

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.

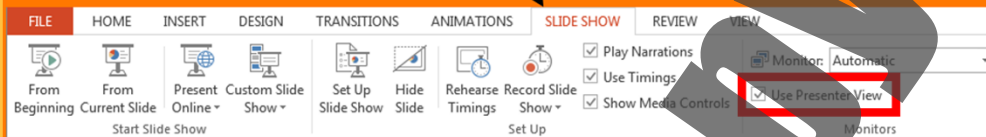
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Instructions for Viewing in Presenter View

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.



RIIRTM203E
WORK AS A SAFETY
OBSERVER/SPOTTER



TRAINING
PRESENTATION

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Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan and Prepare to Work as a Safety Observer



Section 2: Inspect and Prepare the Work Area



Section 3: Support Work Activities



Section 4: Conduct Clean-up Activities

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Section 1:
Plan and Prepare to Work as a
Safety Observer



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1.1 Introduction

These materials cover the unit of competency **RIIRTM203E Work as a Safety Observer/Spotter.**

You will learn about:

- ◆ Planning and preparing for tasks and activities.
- ◆ Inspecting and preparing the work area to manage hazards.
- ◆ Supporting work activities by maintaining exclusion zones and warning personnel about hazards.
- ◆ Conducting housekeeping and clean-up tasks.



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1.1.1 Roles and Responsibilities

A **safety observer** is generally a worker with line of sight who helps direct an operator with the safe movement of mobile plant in the workplace, including loading and unloading from transport, avoiding hazards and keeping clear of pedestrian or vehicle traffic.

A safety observer should have their attention focused on their role and not do any other work that could compromise that, nor should they observe for more than one work situation at a time.



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1.1.1 Roles and Responsibilities

In the course of their duties, a safety observer may need to:

- ◆ Mark out and set up exclusion and pedestrian zones.
- ◆ Direct people, plant and vehicles to stop them entering an exclusion zone.
- ◆ Communicate effectively using a range of devices.

A **spotter** (or electrical spotter) is a specifically trained and qualified worker that guides plant operators working in the vicinity of live overhead powerlines to avoid NO GO ZONES.



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1.2 Work Instructions

Your work instructions will outline exactly what you will be required to do, and where you are working. They will include details about the site/work location, equipment in use and personnel in the area.



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1.2.1 Obtaining Work Instructions

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?

1.2.1 Obtaining 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.
- ◆ Plant.
- ◆ Attachments.
- ◆ Communications.
- ◆ Procedures and rules.



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

- ◆ The Task – What work needs to be completed?
- ◆ Plant – What type of plant will be used? How big is it? How much room does it need?
- ◆ Attachments – What equipment will you need to shift the load safely? Is the equipment available?
- ◆ 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?

1.2.1.1 Temporary Traffic Management

Temporary Traffic Management (TTM) is the organisation, arrangement, guidance and control of both stationary and moving traffic, including pedestrians, cyclists and all types of vehicles, around a hazard or work site for the safety of both road workers and road users. Your role as a safety observer is to contribute to the implementation, application and maintenance of the TTM plan for the duration of the work.



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1.2.2 Confirming Work Instructions

All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.



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1.2.2 Confirming Work Instructions

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



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Organising work activities is about scheduling your tasks in the right order to complete all assigned tasks in the best, most efficient manner that meets worksite requirements.

As well as sorting out your own work tasks you may be required to organise the activities of plant and machinery operators.



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Section 1 Review Questions

1. Which documentation will tell you the safest way to do the job and the equipment you will need to use for the task?



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Work instructions.



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Section 1 Review Questions

2. How can your boss or supervisor help you if you don't know where to get your work instructions or you can't understand them?



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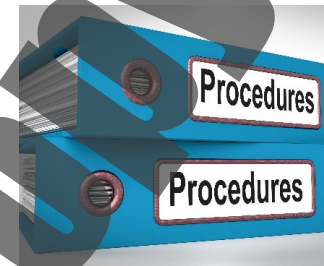


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1.3 Site & Safety Documentation

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. Documentation that describes how to do your job, and how you are expected to conduct operations on site are outlined in:

- ◆ Safety documentation.
- ◆ WHS guidelines and legislation.
- ◆ Site specific policies and procedures.



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