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.

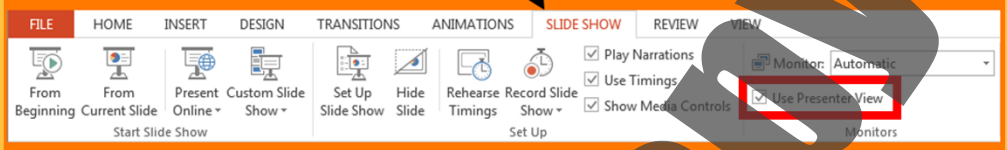
What do you need to do before you use it for the first time?

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

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.



RTCRC319E

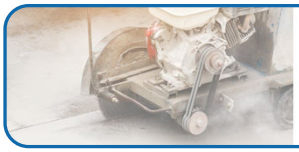
SAW AND CUT CONCRETE PAVEMENTS TO INITIATE PLANNED CRACKS

TRAINING PRESENTATION

Training Presentation Sections

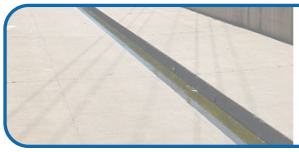
Click on a box to go to that section.

Section 1: Plan and Prepare for Work



Section 2: Select and Inspect Equipment

Section 3: Set Up Concrete Saw



Section 4: Operate Concrete Saw

Section 1:
Plan and Prepare for Work

1.1 Introduction

This course is based on the national unit of competency **RIICRC319E Saw and Cut Concrete Pavements to Initiate Planned Cracks**.

You will learn about:

- Pavement cutting methods and equipment.
- Planning and marking out the work.
- Checking your equipment.
- Setting up the work area.
- Cutting concrete pavements.
- Cleaning up after the work.

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1.1.1 Why do we Cut Concrete Pavements?

Cuts made in the surface of concrete are called Control Joints or Contraction Joints.

Control joints are planned cracks that allow for movements caused by temperature and moisture changes (the concrete shrinks as it dries).

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When the concrete does shrink and crack, the control joint is placed so that the slab will crack on a line instead of randomly across the slab.

A slab will continue to shrink, and widen the control joint, for years, although most of the shrinkage takes place within the first year and especially within the first 90 days.

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

Type 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.

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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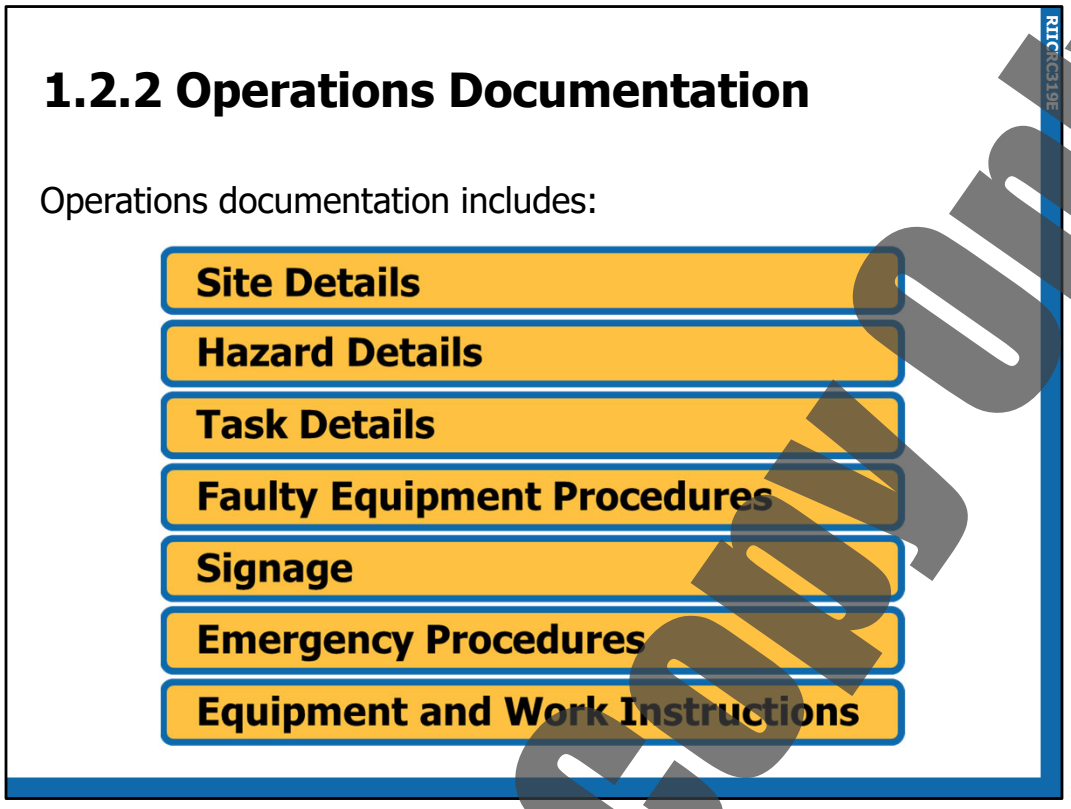

