

RIICBS202E

Hand Spread Asphalt

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

RIICBS202E Hand Spread Asphalt

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



These materials are based on the national unit of competency **RIICBS202E Hand Spread Asphalt**.

You will learn about:

- ◆ Planning and preparing for hand spreading of asphalt.
- ◆ Spreading asphalt.
- ◆ Cleaning up after work is complete.

1.1.1 Where Hand Spreading Asphalt is Required

The worksites where you could be hand spreading asphalt may include:

- ◆ Car parks.
- ◆ Airport runways.
- ◆ Container yards.
- ◆ Hard stands.
- ◆ Footpaths and bikeways.
- ◆ Roadways.



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.



1.2.1 Health and Safety Rules

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

Rules and Laws	Explanation
Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These tell you what the minimum requirement is for a job, product or hazard.

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.

1.2.2 Operations Documentation

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:

Site Details	The information and safety requirements of the workplace environment (where you will be working).
Hazard Details	Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
Task Details	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.
Faulty Equipment Procedures	Isolation procedures to follow or forms to fill out.
Signage	Site signage tells you what equipment you need to have, or areas that are not safe to be in.
Emergency Procedures	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.
Equipment and Work Instructions	Details of how to operate plant and equipment and the sequence of work to be done.

1.2.3 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.

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

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.



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

Review Questions

1.	What are the 4 types of health and safety laws and rules?	<input type="checkbox"/>
1.		
2.		
3.		
4.		

2.

List 3 things that may be included in 'operations documentation'.



1.

2.

3.

1.3 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 area needs asphaltting? How big is it? What materials are required? Does it need any special equipment?
- ◆ **Plant** – What type of plant will be used? How big is it? How much room does it need?
- ◆ **Attachments** – What equipment will you need to complete the asphaltting safely? Is the equipment available?
- ◆ **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?

1.3.1 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.

1.3.2 Work Method Statements



Many worksites require a work method statement before any high risk construction work can start. A work method statement is a list of steps that outlines how a job will be done and includes details for 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).

Make sure you understand all of the information in the work method statement before you start the work. It will help you to complete the work as safely as possible.

1.3.3 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:

Basic Details of the Chemical or Material	Name, type and identification number.
Hazards Associated with the Material	Whether it is flammable or corrosive.
Safe Handling and Storage Procedures	PPE to use, sealed containers or storage temperatures.
Emergency Procedures	What to do if the chemical or material gets out of hand.
Disposal Procedures	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.

1.3.4 Project Quality Requirements

Every civil construction project will have quality requirements. These outline when tasks need to be completed and the required standard of the work.

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.



1.3.4.1 Plans, Drawings and Sketches

Some of your work instructions might be given to you in drawings and sketches. You will need to get the information out of these and use it to do your job.



Project plans and drawings give you an overview of the site, for example:

- ◆ Location of the site in relation to the surrounding area.
- ◆ The position of structures, roads, access areas.
- ◆ Layout of drainage lines.
- ◆ Foundation details and landscaping features.

Depending on the project, drawings may be very detailed or they could be simple sketches.

You should learn about the conventions and symbols used in the plans and drawings so you can understand what the information means.

1.3.5 Worksite Communications

It is important to coordinate your activities with other workers when you are planning for and carrying out the work to make sure everyone knows:

- ◆ The work being completed.
- ◆ How, when and where you will be operating.
- ◆ What they need to do.

All workers on site must understand their own role and the roles of others before starting work. It helps to make sure work is done safely and efficiently.



Workers you may need to coordinate with on site include:

- ◆ Supervisors and management.
- ◆ Plant and vehicle operators.
- ◆ Traffic controllers or other workers on the site.
- ◆ Team leaders.
- ◆ Site safety personnel.
- ◆ Contractors.
- ◆ Inspectors, both internal and external, including WHS, environmental and quality assurance officers.
- ◆ Site visitors.



You need to resolve any coordination requirements with all appropriate personnel before starting your work. This can be done by organising communications equipment, filling out documents and deciding on any special hand or whistle signals that will be used with other personnel.

Some communication methods may involve:

- ◆ Site meetings.
- ◆ Toolbox meetings.
- ◆ Team briefings.
- ◆ Notice boards.
- ◆ Policies, procedures and manuals.
- ◆ Work Methods Statements (WMS).
- ◆ Communications equipment, including:
 - ◇ Two-way radio.
 - ◇ Mobile phones.
 - ◇ Computers.
 - ◇ Landline phones.
 - ◇ Whistles, horns or bells.
 - ◇ Hand signals.
 - ◇ Flag signalling.
 - ◇ Verbal instructions.



If you are at all unsure about any aspects of communication on your worksite, re-read your work instructions or plans and speak with your supervisor.

Review Questions

3.	Why is it a good idea to check your work instructions with your boss or supervisor?	<input type="checkbox"/>

4.

What does a work method statement include details of?

5.

What 5 things can the details in a Safety Data Sheet help you to identify?

1.

2.

3.

4.

5.

6.

What can help you make sure you are achieving the quality standard for the project?

7.

List 3 workers you may need to coordinate with on site.



1.

2.

3.

1.4 Emergency Procedures



Emergency procedures will vary depending upon the worksite. These procedures could include:

- ◆ Evacuation.
- ◆ First aid.
- ◆ Fire fighting.

1.4.1 Evacuation

Things to remember are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.



1.4.2 First Aid



First Aid is the quick care given to an injured or ill person.

Every site will have a First Aid Officer.

If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.

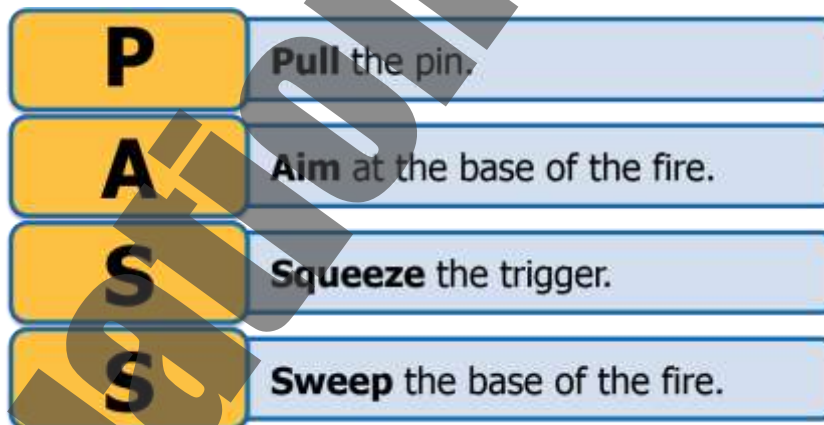
1.4.3 Fire Fighting Equipment

Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons. Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.

1. Steps for using a fire extinguisher:
2. Evacuate the area.
3. Isolate the area.
4. Call emergency services or other designated on site procedure.
5. If it is safe to do use an extinguisher to attempt to control the fire using the PASS system.



The **PASS** system:



Contact your site emergency management team as soon as possible and call the fire brigade on 000.