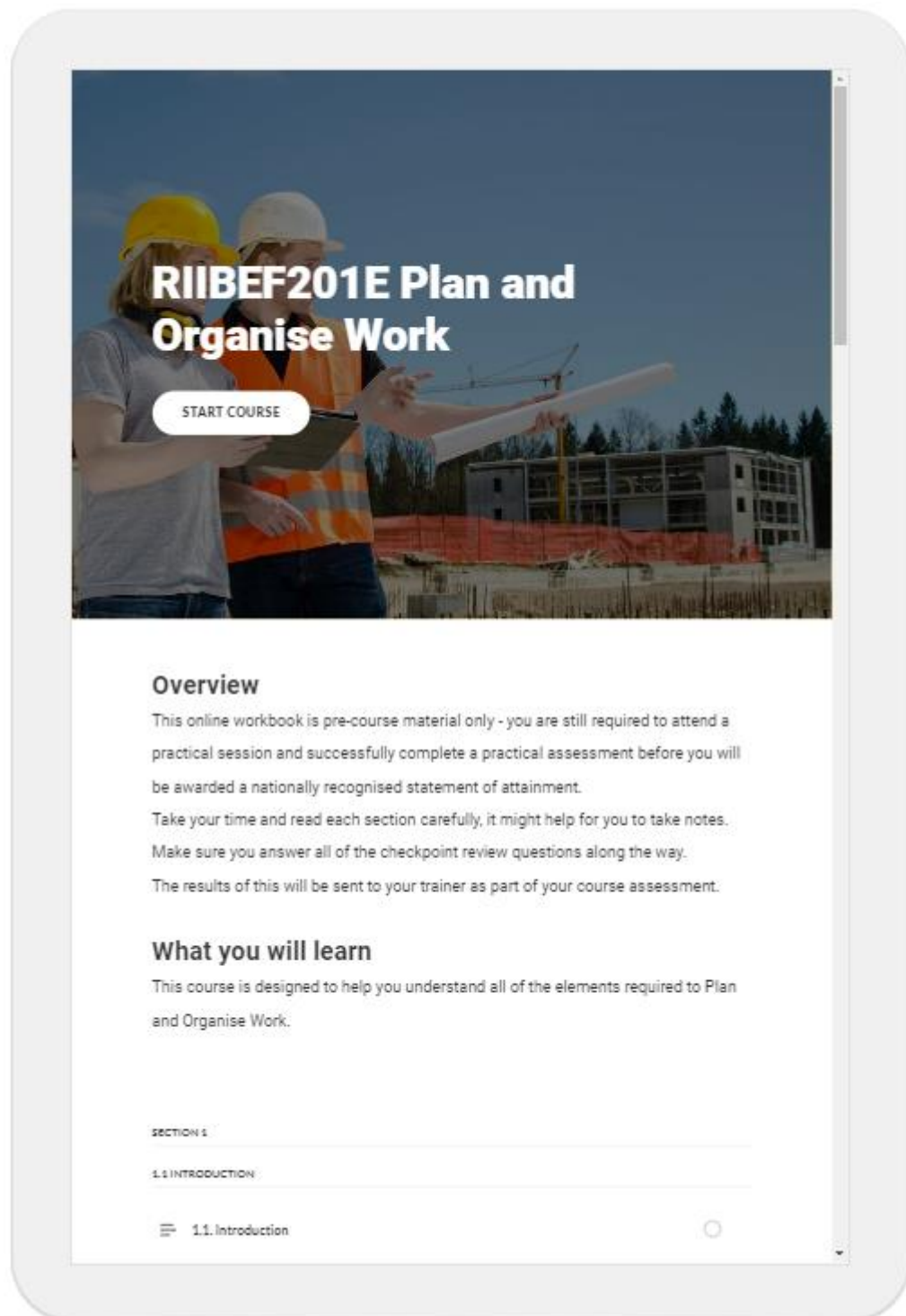


# RIIBEF201E Plan and Organise Work



The image shows a tablet displaying a course overview page. The top section features a background image of two construction workers in hard hats and safety vests reviewing blueprints on a construction site. Overlaid on this image is the course title 'RIIBEF201E Plan and Organise Work' in large white text, and a white button with the text 'START COURSE'.

**Overview**

This online workbook is pre-course material only - you are still required to attend a practical session and successfully complete a practical assessment before you will be awarded a nationally recognised statement of attainment.

Take your time and read each section carefully, it might help for you to take notes.

Make sure you answer all of the checkpoint review questions along the way.

The results of this will be sent to your trainer as part of your course assessment.

**What you will learn**

This course is designed to help you understand all of the elements required to Plan and Organise Work.

