

# RIIBEF201E

## Plan and Organise Work

### 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

# RIIBEF201E Plan and Organise Work

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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Evaluation Component

# 1.1 Introduction

This course is based on the unit of competency **RIIBEF201E Plan and Organise Work**.

You will learn about:

- ◆ Planning out your work based on:
  - ◆ Health and safety requirements.
  - ◆ Policies and procedures.
  - ◆ Your own roles and responsibility.
  - ◆ Environmental protection requirements.
  - ◆ Work instructions.
- ◆ Inspecting and preparing the work area.
- ◆ Choosing and checking your tools and equipment for the work.
- ◆ Identifying materials that need to be handled safely.
- ◆ Carrying out your work safely.
- ◆ Identifying any issues with the work process and taking steps to improve it.
- ◆ Cleaning up after the work is done and carrying out any housekeeping or maintenance activities.



# 1.2 Site Policies and Procedures

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.



Operations documentation includes:

<b>Site Details</b>	The information and safety requirements of the workplace environment (where you will be working).
<b>Hazard Details</b>	Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
<b>Task Details</b>	Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.
<b>Faulty Equipment Procedures</b>	Isolation procedures to follow or forms to fill out.
<b>Signage</b>	Site signage tells you what equipment you need to have, or areas that are not safe to be in.
<b>Emergency Procedures</b>	Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.
<b>Equipment and Work Instructions</b>	Details of how to operate plant and equipment and the sequence of work to be done.

Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



## 1.2.1 Environmental Protection Requirements

Environmental protection requirements are part of every worksite. Make sure you check with your supervisor about what environmental issues need to be managed during your work.



All environmental details should be listed in an 'Environmental Management Plan' for the site. It can include details for:

- ◆ Waste management.
- ◆ Water quality protection.
- ◆ Noise control.
- ◆ Dust management.

The plan will outline the steps and processes needed to prevent or minimise damage to the environment through the use of machinery and equipment.

### 1.2.1.1 Environmental Management Plan

When undertaking work activities, workers should always try to reduce environmental risk and waste, thus enhancing the overall environmental performance of the site and organisation.

#### Waste Management

Waste and clean-up management may include taking steps to use environmentally-friendly materials (including recycled materials). It also includes implementing methods of sorting waste into categories for recycling and correct disposal.

The waste management plan will outline:

- ◆ Disposal of site waste materials and rubbish.
- ◆ Recycling waste materials.
- ◆ Re-use of waste materials.



#### Water Quality Protection

Water quality protection measures may require runoff to be directed to areas where it will not escape into the stormwater system or other waterways.

This plan will detail items like silt fences, diversion drains and sediment ponds. This plan can have a sub-plan for any wetlands or low-lying areas.

#### Noise Control

Noise reduction methods may include:

- ◆ The use of noise-deadening materials such as rubber to line inside of bins or workrooms.
- ◆ The construction of noise barriers, screens or enclosures to reduce the noise from activities.
- ◆ Restricting hours of operation whenever possible so work does not occur between 6pm and 7am.



#### Dust Management

Dust control techniques may include:

- ◆ Applying gravel cover to soil (unpaved) surfaces where there is regular traffic into and out of a worksite.
- ◆ Using dust screens as feasible.
- ◆ Using tools and equipment in an area with adequate ventilation.

## Review Questions

<b>1.</b>	List 3 things that may be included in 'operations documentation'.	<input type="checkbox"/>
<p>1.</p> <p>2.</p> <p>3.</p>		

<b>2.</b>	What can be included in an Environmental Management Plan?	<input type="checkbox"/>

### 1.3 Identify Responsibilities and Obligations

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





### 1.3.1 Duty of Care

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

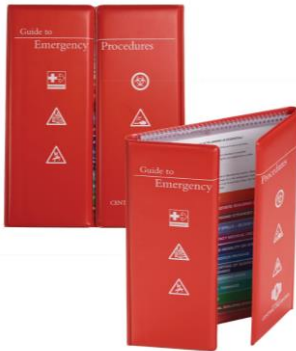
To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.



If you think something is dangerous tell your boss or supervisor as soon as possible.

