

RIICRC202E

Install Signs

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

RIICRC202E Install Signs

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 **RIICRC202E Install Signs**.

You will learn about:

- ◆ Planning and preparing for installing signs.
- ◆ Transporting signs and materials to site.
- ◆ Assembling and erecting signs.
- ◆ Cleaning up the work area after the job is finished.



1.1.1 Types of Signs and Materials



The types of signs you will be installing may include:

- ◆ Permanent free-standing signs.
- ◆ Mountable signs.
- ◆ Temporary construction site signage.



Signage materials could include:

- ◆ Timber.
- ◆ Glass.
- ◆ Plastic.
- ◆ Metal.
- ◆ Polystyrene foam.
- ◆ Vinyl.
- ◆ Masonry.
- ◆ Support materials.



1.2 Understand Work Requirements

It is important that you read and understand what is required to remain compliant with the policies and procedures of your workplace. These usually focus on safety in the workplace, minimising risk, responding to incidents and reporting and recording requirements.

Documents detailing work requirements can be compulsory or influenced by national and/or state and territory laws, regulations, and standards.

The information and documents you access to better understand your work requirements will help you to understand how your workplace expects you to behave and carry out work. You will also learn the broader expectations for other parties on site.

If you have any difficulties accessing or interpreting documentation about work requirements or you do not understand something, speak to your supervisor or manager.



1.2.1 Locate Relevant Documents

You can access workplace documents detailing work requirements through a range of procedures including:



- ◆ Asking your Health and Safety Representative.
- ◆ Speaking to management.
- ◆ Organisational intranet and internal databases.
- ◆ Organisational manuals, policies and procedures.
- ◆ Organisational libraries – hard copy or digital.
- ◆ Conducting an internet search.

You may be able to source information and documents in digital form, however usually they are also be available as hard copies.

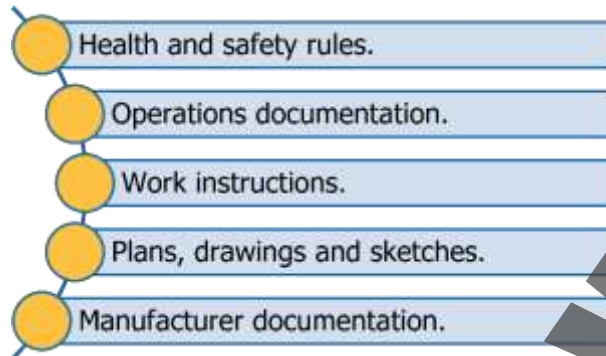
There can be particular processes and procedures for accessing and retrieving information that your organisation may have in place, make sure you follow these.



1.2.2 Key Documents

Certain documentation will provide a good amount of information on the specific policies and procedures you are required to follow at work. You may use this information to better understand how to work safely on site.

This includes:



Check these documents prior to beginning your work to make sure you are completing your tasks safely.

1.2.2.1 Health and Safety Rules

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

Law	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. Roadside signage is governed by Australian Standard AS1742 – Traffic control for works on roads, and all construction sites must abide by these 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. If you have any questions about safety rules you should talk to your boss or supervisor.

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.



1.2.2.2 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.

1.2.2.3 Work Instructions

Work instructions include 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 traffic in the way?
- ◆ **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- ◆ **Facilities and Services** – Are there power lines 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 re-directed? Do you need barriers, signs or traffic controllers?
- ◆ **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to traffic or machinery?

You also need to make sure you have all of the details about the kind of work you will be doing:

- ◆ **The Task** – What type of signs will be worked on? Are they easily accessible? Will you be working as part of a team?
- ◆ **Equipment and Materials** – What type of equipment will be used? How big is it? How much room does it 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?



1.2.2.4 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.

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.

1.2.2.5 Manufacturer Documentation

All the equipment and tools used in civil construction will have manufacturer documentation, also called manufacturer instructions.

This documentation may include:

- ◆ Instructions for assembly and use.
- ◆ Maintenance schedules.
- ◆ End of use guidelines.
- ◆ Known hazards or risks.
- ◆ Important contact details for repairs or enquiries.

