

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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RICOR®
MAINTAIN DRAINAGE SYSTEMS



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan for Work



Section 2: Maintain
Drainage Systems



Section 3: Repair
Drainage Systems

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Section 1:
Plan for Work



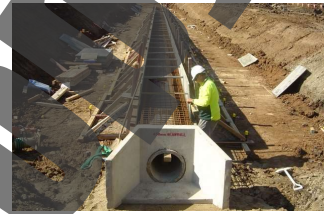
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1.1 Introduction

These materials are based on the national unit of competency **RIICRC301E Maintain Drainage Systems.**

You will learn about:

- ◆ Planning and preparing for work.
- ◆ Maintaining drainage systems and open drains.
- ◆ Excavating and repairing drainage systems.
- ◆ Inspecting, clearing and repairing culverts.
- ◆ Cleaning up and clearing the site.



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1.1.1 Types of Drainage Maintenance

There are generally two (2) categories of maintenance you will carry out on drainage systems:

1. Preventative maintenance.
2. Reactive maintenance.

Sometimes temporary or emergency repairs will be made while any issues are being investigated by authorised personnel. Depending on the outcome, permanent repairs will then be made once the cause of the problem has been worked out and a solution has been created.



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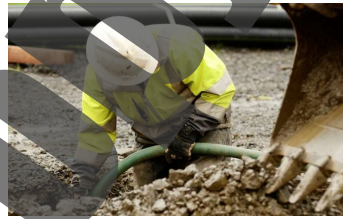
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1.1.1.1 Preventative Maintenance

This involves maintenance that is carried out before faults in the drainage system become a problem. These activities are often completed following a maintenance schedule.

Preventative maintenance tasks could include:

- ◆ Removing or replacing materials from batter drains and perimeter channels.
- ◆ Replacing lining materials in channels as wear occurs.
- ◆ Repairing diversion surfaces following damage or wear.



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1.1.1.2 Reactive Maintenance

This type of maintenance is required, often immediately, once a fault in the drainage system has been identified.

Reactive maintenance tasks could include:

- ◆ Replacing components of the system that have become useless (due to misalignment, corrosion or breaking).
- ◆ Repairs required after heavy rainfall or flooding that have damaged or blocked part of the system.



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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.



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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 four (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. If you have any questions about safety rules you should talk to your boss or supervisor.

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Rule or Law and 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.

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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.



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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

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.



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Section 1 Review Questions

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



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

Answer:

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



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Section 1 Review Questions

2. List three (3) things that may be included in 'operations documentation'.



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Section 1 Review Questions

2. List three (3) things that may be included in 'operations documentation'.

Answer may include but is not limited to:

- ◆ Site details.
- ◆ Task details.
- ◆ Signage.
- ◆ Equipment and work instructions.
- ◆ Hazard details.
- ◆ Faulty equipment procedures.
- ◆ Emergency procedures.

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.
- ◆ The Weather.
- ◆ Facilities and Services.
- ◆ Traffic.
- ◆ Hazards.



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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 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 traffic or machinery?