

# RIICCM211E

## Construct and Dismantle Fences

### 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

# RIICCM211E Construct and Dismantle Fences and Gates

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

# Table of Contents

<b>1.1 Introduction</b> .....	<b>5</b>
1.1.1 Site Safety and Security .....	5
Review Questions .....	6
<b>1.2 Site Policies and Procedures</b> .....	<b>6</b>
1.2.1 Health and Safety Rules .....	6
1.2.2 Operations Documentation .....	7
1.2.3 How to Keep Everyone Safe .....	7
Review Questions .....	8
<b>1.3 Reviewing Work Details</b> .....	<b>9</b>
1.3.1 Work Instructions .....	9
1.3.2 Reading and Checking Your Work Instructions .....	10
1.3.3 Work Method Statements .....	10
1.3.4 Safety Data Sheets .....	11
1.3.5 Organising Work Activities .....	11
1.3.6 Worksite Communications .....	12
1.3.7 Communicating with Others .....	13
1.3.8 Project Quality Requirements .....	13
1.3.8.1 Plans, Drawings and Sketches .....	14
Review Questions .....	14
<b>1.4 Emergency Procedures</b> .....	<b>17</b>
1.4.1 Emergency Response .....	17
1.4.2 Emergency Shutdown of Equipment .....	17
1.4.3 Evacuation .....	17
1.4.4 First Aid .....	18
1.4.5 Fire Fighting Equipment .....	18
Review Questions .....	19
<b>1.5 Hazard Identification and Control</b> .....	<b>19</b>
1.5.1 Identify Hazards .....	19
1.5.2 Control Hazards .....	20
1.5.2.1 Personal Protective Equipment .....	22
1.5.2.2 Traffic Control Signage .....	22
1.5.3 Environmental Protection Requirements .....	23
1.5.3.1 Waste Management .....	24
Review Questions .....	24
<b>1.6 Choose and Check Tools and Equipment</b> .....	<b>26</b>
1.6.1 Fencing Tools and Equipment .....	27
1.6.2 Checking Tools and Equipment .....	28
1.6.3 Equipment Limitations .....	28
1.6.4 Report All Faults .....	28
Review Questions .....	29
<b>1.7 Identify and Locate Materials for Task</b> .....	<b>29</b>
1.7.1 Organising Materials .....	30
Review Questions .....	30
<b>2.1 Set Out and Anchor Fence Line</b> .....	<b>31</b>
2.1.1 Setting Out Fence Lines and Anchors .....	31
Review Questions .....	32
<b>2.2 Installation of Fence Posts</b> .....	<b>32</b>
2.2.1 Erect and Align Fence Posts .....	33
Review Questions .....	34

<b>2.3 Fix Rails, Wire, Cladding or Mesh .....</b>	<b>34</b>
2.3.1 Uses of Rails, Wire, Cladding or Mesh.....	35
2.3.2 Procedures for Installation.....	35
Review Questions .....	35
<b>2.4 Installation of Gates.....</b>	<b>36</b>
2.4.1 Fit and Secure Gates.....	36
Review Questions .....	37
<b>2.5 Complete Construction of Fences and Gates .....</b>	<b>37</b>
2.5.1 Finishing the Fence.....	37
Review Questions .....	38
<b>2.6 Site Signage .....</b>	<b>39</b>
2.6.1 Install Entry Signage.....	39
Review Questions .....	40
<b>3.1 Procedures to Dismantle Fencing and Gates .....</b>	<b>41</b>
3.1.1 Dismantle Fencing and Gates.....	41
3.1.2 Remove Fencing and Gates from the Site .....	41
Review Questions .....	42
<b>3.2 Clean Up After Operations .....</b>	<b>42</b>
3.2.1 Housekeeping Procedures .....	43
3.2.2 Restore the Work Area.....	43
3.2.3 Checking and Maintaining Equipment .....	44
Review Questions .....	44
<b>3.3 Process Written Records .....</b>	<b>45</b>
3.3.1 Record Keeping Procedures .....	45
Review Questions .....	46
<b>Practical Assessment Instructions .....</b>	<b>47</b>
Conditions of Assessment.....	47
Protective Personal Equipment (PPE) Requirements.....	47
Grounds for stopping the assessment.....	47
Achieving a Satisfactory Outcome .....	47
Practical Assessments .....	48

# 1.1 Introduction

This course is based on the unit of competency **RIICCM211E Construct and Dismantle Fences and Gates.**



You will learn about:

- ◆ Planning and preparing for work.
- ◆ Erecting fencing.
- ◆ Erecting gates and signage.
- ◆ Removing gates and fences.
- ◆ Cleaning up the site after work is complete.

