

## 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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**RICHAM209E**

**CARRY OUT CONCRETE WORK**



**TRAINING  
PRESENTATION**

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## Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan & Prepare  
for Concrete Work



Section 2: Select Materials  
& Set Out Concrete Work



Section 3: Erect Formwork  
& Place Concrete



Section 4: Remove  
Formwork & Clean Up

**Section 1:  
Plan & Prepare for Concrete Work**



## 1.1 Introduction

This course is based on the unit of competency **RIICCM209E Carry Out Concrete Work**.

You will learn about:

- ◆ Planning and preparing.
- ◆ Selecting materials.
- ◆ Setting out for concrete work.
- ◆ Constructing and fitting reinforcement.
- ◆ Erecting formwork.
- ◆ Carrying out concrete work.
- ◆ Stripping formwork.
- ◆ Cleaning up.



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- ◆ Cleaning up.

### 1.1.1 Concreting Tasks

Civil construction concreting tasks cover a wide range of activities. Concreting work may include:

- ◆ Site slabs.
- ◆ Footpaths.
- ◆ Repair work on kerbs and channels.
- ◆ Gully pits.
- ◆ Culvert end structures.
- ◆ Foundations.
- ◆ Drains.
- ◆ Head walls.



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### 1.1.1 Concreting Tasks

- ◆ Wing walls.
- ◆ Aprons.
- ◆ Plinths.
- ◆ Hardstands.

It is important that you identify the type of concreting task/s to be conducted, and the steps required to complete the work before starting any task.



...Continued

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## 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.



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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:

<b>Rule</b>	<b>Acts</b>
	<b>Regulations</b>
	<b>Codes of Practice</b>
	<b>Australian Standards</b>

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.

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### Rule and 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** - Give you the minimum levels of performance or quality for a hazard, work process or product.

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## 1.2.2 Operations Documentation

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## 1.2.2 Operations Documentation

Operations documentation includes:

**Site Details**

**Hazard Details**

**Task Details**

**Faulty Equipment Procedures**

**Signage**

**Emergency Procedures**

**Equipment and Work Instructions**

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.

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### 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.



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### 1.2.3 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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## 1.2.4 Worksite Communications

Carrying out concrete work is a team effort, from the planners through to the inspectors who check the final product.

It is important to communicate 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.



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## 1.2.4 Worksite Communications

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 communicate with on site include:

- ◆ Supervisors and management.
- ◆ Plant and vehicle operators.
- ◆ Traffic controllers or other workers on the site.
- ◆ Team leaders.
- ◆ Site safety personnel.



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## **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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