

## 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.



**RICHBOFF**  
**MAINTAIN SEALED ROADS**



**TRAINING  
PRESENTATION**

**Evaluation Only**

## Training Presentation Sections

Click on a box to go to that section.



Section 1:  
Plan and Prepare for  
Work



Section 2:  
Maintain Sealed Roads

Evaluation Complete

Section 1:  
Plan and Prepare for Work



**Evaluation ONLY**

## 1.1 Introduction

These materials are based on the national unit of competency **RIICRC304E Maintain Sealed Roads.**

You will learn about:

- ◆ Planning and preparing for work.
- ◆ Storing, preparing and transporting materials.
- ◆ Repairing damaged or wearing surfaces and edges.
- ◆ Repairing pavement failures.
- ◆ Repairing and sealing surface cracks.
- ◆ Cleaning up the work area.



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## 1.1 Introduction

Roads and pavements naturally break down over time. State and local governments have road management and maintenance programs, which include regular, scheduled inspections for identifying faults or problems.

These inspections help to determine priorities and schedules for carrying out maintenance work and repairs to road surfaces, edges and pavements.

Road maintenance programs are often planned on a yearly schedule as they rely on budgets and available funding.



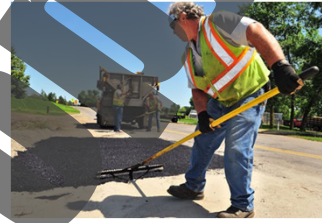
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## 1.2 Working Safely

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 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** - 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.

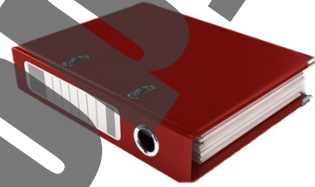
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## 1.2.2 Operations Documentation

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.

If you think something is dangerous tell your boss or supervisor as soon as possible.



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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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**RIEBOFF**

## Section 1 Review Questions

1. What are the four (4) main types of health and safety rules that you need to follow?



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Answer should include the following four (4):

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



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## Section 1 Review Questions

2. What information could you get from operations documentation?



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2. What information could you get from operations documentation?

Answer may include but is not limited to:

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



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## 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.



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### 1.3.1 Work Instruction Details

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.



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 power lines or other people?