## 1.1.1 Site Safety and Security

Fencing and gates are used on civil construction worksites to increase the safety of the work area. Erecting fencing around an entire worksite will restrict public access and keep people safe.

Fencing and gates also provide security to work sites through protecting plant, equipment and the work from unauthorised access.



Examples of where fencing and gates can be used to ensure site safety and security include:

- ◆ Prevent access to site or dangerous areas.
- ◆ Prevent access to hazardous materials.
- ◆ Prevent access to equipment and machinery.
- ◆ Restricting access within site – not just public.
- ◆ Restricting access to work areas.

## Review Questions

<b>1.</b>	List three (3) examples where fencing and gates can be used for site safety and security.	<input type="checkbox"/>
1.		
2.		
3.		

## 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.



### 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
<b>Acts</b>	Laws that protect the health, safety and welfare of people at work.
<b>Regulations</b>	Gives more details or information on particular parts of the Act.
<b>Codes of Practice</b>	Are practical instructions on how to meet the terms of the Law.
<b>Australian Standards</b>	Give you the minimum levels of performance or quality for a hazard, work process or product.

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:

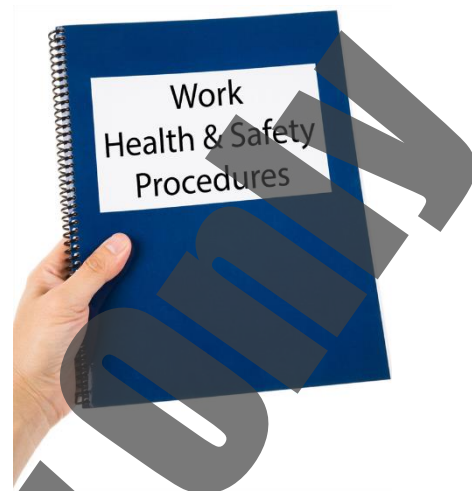
- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.



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.



## Review Questions

<b>2.</b>	What information can you find in Australian Standards?	<input type="checkbox"/>

<b>3.</b>	List four (4) things that may be included in 'operations documentation':	<input type="checkbox"/>
1.		
2.		
3.		
4.		



## 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.



### 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.

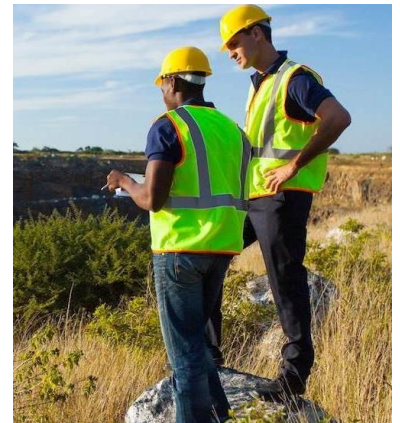


Make sure you have all of the details about where you will be working. For example:

- ◆ **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 underground services 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 to be fenced off? What type of fencing do you need to use? How long will it take?
- ◆ **Tools and Equipment** – What type of equipment will be used? How much room does it need? What tools will you need?
- ◆ **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?



## 1.3.2 Reading and Checking Your Work Instructions

All work needs to follow worksite, environment and company safety procedures.

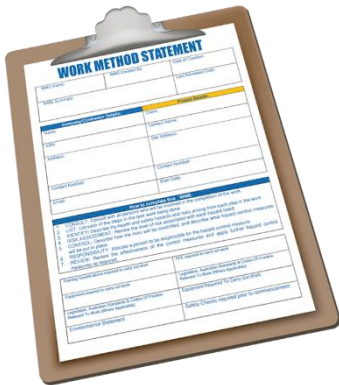
Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help you to organise your tasks and make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on 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.



