

# RIISAM213E

## Position and Set Up Mobile Lighting

### Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

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

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**

# LEARNER GUIDE

# RIISAM213E Position and Set Up Mobile Lighting

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and instructions.

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# 1.1 Introduction

These training materials are based on the national unit of competency **RIISAM213E Position and Set Up Mobile Lighting.**

You will learn about:

- ◆ Preparing for mobile lighting work.
- ◆ Selecting and checking mobile lighting.
- ◆ Positioning mobile lighting.
- ◆ Activating mobile lighting.
- ◆ Assessing effectiveness of mobile lighting.



## 1.1 What is Mobile Lighting?

Mobile lighting, or work site lights, are used in both civil construction and mining work environments where lighting is poor and a durable light source is required. This could be in underground mines and during night time road works.

Most often, mobile lighting is used where operations run through the night.

As most of these lights are extremely bright and long lasting, they provide a light source that simulates daytime light. This prevents some work activities from taking longer than necessary as work is able to continue throughout the night.



## 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.



## 1.2.1 Health and Safety Rules

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

Type	Explanation
<b>Acts</b>	These are laws that you have to follow.
<b>Regulations</b>	These explain what the law means.
<b>Codes of Practice</b>	These are instructions on how to follow the law, based on industry standards.
<b>Australian Standards</b>	These tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

## 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.

Operations documentation includes:

<b>Site Details</b>	The information and safety requirements of the workplace environment (where you will be working).
<b>Hazard Details</b>	Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
<b>Task Details</b>	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.
<b>Faulty Equipment Procedures</b>	Isolation procedures to follow or forms to fill out.
<b>Signage</b>	Site signage tells you what equipment you need to have, or areas that are not safe to be in.
<b>Emergency Procedures</b>	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.
<b>Equipment and Work Instructions</b>	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.



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.

### Review Questions

<b>1.</b>	What are the 4 main types of laws and rules to keep everyone safe?	<input type="checkbox"/>
1.		
2.		
3.		
4.		

2.

List 3 things that may be included in 'operations documentation'.



1.

2.

3.

## 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.



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? Is there a safe place for the load lights to be set up?
- ◆ **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?

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

- ◆ **The Task** – What are the lights needed for? How many are needed? Will they need any special equipment?
- ◆ **Equipment** – What type of lights will be used? How big are they? How much room do they need? What equipment will you need to get the lights onto the site? 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?



### 1.3.1 Reading and Checking Your Work Requirements

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.

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.



### 1.3.2 Clarify Shift Changeover Details



Before starting your work, you will need to receive the shift changeover details from authorised personnel. You will then need to interpret and clarify these shift changeover details with your supervisor to ensure you fully understand what you are required to do during your shift.

On all worksites, effective communication is essential to ensure work instructions and site information is received and interpreted correctly. Effective communication means that everyone knows what they are required to do, where and when they need to do it, and how they need to do it correctly and safely.

You may receive communications about shift handover details during:

- ◆ Handover meetings.
- ◆ Site meetings.
- ◆ Toolbox meetings.
- ◆ Team briefings.
- ◆ Notice boards.
- ◆ Work Method Statements (WMS).





These briefings and details will outline what has been completed in the previous shift and the targets and work instructions for the coming shift.

Some of the issues and items that may be covered include:

Item Addressed	Description
<b>Lighting Requirements</b>	This could include the types of lighting required, strength of lighting required, location or storage place for the lighting and any procedures or other documents that relate to the lighting needs.
<b>Material Shifting Plan and Program</b>	This will outline the requirements, targets and goals for the shift. This should include vehicle movement plans and processes.
<b>Work Coordination Requirements</b>	This plan will show how the work patterns will coordinate together to achieve the targets.
<b>Worksite and Formation Inspections</b>	The inspections that are required for the activities during the shift.
<b>Location of Potential Hazards</b>	Where hazards may be and what to do if you find a new hazard.
<b>Permit and Access Requirements</b>	Outline any permits or access requirements for the activities undertaken during that shift or for the worksite in general.
<b>Scope and Limitations</b>	This is how much of an activity or operation is to be done and any issues that confine or limit the operations and activities.
<b>Issues from Previous Shift</b>	Any hazards, risks or potential issues that are a hangover from the previous shift. For example situations where an accident has occurred therefore additional personnel/workers will be onsite, areas may be out of bounds or additional safety procedures have been implemented.

You need to make sure you have all of the information possible in order to complete your work safely and quickly. If you are unsure of what something means or what you are required to do, speak with your supervisor immediately.

### 1.3.3 Organising Your Work Activities

After receiving and clarifying all of your work instructions and requirements, you will need to organise and plan for the mobile lighting operations.

Organising your work activities involves scheduling your daily and weekly tasks to complete all assigned tasks in the best, most efficient manner that still meets the requirements of the worksite. It will allow you to plan for the time ahead to ensure that project timelines do not get out of hand.



Some people prefer a handwritten checklist or work method statement, others a computerised diary entry. What works for you is the most important thing.



Many worksites will require a work method statement (WMS) before any work can start. A WMS 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).

Work method statements are a great tool for organising your work activities and making sure you have completed everything. This is because they outline the details of all tools, equipment and coordination with other workers relating to your job. Make sure all of these are available and ready before you start.