### 1.3.2 Safe Work Practices



In all workplaces it is essential to ensure that work activities are carried out as safely as possible. This involves the implementation of safe work practices.

Safe work practices include:

- ◆ Emergency procedures.
- ◆ Day to day observation of WHS policies and procedures.
- ◆ Risk assessment.
- ◆ Use of basic fire-fighting equipment.

Safe work practices are governed by legislative requirements and workplace procedures such as:

- ◆ Access to site amenities, such as drinking water and toilets.
- ◆ Drugs and alcohol at work.
- ◆ General requirements for safe use of plant and equipment.
- ◆ Manual handling procedures – outlined in industry requirements (e.g. codes of practice) and specific workplace procedures.
- ◆ General requirements for use of personal protective equipment (PPE) and clothing.
- ◆ Housekeeping to ensure a clean, tidy and safer work area.
- ◆ Preventing bullying and harassment.
- ◆ Smoking in designated areas.
- ◆ Storage and removal of debris.



Safe work practices should be referred to, and documented, when completing Work Method Statements (WMS) as a guideline for how to carry out a task safely.

## Review Questions

3.

How can you make sure you meet your Duty of Care requirements to keep yourself and other workers safe?



## 1.4 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- ◆ **The Site** – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- ◆ **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- ◆ **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- ◆ **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- ◆ **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?



You also need to make sure you have all of the details about the kind of work you will be doing:



- ◆ **The Task** – What work is being carried out? How long will it take? Does it need any special equipment?
- ◆ **Plant and Equipment** – What type of plant will be used? How big is it? How much room does it need? What equipment is needed to complete the task?
- ◆ **Communications** – How are you going to communicate with other workers?
- ◆ **Procedures and Rules** – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?

## 1.4.1 Sources of Work Instructions

Sources of information that can help clarify work instructions include:

Type of Instructions	Examples
<b>Health and Safety Instructions</b>	<ul style="list-style-type: none"> <li>◆ Australian standards.</li> <li>◆ Codes of practice.</li> <li>◆ Current state or territory WHS legislation.</li> </ul>
<b>Workplace and Industry Instructions</b>	<ul style="list-style-type: none"> <li>◆ Production schedules.</li> <li>◆ Supervisor's oral and written instructions.</li> <li>◆ Worksite policies and operational procedures.</li> <li>◆ Operational details relevant to the tasks.</li> <li>◆ Work notes.</li> <li>◆ Plans.</li> <li>◆ Documentation or verbal instructions.</li> <li>◆ Standard operating procedures (SOPs).</li> <li>◆ Industry standards.</li> <li>◆ Task safety requirements.</li> <li>◆ Quality requirements and procedures.</li> </ul>
<b>Product or Material Instructions</b>	<ul style="list-style-type: none"> <li>◆ Safety Data Sheets (SDS).</li> <li>◆ Product labels.</li> <li>◆ Manufacturers' specifications.</li> </ul>

## 1.4.2 Delivery of Work Instructions



Each workplace communicates their requirements and procedures differently. The methods of how this is done will be detailed during your induction.

Work requirements and instructions could be given to you through:

- ◆ **On-site Meetings** – Task timelines, place and purposes, task discussions, procedural decisions and discussions.
- ◆ **Written Instructions** – Plans, reports, maps, specifications, drawings, sketches.
- ◆ **Verbal Instructions** – On-site meetings, toolbox talks, safety briefings, team meetings, two-way radios, mobile phones.

## 1.4.3 Reading and Checking Your Work Instructions

All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



### 1.4.3.1 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).

### 1.4.3.2 Safety Data Sheets

A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The SDS will contain details that can help you to identify:

<b>Basic Details of a Chemical or Material</b>	Name, type and identification number.
<b>Hazards Associated With use of the Material</b>	Whether it is flammable or corrosive.
<b>Safe Handling and Storage Procedures</b>	PPE to use, sealed containers or storage temperatures.
<b>Emergency Procedures</b>	What to do if the chemical or material gets out of hand.
<b>Disposal Procedures</b>	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods.

Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

### 1.4.3.3 Site Project Quality Requirements

Every site will have quality assurance or quality management requirements that must be met. These can range from standards of work through to the timeframes for tests to be conducted.

Knowing in advance what requirements you need to work to will allow you to meet and plan for them without a problem. Quality requirements support every aspect of the worksite.





Your work instructions and plans or drawings will guide you, and help you to make sure you are achieving the quality standard for the project.

They can include:

- ◆ Project dimensions.
- ◆ Project tolerances.
- ◆ Standards of work.
- ◆ Material standards.

## Review Questions

4.	List 4 sources of work instructions.	<input type="checkbox"/>
1.		
2.		
3.		
4.		

5.	What is a Safety Data Sheet?	<input type="checkbox"/>

## 1.5 Analyse and Plan Work

When planning a set of work tasks and outcomes, there are range of factors to consider. These include:

- Risk management.
- Coordination and communication procedures and equipment.
- Time management (including organising priorities and planning work).
- Sourcing, interpreting and applying safety information.
- Self-organisation of work priorities.
- Equipment safety requirements.
- Specified levels and grade requirements.

Planning out your work effectively requires you to:



- ◆ Work out exactly what the job is – look at where it is, who needs to be involved, what equipment or materials are required and their availability.
- ◆ Work out when the job can be started.
- ◆ Work out how long each stage of the job will take – speak with experienced workers if you are not sure.
- ◆ Work out how urgent the job is – are there other jobs that need to be completed before this one?
- ◆ Identify specifications or requirements for the job to check against once it is done.

You will need to work out approximately how long the entire job will take by adding up all of the minutes, hours and days needed to complete each stage of the work.

Write down all details of the plan and work and double check them. It is a good idea to make yourself a timeline that shows when each stage can start and when you expect them to be completed.

Once you have finished the plan you can speak with your supervisor and any other workers who are involved or affected by the work plan. They will be able to give you feedback on the details of your plan and point out anything that may cause an issue while the work is being done.

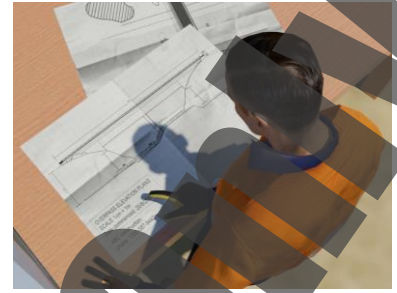


## 1.5.1 Calculating Material Requirements

If materials are being used you will need to work out how much you need. Refer to plans and specifications for information about quantities and types of materials for the job.

Once you have checked the site plans you may need to work out the amount of materials that are needed to complete a task.

For example, you may need to work out the amount of material that will fill up a trench. To do this you will calculate volume and quantity.



### Volume

If a trench is 18m long, 2m wide and 1m deep, the volume of the trench can be worked out using the formula:

A clipboard with a white sheet of paper and a silver clip on the left. The paper contains the following text:

**Volume = Length x Width x Depth**

For example:  
Trench is 18m long, 2m wide and 1m deep.

**Volume = 18m x 2m x 1m  
= 36m<sup>3</sup>**

Therefore the volume of the trench is 36m<sup>3</sup>.

### Quantity

You can then calculate the number of trucks needed to deliver the right amount of materials.

The trench needs 36m<sup>3</sup> of material to fill it. Each truck can carry 6m<sup>3</sup> of material.

To work out how many truck loads are needed, divide the amount of material needed, by the amount the truck can carry:

A clipboard with a white sheet of paper and a silver clip on the left. The paper contains the following text:

**Quantity =  $\frac{\text{Total needed to fill the trench}}{\text{Amount a truck can carry}}$**

For example:  
The trench needs 36m<sup>3</sup> of material to fill it.  
Each truck can carry 6m<sup>3</sup> of material.

**Quantity = 36m<sup>3</sup>/6m<sup>3</sup>  
= 6 trucks**

Therefore 6 truck loads are needed.

## Review Questions

**6.**

List 4 things that planning out your work effectively requires you to do.



1.

2.

3.

4.

**7.**

How can you work out approximately how long an entire job will take?