Operations documentation includes:

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.

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

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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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Answer should include the four (4) following:

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

Section 1 Review Questions

2. List three (3) types of 'operations documentation'.

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Answer may include three (3) of the following:

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

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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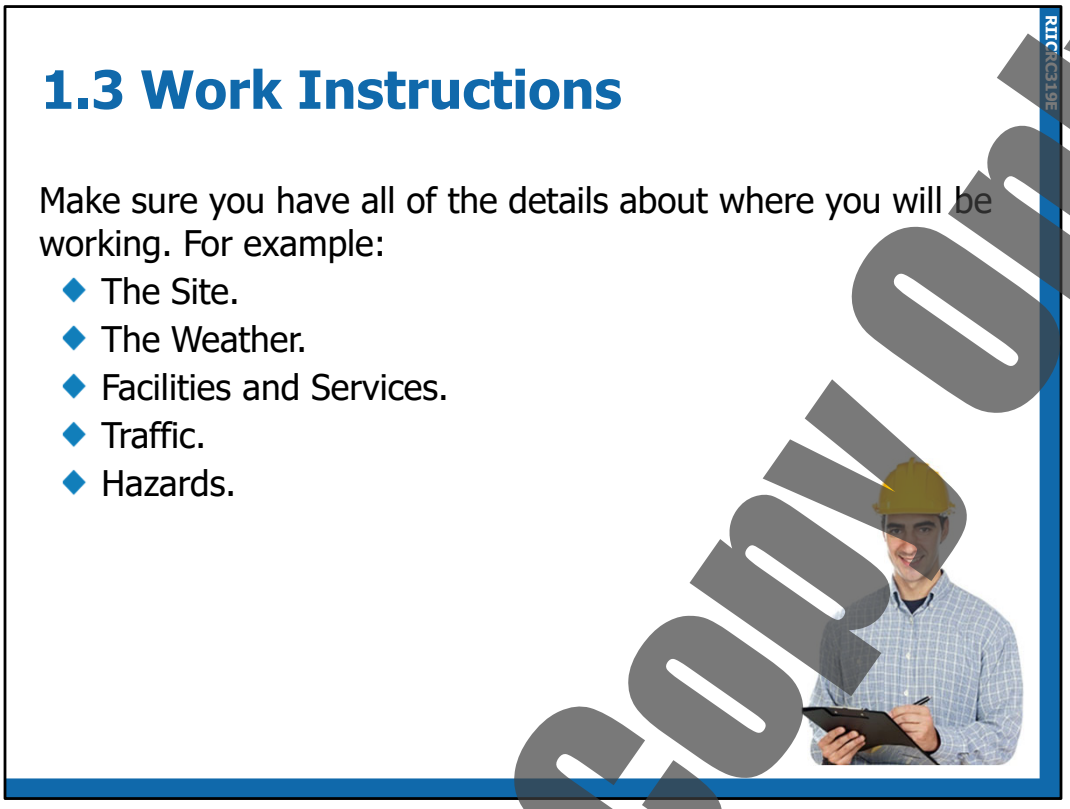

Make sure you have all of the details about where you will be working. For example:

- **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?

1.3 Work Instructions

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

- The Task.
- Equipment and Materials.
- Communications.
- Procedures and Rules.

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- **The Task** – How long will the cuts need to be? Who else will you be working with? Is there anything that needs to happen before you can start your work?
- **Equipment and Materials** – What type of equipment will be used? How big is it? How much room does it need? Are there any special materials or chemicals that will be used?
- **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?