

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.

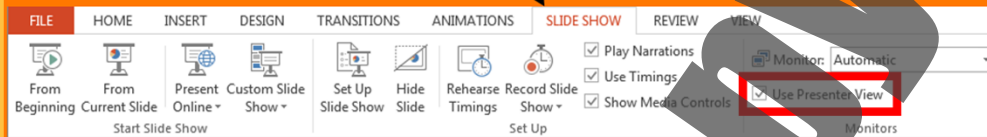
Evaluation Only

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.



RICHM210E

INSTALL TRENCH SUPPORT

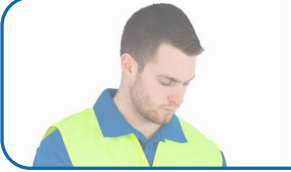


TRAINING
PRESENTATION

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare for
Installing Trench Support



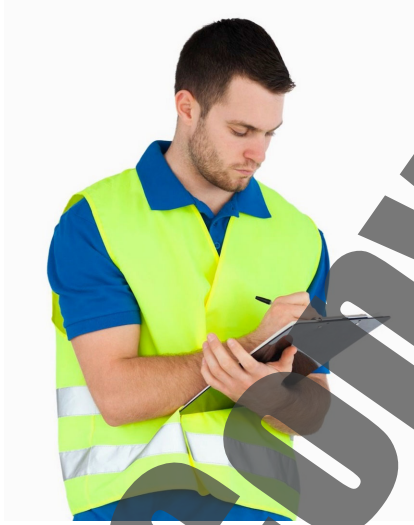
Section 2:
Install Trench Shoring



Section 3:
Remove Support and
Clean Up

RIGHT TO LIFE

Section 1:
Plan and Prepare for Installing
Trench Support



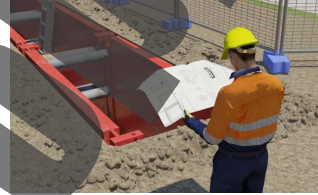
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1.1 Introduction

This course is based on the unit of competency **RIICCM210E Install Trench Support.**

You will learn about:

- ◆ Planning and preparing.
- ◆ Installing trench shoring.
- ◆ Removing trench shoring.
- ◆ Cleaning up the area after the work is finished.



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1.2 Working Safely

You must follow all safety rules and instructions when working on site. If you are not sure about what you should do, ask your health and safety representative 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 & Safety Rules

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

Rule or Law	Acts
	Regulations
	Codes of Practice
	Australian Standards

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.

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Acts - These are laws that you have to follow.

Regulations - These explain what the law means.

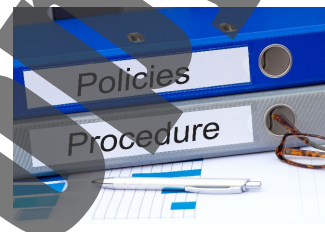
Codes of Practice - These are instructions on how to follow the law, based on industry standards.

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.

1.2.2 Operations Documentation

Before starting your work you should 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 it is compliant.



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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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RIICEM210E

Section 1 Review Questions

1. What are the four (4) main types of health and safety rules?



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1. What are the four (4) main types of health and safety rules?

Answer:

- ◆ Acts.
- ◆ Regulations.
- ◆ Codes of Practice.
- ◆ Australian Standards.



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RIEEM210E

Section 1 Review Questions

2. What details about hazards will you find in operations documentation?



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Any hazards in the work area or related to the work, including, instructions on how to handle dangerous or hazardous materials.



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1.3 Reviewing Work Details

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.



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1.3.1 Work Instructions

Your work instructions will tell you the safest way to complete your work tasks and use any equipment required for the job.

Work instructions should include information on the following:

Hazards

Task Details

**Faulty Equipment
Procedures**

Your work instructions will tell you the safest way to complete your work tasks and use any equipment required for the job.

Work instructions should include information on the following:

Hazards – Any hazards related to your work tasks or the equipment you will be using. You will also need to understand the controls in place to manage these hazards.

Task Details – The actual work you will be doing and how you are expected to do it. This could be communicated to you in a document such as a Work Method Statement (WMS).

Faulty Equipment Procedures – Information on how to report any faulty equipment or equipment in need of servicing on site.

1.3.1 Work Instructions

Different sites may use different equipment and techniques to complete the same work tasks. This can be because there may be different characteristics on site including different weather, traffic, location, or ground conditions. For this reason, it is important to understand your work instructions before starting work.

If you are unsure of what you are expected to do then speak to your manager or supervisor who will give you this information.



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If you are unsure of what you are expected to do then speak to your manager or supervisor who will give you this information.

1.3.2 Reading and Confirming Your Work Instructions

Before starting work, you will need to read and confirm your work instructions with the appropriate personnel. This may include:

- ◆ Supervisor.
- ◆ Health and Safety Representative (HSR).
- ◆ Industry groups.

This is also a good opportunity to discuss with the relevant personnel any concerns you have about the work or information you find unclear. They can explain how this information relates to your own work activities.



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1.3.2 Reading and Confirming Your Work Instructions

Reading and confirming your work instructions will ensure that you know exactly what is expected of you, particularly when it comes to keeping the workplace safe for everyone on site.

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



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