

## 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.

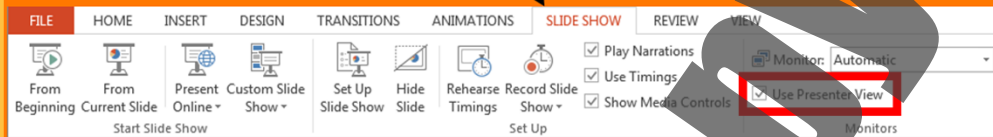
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## Instructions for Viewing in Presenter View

**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.



**RICHARDSON**

**SEAL CONCRETE PAVEMENTS**



**TRAINING  
PRESENTATION**

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## Training Presentation Sections

Click on a box to go to that section.



Section 1 - Plan and Prepare to Seal Concrete Pavements



Section 2 - Seal Concrete Pavements



Section 3 - Conduct Clean-up Activities

**RICER320F**

**Section 1:  
Plan and Prepare to Seal  
Concrete Pavements**



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## 1.1 Introduction

This training course is based on the national unit of competency **RIICRC320E – Seal Concrete Pavements**.

This course will cover the following key aspects of concrete pavement sealing operations:

- ◆ Review of work requirements and documentation.
- ◆ Management of work health, safety and environment.
- ◆ Plan and prepare to seal concrete pavements.
- ◆ Seal concrete pavements using hand and power tools.
- ◆ Management of clean-up activities and tools.



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For the purposes of this training material, concrete is defined as a composite building material made from fine and coarse aggregates blended with a combination of cement, water and additives that hardens or cures over time.



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### **1.1.1 Access and Interpret Documentation**

When sealing concrete pavements, each job is accompanied by a set of records. Understanding what information is required and how to interpret the information is essential. Different companies use various templates and terminology, so clarifying what you need ahead of time and how to collate, store and manage the information on the day will ensure that your job occurs without delay.



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### 1.1.1 Access and Interpret Documentation

The types of documentation that may be required include:

- ◆ Health, safety and environment – Toolbox talks, site induction handouts, safe work method statements, health, safety and environmental policies and procedures, hazard report forms, incident reports, site inspection checklists, site health, safety and environmental plans, safety data sheets.
- ◆ HR – Training plans, certificates of competency, codes of conduct, payroll and timesheet procedures and documents.



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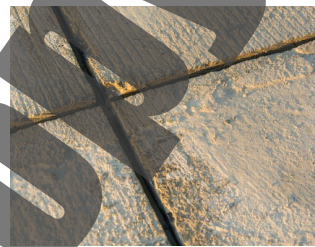
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### 1.1.1 Access and Interpret Documentation

- ◆ Concrete-sealing task specific – Specifications, designs, quality, inspection and testing plans.
- ◆ Operational – Site maps, work instructions, project plans, construction plans.

The method selected to seal pavement joints will be based upon the concrete specification taking into account the width of the crack or join, the environment and pavement type and use. For instance, a high-volume pedestrian pavement may be treated differently to a highway with little to no pedestrian traffic.



...Continued

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### 1.1.1.1 Policies and Procedures

Policies and procedures are used to set out the work health and safety requirements of the organisation for the task or activity being conducted.

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### 1.1.1.1 Policies and Procedures

It will often contain the following aspects:

- ◆ Statement of overall intent or objectives of the policy.
- ◆ General responsibilities.
- ◆ What employees can expect from the company.
- ◆ What the company expects from employees.
- ◆ What the wider community can expect from the company.

Organisational policies should be simple to read, easily accessible, regularly reviewed to ensure they represent the culture and maturity of the company and be endorsed by appropriate managers or leaders.



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### 1.1.1.1 Policies and Procedures

The Work Health and Safety Policy is the document which outlines the commitment of the organisation to maintaining the health, safety and welfare of employees and others in the workplace. It outlines the WHS goals of the organisation and sets the tone for all other WHS procedures, plans and processes.

It is important for organisations to ensure that policies are well communicated to the workforce and understood as these are key documents to deliver management vision and intent for the company.



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### 1.1.1.1 Policies and Procedures

Procedures are used to provide detail on how to meet the objectives of policies by providing further information, structure, rules or guidance specific to the task or activity being performed.

A WHS procedure gives specific instructions on how to safely undertake tasks and activities such as how to seal concrete pavements and use key items of plant and equipment required for the task.



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### 1.1.1.1 Policies and Procedures

They may include:

- ◆ Steps to take.
- ◆ Who is responsible.
- ◆ Detail on rules and standards to be applied.

Each procedure needs to be written for the conditions on site and the methods being used, and be consulted and communicated to the team prior to work commencing.



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### 1.1.1.2 Legislation

Laws (or Acts) are broad rules made by governments and courts which apply to everyone. There are consequences for not following the law because they help to keep everyone safe.

Placers of concrete, including those performing concrete sealing operations have a legal responsibility to ensure that their work activities and the resulting concrete structure are free from hazards which may cause harm.

The WHS Act describes the duties of the different workplace parties in relation to their WHS responsibilities.



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### **Section 1 Review Questions**

1. What document contains information about the method selected to seal pavement joints?



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1. What document contains information about the method selected to seal pavement joints?

The concrete specification document.



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