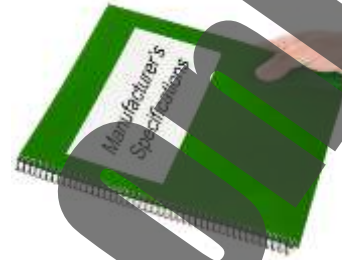
It is important that you follow the guidance provided in manufacturer documentation as this will ensure all tools and equipment are being used safely. Reviewing this documentation is an important part of meeting WHS responsibilities.



Not following guidance given in the manufacturer's instructions can lead to unsafe work practices which could lead to illness, injury or in some cases death.

Manufacturer's instructions are often referred to when conducting a risk assessment, or learning how to use a new tool or install a piece of equipment.

If you are not sure where to locate these documents, then ask your supervisor or manager.



1.2.3 Confirm Work Requirements

Confirm your work requirements with the appropriate personnel before you begin work. This may include:

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

Make sure that prior to doing this you are sure of the specific information you will be confirming.

This is also a good opportunity to discuss with the relevant personnel any information you found in the unclear in the documents you reviewed. They can explain how this information relates to your own work activities.

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



1.2.4 Organising Your Work Activities



After receiving and clarifying all of your work instructions and requirements, you will need to organise and plan for your work activities.

Organise your tasks in the most efficient way that still meets the requirements of the worksite. It will allow you to plan for the time ahead to ensure that project timelines do not get out of hand.

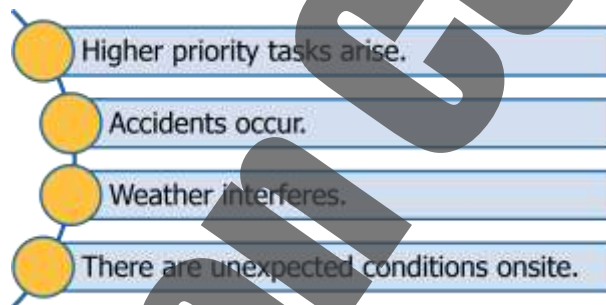
While you will be performing your own work activities you will also be involved with the activities of plant and machinery operators. This means you are required to sequence work activities and work with others onsite concerning timing issues.

A Work Method Statement (WMS) 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 are a great tool for organising your work activities and making sure you have completed everything. This is because they outline the details of all tools, equipment and coordination with other workers relating to your job. Make sure all of these are available and ready before you start.



Flexibility is important when organising your work priorities to allow you to re-organise if:



1.2.5 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.

You will also need to alert personnel to any hazards you notice during your work activities, including changing work environments. People you may need to communicate and 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.
- ◆ Processing plant operators.
- ◆ Maintenance workers.
- ◆ Crane and float operators.
- ◆ Contractors.
- ◆ Inspectors, both internal and external, including WHS, environmental and quality assurance officers.
- ◆ Site visitors.



1.2.5.1 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.

Communication equipment you might need to use includes:

- ◆ Two-way radios.
- ◆ Telephones.
- ◆ Written reports.
- ◆ Emails.
- ◆ Text messages.
- ◆ Other site-specific systems.



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

Review Questions

1.	What are the four (4) main types of health and safety rules that you need to follow?	<input type="checkbox"/>
1. 2. 3. 4.		
2.	What information could you get from operations documentation?	<input type="checkbox"/>

3.

Where can you find information about the location of the site in relation to the surrounding area and the position of structures, roads and access areas?



4.

What are three (3) examples of manufacturer documentation?



1.

2.

3.

5.

Why should you confirm your work requirements with your boss or Supervisor?



6.

Why is flexibility important when organising your work?



7.

Why is it important to coordinate with other personnel on site?



8.

When communicating on site, what can you do to ensure understanding?



1.3 Identify and Manage Risks and Hazards

Before you start work, you need to check for any hazards or risks in the area.

A **Hazard** is a thing or situation with the potential to cause harm or damage.

A **Risk** is the chance of a hazard causing harm or damage.

If you find a hazard or risk you need to do something to control it. By lowering or removing risks we can make hazards less dangerous. This will help to make the workplace safer.