## 1.3.3 Work Method Statements



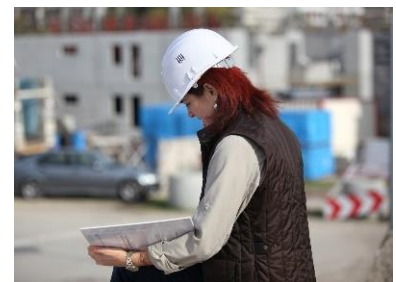
Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work method statements give you a clear overview of the job and can help you to organise your tasks by listing what needs to happen, the order of the work and the equipment that will be used.

Most states require the preparation of a Work Method Statement to identify all hazards and risks likely to arise at different phases of the construction works including when:

1. Planning the works.
2. Setting up.
3. Carrying out the works or operations.
4. Conditions or plans change.
5. Concluding the traffic management tasks.



A Job Safety and Environmental Analysis (JSEA) is a written document that details the high-risk work activities to be carried out at a workplace, the hazards and risks arising from these activities, and how to control the risks.

A JSEA considers both environmental and health hazards. Its purpose is to help you implement and monitor the control measures established at the workplace to ensure high risk work is carried out safely.

Read through the instructions and organise anything that you need before you begin. You should make sure you have access to the site, personnel and equipment before you start.

### 1.3.4 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:

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

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

### 1.3.5 Organising Work Activities

It is important to take time to organise your work activities before beginning the erection or dismantling of temporary fencing and gates.

There is usually an order you are expected to complete tasks to ensure the work is done safely and meets the required standards.

This may involve:

- ◆ Sequencing of activities.
- ◆ Booking machinery hires.
- ◆ Sourcing operators.
- ◆ Working with others onsite regarding timing issues.

When you schedule work activities, you must follow all relevant site procedures and have a written record of what you have done.



### 1.3.6 Worksite Communications



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.

Workers you may need to communicate with on site include:

- ◆ Supervisors and management.
- ◆ Plant and vehicle operators.
- ◆ Traffic controllers.
- ◆ Team leaders.
- ◆ Site safety personnel.
- ◆ Contractors.
- ◆ Other workers on site.



You need to make sure you understand all communication requirements before starting your work. This can be done by confirming which communications equipment you will need to use, filling out documents and deciding on any special hand or whistle signals that will be used with other personnel.



Communication equipment and methods you might need to use includes:

- ◆ Site meetings.
- ◆ Toolbox meetings.
- ◆ Team briefings.
- ◆ Notice boards.
- ◆ Communications equipment, including:
  - ◆ Two-way radios.
  - ◆ Telephones.
  - ◆ Written reports.
  - ◆ Emails.
  - ◆ Text messages.
  - ◆ Other site-specific systems.

Everyone 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.

## 1.3.7 Communicating with Others

When communicating with others on site, make sure that you:

- ◆ Speak clearly and unambiguously – stick to the important details, don't waffle.
- ◆ Give instructions or directions so that they are easily understood.
- ◆ Provide complex information or explain issues to your listener in a way that ensures they understand. You could try breaking down the details, simplifying the information or referring to related examples.
- ◆ Listen carefully, answer questions and provide clarification as necessary. You can also ask questions to clarify understanding.
- ◆ Use all communications equipment appropriately, following the required procedures and protocols.

Make sure that you follow your site procedures and protocols for communicating on site. This may include using the correct processes for communicating work activities or exclusion zones to others on site.



## 1.3.8 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.

Industry standards and codes of practice inform quality requirements for civil works tasks. If the completed work differs, even a small amount, from the quality requirements. In that case, it may be considered non-compliant and need to be remedied before work can continue.

Meeting project quality requirements ensures that the work is functional and safe.

Sometimes the project quality requirements may change because conditions on site change. For example, qualified personnel may change the initial plans if there has been heavy rainfall because unexpected weather events can alter the ground conditions. Any changes to the plans must be communicated clearly to everyone involved with the work.



### 1.3.8.1 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 and earthworks 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.



### Review Questions

4.

What details about the work area can you get from your work instructions?

5.

What is a Work Method Statement?

6.

What is a Safety Data Sheet?

7.

What should you be sure to do when you schedule activities?

8.

List three (3) types of personnel you may need to communicate with on site.

1.

2.

3.

**9.**

What are three (3) techniques or equipment used to communicate with others on the worksite?



1.

2.

3.

**10.**

What techniques could you use to ensure understanding when you communicate complex information?



**11.**

What details are outlined in project quality requirements?

