific job.
- ◆ They provide an induction document that workers must read and understand before starting the job.
- ◆ They assist in meeting legal responsibilities for the risk management process, hazard identification, risk assessment and risk control.
- ◆ They assist in effectively coordinating the work, the materials required, the time required and the people involved to achieve a safe and efficient outcome.
- ◆ They are a quality assurance tool.

Work Method Statements may also be referred to as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

An example of a Work Method Statement can be found in **Appendix A**.



1.2.4 Assess the Task



Before you start any work or planning, look to see what the task actually is.

- ◆ Will you be directing one or more cranes?
- ◆ Will you be assembling or disassembling plant or equipment?
- ◆ Will you be erecting tilt-up panels?
- ◆ Will you be demolishing structures?
- ◆ What equipment will you need and is it available?
- ◆ What is the weather doing and is it safe to carry out the work?

All of these factors will introduce different hazards and requirements to the work.

1.2.5 Gather Site Information and Plan Job

Planning the job before you start is an important step in any high risk work. 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? Will there be safe access and egress to and from the work area? Are there any workplace-specific issues that need to be taken into consideration?
- ◆ **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.



A site-specific Job Safety Analysis (JSA) or Work Method Statement (WMS) or other site-specific documentation should be reviewed to make sure the work is carried out according to workplace procedures.

If there are any task plans or schedules available, you should also make sure you are familiar with them. Structural plans will also need to be referred to throughout the job planning.

1.2.6 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, equipment and plant such as:

- ◆ Static lines.
- ◆ Safety nets.
- ◆ Hoists.
- ◆ Mast climbers.
- ◆ Guy ropes.
- ◆ Cantilevered crane loading platforms.
- ◆ Cranes.
- ◆ Tilt-up panels.



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

Load Type	Explanation
Dead Load	The weight of a crane, hoist or scaffold before it is carrying a load.
Static Load	Any load that does not change in size, weight or position over time (does not move or change).
Dynamic Load	These include loads that are moving or changing. This includes: <ul style="list-style-type: none"> ◆ Live load: The load being lifted by a crane or hoist. ◆ Wind load: The total force exerted by the wind on a structure or part of a structure. See AS 2550 for more information on wind loads.

Review Questions

1.	What are the four (4) main types of Work Health and Safety (WHS) laws?	<input type="checkbox"/>
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		

2.

What is your duty of care responsibility?

3.

What information does a Work Method Statement include?

4.

List three (3) examples of sources of site information that needs to be gathered before starting the job.

1.

2.

3.

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.



1.3.1 Consultation and Communicating with Others

Make sure you talk to the right people. They will be able to give you the best information to safely carry out your work. This can include:



- ◆ Safety officers who can tell you about:
 - ◆ Workplace-specific hazards.
 - ◆ Workplace-specific hazard controls.
 - ◆ Workplace policies.
- ◆ Engineers who know about:
 - ◆ Plans and drawings.
 - ◆ Load bearings (of ground and suspended surfaces).
- ◆ Supervisors who can provide you with guidance for:
 - ◆ Job specifics.
 - ◆ Local, job and site knowledge.
 - ◆ Work area arrangements.
 - ◆ Other contractors.
- ◆ Colleagues, such as doggers, riggers or plant operators.
- ◆ Managers who are authorised to take responsibility for the workplace or operations.

It is important to communicate with workplace personnel and safety officers before starting on a worksite to ensure that any workplace policies and site-specific procedures are adhered to.

1.3.2 Risk/Hazard Identification

When identifying hazards always remember 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?



Common workplace hazards include:

- ◆ Ground conditions:
 - ◇ Underground services.
 - ◇ Non-weight bearing surfaces.
 - ◇ Recent excavations.
 - ◇ Soil conditions (e.g. recently filled trenches).
- ◆ Overhead hazards:
 - ◇ Power lines.
 - ◇ Overhead service lines.
 - ◇ Bridges.
- ◆ Working at heights:
 - ◇ Instability of work areas.
 - ◇ Falling objects.
 - ◇ Falls from heights.
- ◆ Poor lighting.
- ◆ Surrounding structures:
 - ◇ Buildings.
 - ◇ Obstructions.
 - ◇ Facilities.
 - ◇ Trees.
- ◆ Traffic:
 - ◇ Pedestrians.
 - ◇ Personnel.
 - ◇ Vehicles.
 - ◇ Other plant.
- ◆ Weather:
 - ◇ Wind.
 - ◇ Lightning.
 - ◇ Rain.
- ◆ Other worksite-specific hazards:
 - ◇ Dangerous materials.
 - ◇ Hazardous manual tasks.
 - ◇ Damaged or poor-quality equipment.
 - ◇ Electrical items.



1.3.2.1 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)