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.

RIISAM204E

OPERATE SMALL PLANT AND EQUIPMENT

TRAINING
PRESENTATION

RIISAM2041

Training Presentation Sections

Click on a box to go to that section.

Section 1:
Plan & Prepare for Work

Section 2:
Check & Use
Small Plant & Equipment

Section 3:
Conduct Maintenance
& Clean Up

RISAM2024

Section 1:
Plan & Prepare for Work

RIISAM204E

1.1 Introduction

This course is based on the unit of competency **RIISAM204E Operate Small Plant and Equipment.**

You will learn about:

- Planning and preparing.
- Choosing and checking equipment.
- Using small plant and equipment safely.
- Maintain the equipment.
- Cleaning up after work.

This course is based on the unit of competency **RIISAM204E Operate Small Plant and Equipment.**

This unit covers the operating of a range of small plant and equipment in the resources and infrastructure industries.

You will learn about:

Planning and preparing to work with small plant and equipment.

Choosing and checking the equipment before you use it.

Using small plant and equipment safely.

Maintain the equipment.

Cleaning up after work.

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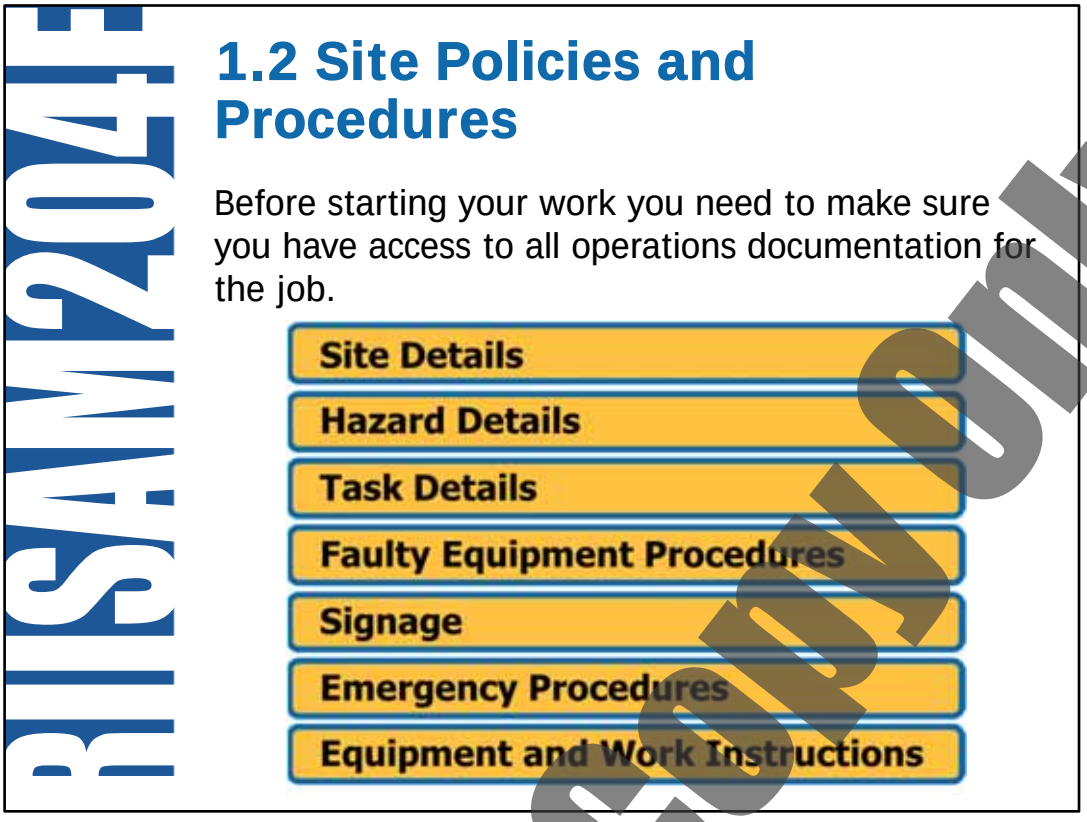
1.2 Site Policies and Procedures

- 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.

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.



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.

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 Site Policies and Procedures

Your worksite will also have instructions for working safely including:

- Emergency procedures.
- Handling hazardous materials.
- Safe operating procedures.
- Personal protective clothing and equipment.
- Safe use of tools and equipment.

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.

RISAM2014

Section 1 Review Questions

1. List 3 things that may be included in ‘operations documentation’.

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Section 1 Review Questions

1. List 3 things that may be included in ‘operations documentation’.

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

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1.3 Work Instructions

Make sure you have everything about the job written down before you start.

