

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.

Evaluation Content

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.



RICHMOND
SUPERVISE CIVIL WORKS



TRAINING
PRESENTATION

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare to
Supervise Civil Works



Section 2:
Initiate and Oversee
the Execution of
Civil Works Tasks

Evaluation Summary

Section 1:
Plan and Prepare to Supervise
Civil Works



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1.1 Introduction

This course is based on **RIICWM401E Supervise Civil Works**.

You will learn about:

- ◆ Planning civil construction work:
 - ◇ Confirming safety requirements.
 - ◇ Confirming work requirements.



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1.1 Introduction

- ◆ Preparing for tasks and activities:
 - ◇ Identifying and managing risks and hazards.
 - ◇ Preparing a job plan and explaining it to personnel.
 - ◇ Identifying the resources required to carry out the work.
- ◆ Initiating civil works:
 - ◇ Acquiring resources.
 - ◇ Issuing instructions.
 - ◇ Setting out tasks.



...Continued

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1.1 Introduction

- ◆ Supervising and monitoring work:
 - ◆ To make sure the right outcomes are achieved.
 - ◆ To make sure work is carried out safely.
 - ◆ To make adjustments to the work or job plan when required.
 - ◆ To make sure all tools and equipment are maintained properly.



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1.1 Introduction

- ◆ Reporting on civil works tasks by:
 - ◇ Completing written reports.
 - ◇ Making recommendations for improvements to safety, efficiency and effectiveness.



...Continued

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1.1.1 Supervising Civil Works

Civil works covers a number of areas including:

Types of Civil Works	Road and Pavement Construction and Maintenance
	Bituminous Surfacing
	Civil Structures
	Other

Civil works covers a number of areas including:

Types of Civil Works and Associated Tasks

Road and Pavement Construction and Maintenance

- ◆ Flexible pavement construction.
- ◆ Rigid pavement construction.
- ◆ Stabilisation of materials.
- ◆ Pavement maintenance.

Bituminous Surfacing

- ◆ Asphalt paving and compaction.
- ◆ Application of bituminous spray treatment.
- ◆ Application of polymer modified binders.
- ◆ Selection and use of bituminous emulsions.

- ◆ Application of slurry surfacing.
- ◆ Pavement profiling, using a profiler.
- ◆ Manufacture and delivery of hot mix asphalt.
- ◆ Manufacture of cold mix.
- ◆ Manufacture of polymer modified binders.
- ◆ Manufacture of bituminous emulsion.
- ◆ Manufacture of slurry surfacing.

Civil Structures

- ◆ Civil concrete structure construction.
- ◆ Civil steel structure construction.
- ◆ Civil timber structure construction.
- ◆ Civil masonry, crib and gabion construction.
- ◆ Inspection of civil structures.
- ◆ Maintenance of civil structures.

Also Includes

- ◆ Tunnel construction.
- ◆ Demolitions.

1.1.1 Supervising Civil Works

The tasks involved in civil construction will include, but are not limited to the following:

- ◆ Site preparation.
- ◆ Extraction.
- ◆ Load and haulage.
- ◆ Placement and distribution.
- ◆ Installation of underground services.
- ◆ Surface finishing.
- ◆ Line, grade and level control.
- ◆ Water application.
- ◆ Compaction.
- ◆ Sediment control.

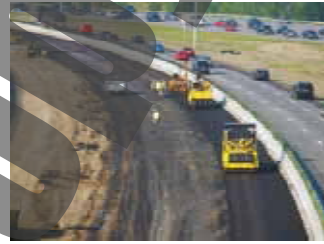


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1.1.1 Supervising Civil Works

As a supervisor at a civil construction work site it is your responsibility to monitor the work of your team as they complete their part of the project. This will include planning out the work, passing on guidance and instructions and adjusting the work that the team does to meet project, site and quality requirements.



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Evaluation

1.2 Site Policies and Procedures

While supervising others you need to make sure everybody in your team follows the safety rules and instructions when performing their work. You should answer any questions that personnel have towards health and safety or direct them to the right person to speak to.



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1.2.1 Operations Documentation

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Site Details

The information and safety requirements of the workplace environment.

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 each component of the project.

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 where hazards exist.

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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1.2.2 Manufacturer Specifications

All the equipment and tools used for civil works will have manufacturer specifications, also called manufacturer documentation or 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.



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1.2.2 Manufacturer Specifications

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.



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



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Section 1 Review Questions

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

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

Answer may include three (3) of the following:

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

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