

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.

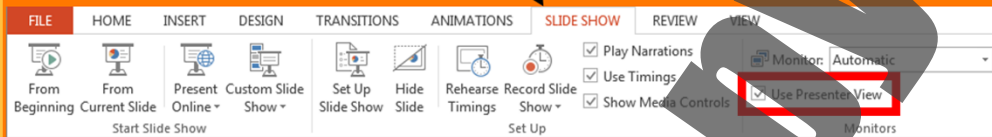
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Instructions for Viewing in Presenter View

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.



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RIBF2021

**IDENTIFY AND RECTIFY SITE
OPERATING PROBLEMS**



**TRAINING
PRESENTATION**

Evaluation

Training Presentation Sections

Click on a box to go to that section.



Section 1: Identify Operational Processes, Plant and Equipment



Section 2: Monitor Plant and Equipment Performance



Section 3: Maintain Plant and Equipment Performance

RIIBEF202F

Section 1:
Identify Operational Processes,
Plant and Equipment



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1.1 Introduction

This training course is based on the national unit of competency **RIIBEF202E - Identify and Rectify Site Operating Problems.**



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1.1 Introduction

This course will provide you with an overview of how to identify, rectify and monitor site operating problems by taking you through the following steps:

- ◆ Identify site operating problems.
- ◆ Assess the issues.
- ◆ Implement control measures to fix problems.
- ◆ Monitor the plant and equipment performance.
- ◆ Maintain plant and equipment performance.
- ◆ Record the issues, control measures and action taken.



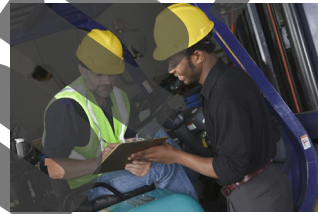
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1.1 Introduction

Throughout these materials we use the following terminology:

- ◆ Operations: The tasks and activities that an organisation undertakes in order to meet the goals of the business.
- ◆ WHS: Work health and safety. The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. The term WHS will be used throughout this training course.
- ◆ Worker: Replaces the term employee.



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1.2 Working Safely

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.



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1.2.1 Health and Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Rule	Explanation
Acts	Laws that 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	Gives you the minimum levels of performance or quality for a hazard, work process or product.

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1.2.1 Health and Safety Rules

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

To apply any of the requirements from any level (Acts, Regulations etc.) you must understand them. You need to be able to apply what is written relevantly to your work.

If you have any problems, difficulty or issues doing this, make sure you ask for assistance from appropriate personnel.



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1.2.2 How to Keep Everyone Safe

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.



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1.2.2 How to Keep Everyone Safe

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.

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



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1.2.3 Receiving Work Instructions

It is important to identify what work is being completed, and what your own tasks and responsibilities will be on site.

Work instructions and procedures can be communicated in the following ways:

Communication Method	Daily Toolbox Talk or Pre-Start Meeting
	Job Cards or Work Orders
	Job Board

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Work instructions and procedures can be communicated in the following ways:

Communication Method and Example

Daily Toolbox Talk or Pre-Start Meeting.

The supervisor could assign each person their tasks for the day, what area they will be working in, what equipment they will be using, any hazards for example poor weather or other contractors working in the area, daily targets and take minutes of the meeting on a sign-on sheet for attendance.

Job Cards or Work Orders.

Job cards could be created and issued to employees or contractors detailing the maintenance work required on a Forklift that is parked in the workshop for repairs.

Job Board.

Management might put a board in the manufacturing workshop or processing plant with a list of tasks to be completed. Each task can be ticked off once they are completed to fulfil an order.

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1.2.4 Confirm Work Requirements

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Even if you think that the instruction has been clear, taking a moment to review your understanding of the task can save time and errors from occurring later on.



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1.2.4 Confirm Work Requirements

Ways to confirm the work requirements may include:

- ◆ Asking questions to confirm understanding.
- ◆ Repeating the instruction in your own words.
- ◆ Highlighting key steps or safety controls on the work procedure or Job Safety Assessment.
- ◆ Reinforcing the major risks involved in the task and how to manage them.
- ◆ Clarifying who is responsible for the various steps or roles in the task.



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REVISION

Section 1 Review Questions

1. What information can you find in Australian Standards?



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The minimum levels of performance or quality for a hazard, work process or product.



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