- What you will be doing.
- How you will be doing it.
- What equipment you will be using.

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 Work Instructions

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

- 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?

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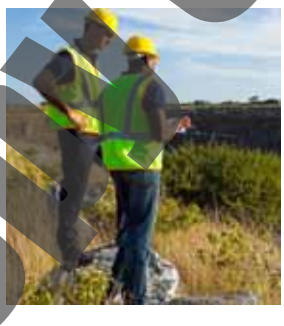
1.3 Work Instructions

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

- The task.
- Plant and equipment.
- 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 is being done? How long will it take? Who will be helping you?

Plant and Equipment – What items will be used? How much room do they need?

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?

RIISAM2041F

1.3.1 Reading and Checking Your 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.
- In the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

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.

RISAM2041F

1.3.1 Reading and Checking Your Work Instructions

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use.

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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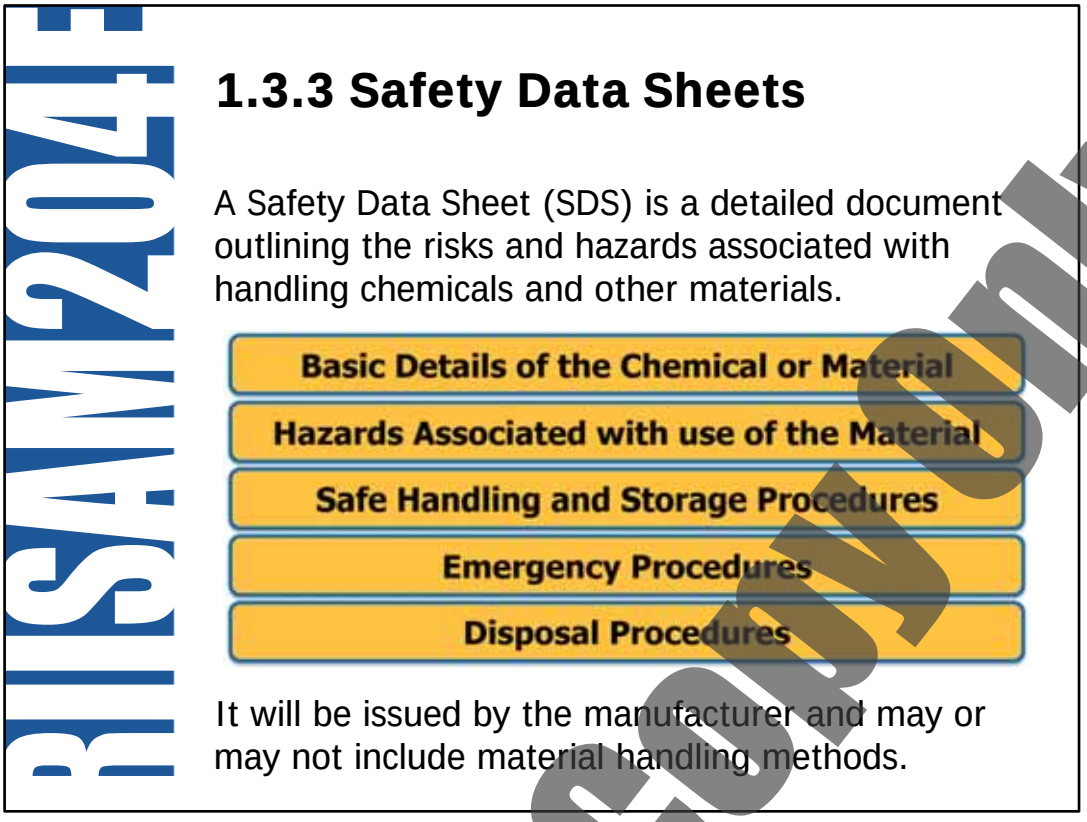
1.3.2 Work Method Statements

A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).



A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The SDS will contain details that can help you to identify:

Basic Details of the Chemical or Material – Name, type and identification number.

Hazards Associated with use of the Material – Whether it is flammable or corrosive.

Safe Handling and Storage Procedures – PPE to use, sealed containers or storage temperatures.

Emergency Procedures – What to do if the chemical or material gets out of hand.

Disposal Procedures – Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material

handling methods.

Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

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Section 1 Review Questions

2. What details about the work area can you get from your work instructions?

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Section 1 Review Questions

2. What details about the work area can you get from your work instructions?

- Site details.
- Weather details.
- Facility and services details.
- Traffic details.
- Hazard details.