Flexibility is important when organising your work priorities to allow you to reorganise if a higher priority task needs to be completed. It also allows for you to adjust your tasks if any sudden hazards or situations occur.

## Review Questions

<b>3.</b>	What details about the work area can you get from your work instructions?	<input type="checkbox"/>
<b>4.</b>	Why is it a good idea to check your work instructions with your boss or supervisor?	<input type="checkbox"/>
<b>5.</b>	List 3 places where you may receive communications about shift handover details.	<input type="checkbox"/>
1.		
2.		
3.		

6.

What does organising your work activities involve?



## 1.4 Emergency Procedures

Emergency procedures will vary depending upon the worksite. These procedures could include:

- ◆ Emergency shutdown.
- ◆ Evacuation.
- ◆ First aid.
- ◆ Fire fighting.



### 1.4.1 Emergency Shutdown of Equipment



If there is a fire, emergency or accident you might need to use the emergency stop on the equipment you are using. This will turn the equipment off immediately.

You can also use the emergency stop if the equipment stops working properly or you lose control of the equipment.

## 1.4.2 Evacuation



Things to remember are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.

## 1.4.3 First Aid

First Aid is the quick care given to an injured or ill person. Every site will have a First Aid Officer.

If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.



## 1.4.4 Fire Fighting Equipment

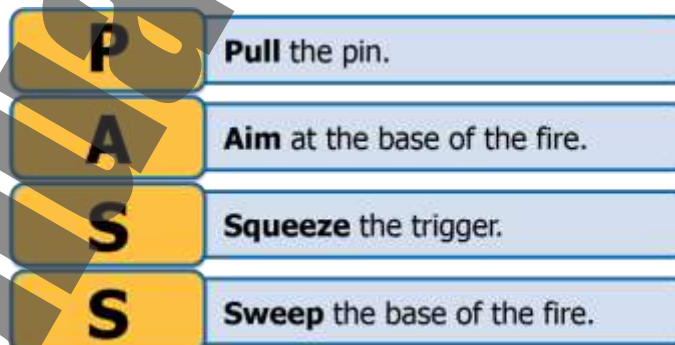


Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons. Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.

Steps for using a fire extinguisher:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or other designated on site procedure.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the PASS system.

The **PASS** system:



Contact your site emergency management team as soon as possible and call the fire brigade on 000.

## Review Questions

<b>7.</b>	What emergency situations are generally outlined in site emergency procedures?	<input type="checkbox"/>

## 1.5 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.



### 1.5.1 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

A **hazard** is the thing or situation with the potential to cause injury, harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- ◆ **Up high** above your head.
- ◆ All around you **at eye level**.
- ◆ **Down low** on the ground (and also think about what is under the ground).





Some hazards you should check for in the work area:



- ◆ Abandoned equipment.
- ◆ Adjoining pit walls.
- ◆ Adverse weather conditions (electrical storms, floods, fires).
- ◆ Buildings.
- ◆ Chemical hazards such as fuel, chemicals, contaminants, gases or dusts.
- ◆ Contaminants.
- ◆ Cranes.
- ◆ Cuttings.
- ◆ Live electrical wires.
- ◆ Embankments.
- ◆ Equipment.
- ◆ Excavations.
- ◆ Fences.
- ◆ Fires.
- ◆ Hazards from components of the mobile lights (e.g. broken lamps and electricity systems).
- ◆ Hazardous materials.
- ◆ Holes and trenches.
- ◆ Obstructions.
- ◆ On site vehicles, plant, equipment and machinery.
- ◆ Over-hanging rocks.
- ◆ Other workers or site visitors.
- ◆ Overhead and underground services.
- ◆ Pedestrians and other public traffic.
- ◆ Poorly maintained or faulty equipment.
- ◆ Potholes.
- ◆ Site materials.
- ◆ Scaffolding.
- ◆ Structures such as site offices.
- ◆ The weather and environment.
- ◆ Traffic.



- ◆ Trees.
- ◆ Unsafe ground.
- ◆ Unstable faces.
- ◆ Vehicles.
- ◆ Water.

### 1.5.1.1 Working with Electricity

The combination of water and electricity is one of the most dangerous hazards you will come across during your mobile lighting activities.

Water conducts electricity and you can be severely injured by touching water that has been charged with an electrical source. This is particularly the case with mobile lighting.

If water pools on points of electrical charge around the mobile lighting, you may get an electric shock. Always remove the moisture before touching any points, battery covers, or solar panels connectors.

Once a risk has been identified, check for any existing procedural documentation or policy, which describes how to eliminate or control the risk. It is important that all records, policies and procedures are kept up to date so that the most relevant information is available and used.

Talk to other personnel, your manager, supervisor, team leader or health & safety representative to find out if the risk has already been addressed, and what techniques are available to you to resolve it.

If you find that there is no documentation or guideline in place to resolve such a risk, you need to speak to your supervisor immediately who will organise with you to have the risk assessed and a course of action put in place.



### 1.5.2 Control Hazards

After you have found hazards or dangers you need to work out how bad they are:

1. What is the chance that the hazard will hurt someone or cause damage?
2. If it does happen, how bad will the injury or damage be?