**SECTION 1**

**1.1 INTRODUCTION**

☰ 1.1. Introduction ○



Lesson 1 of 58

## 1.1. Introduction

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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.





Lesson 11 of 58

## 1.4.1 Sources of Work Instructions

Sources of information that can help clarify work instructions include:

Health and Safety Instructions

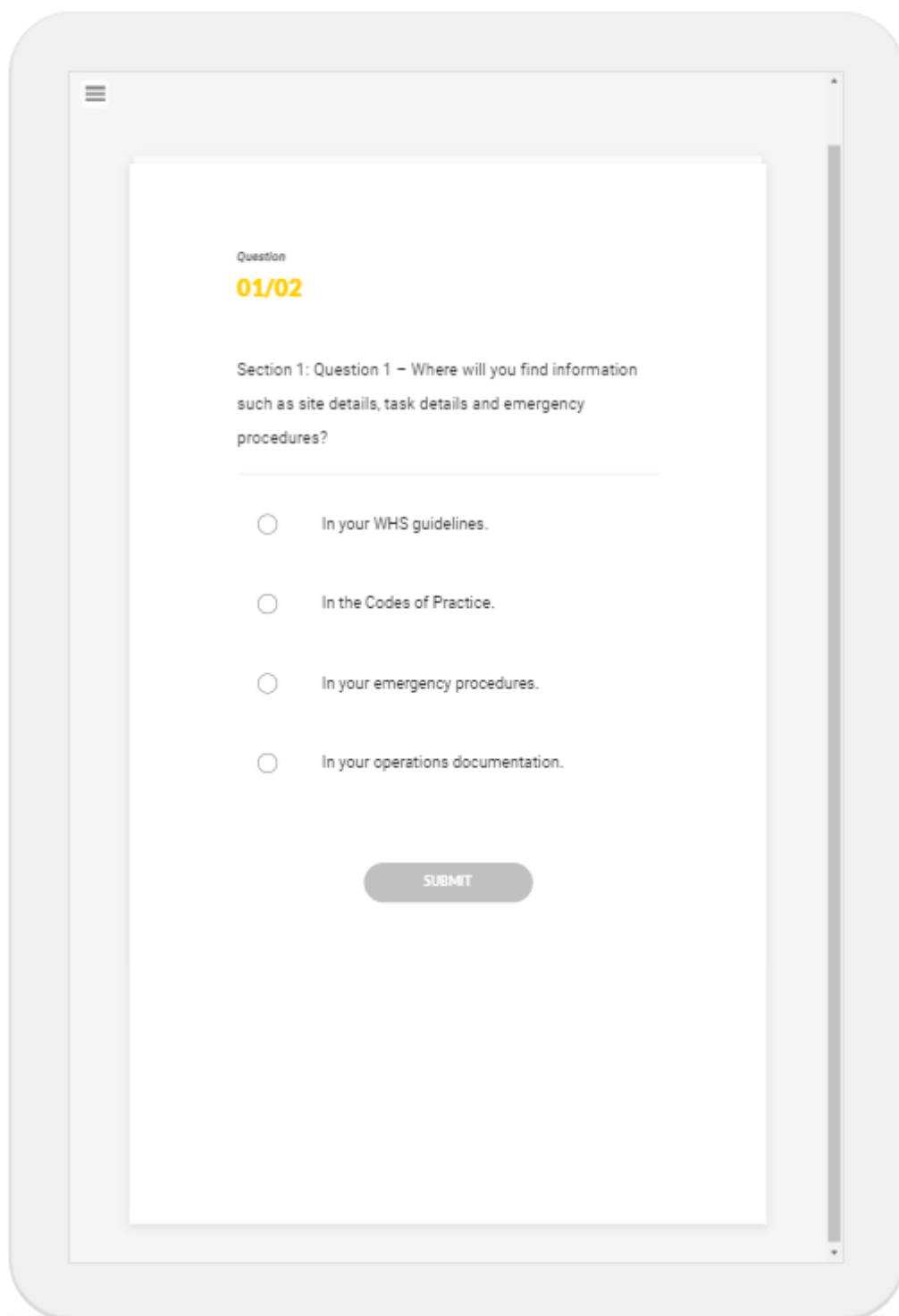


Workplace and Industry Instructions



Product or Material Instructions







Question

**02/02**

Section 1: Question 2 – Select three (3) details that can be included in an Environmental Management Plan.

- Noise control.
- Water quality protection.
- Re-use of hazardous materials.
- Reporting of hazardous waste materials on site.
- The contact details for the Environmental Protection Agency (EPA).
- Waste management.

SUBMIT