RIIWMG301E

Control Construction Site Water

Learner Guide Instructions

Who is this document for?

The learner.

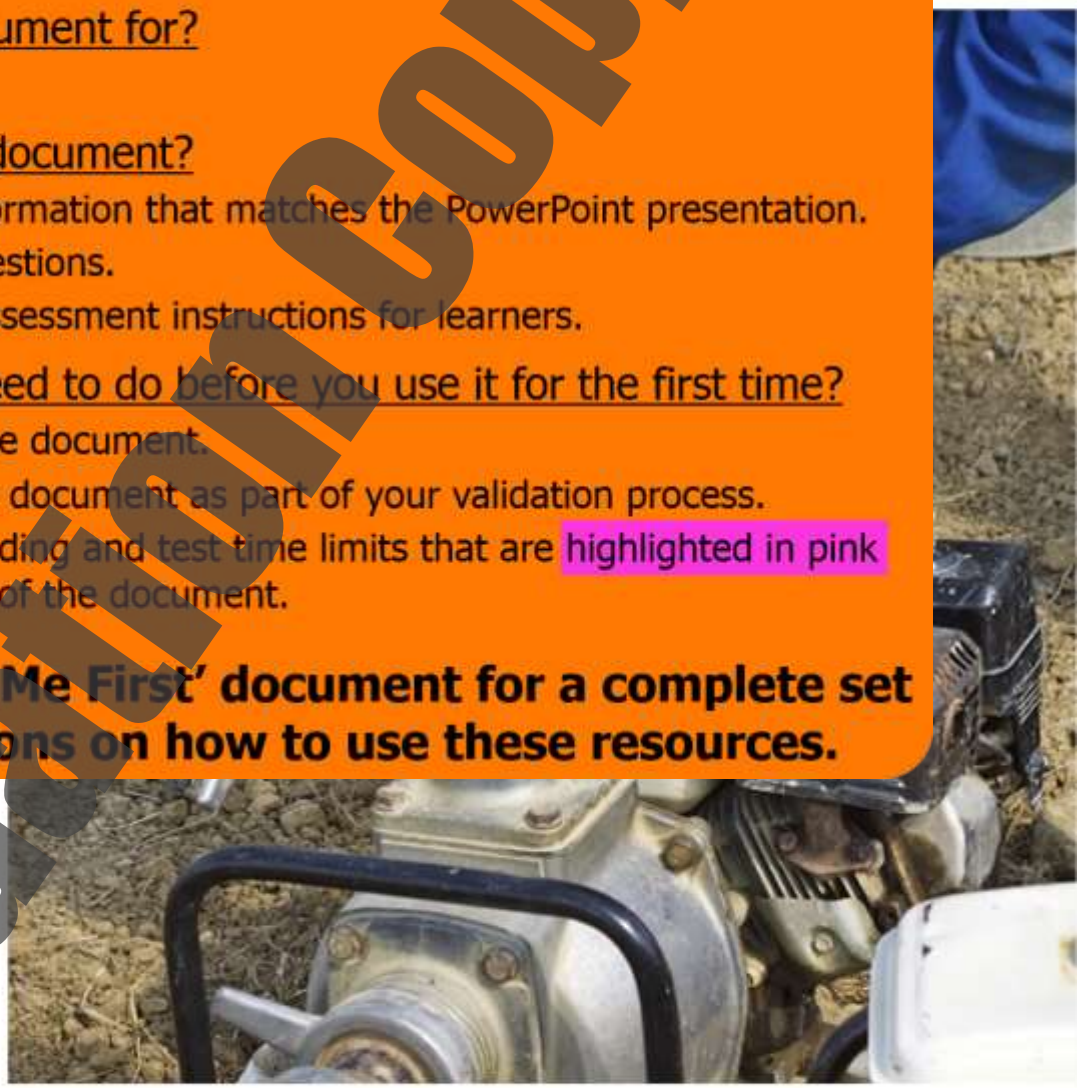
What is in this document?

- 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

RIIWMG301E Control Construction Site Water Tables

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.

Table of Contents

1.1 Introduction

These materials are based on the national unit of competency **RIIWMG301E Control Construction Site Water Table**.

You will learn about:

- Planning and preparing for site water table construction.
- Installing drainage and dewatering systems.
- Establishing water treatment systems.
- Operation, maintenance and removal of the systems.
- Cleaning up the areas.

1.2 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.

1.2.1 Work Instructions and Details

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? Are there sensitive environmental areas nearby?
- **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 area requires controlling? How long will the controls need to be in place? Do you require any special equipment?
- **Plant** – What type of plant will be used? How big is it? How much room does it need?
- **Equipment** – What equipment will you need to control the site water table? 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?

1.2.2 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. 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.

1.2.3 Work Method Statements

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).

Work method statements are a great tool for organising your work activities and making sure you have completed everything. This is because they will 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.

A Job Safety and Environmental Analysis (JSEA) is a written document that details the high risk work activities to be carried out at a workplace, the hazards and risks arising from these activities, and the measures to be put in place to control the risks.

A JSEA considers both environmental and health hazards. Its purpose is to help you implement and monitor the control measures established at the workplace to ensure high risk work is carried out safely.

1.2.4 Safety Data Sheets

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 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.

1.2.5 Project Quality Requirements

Every civil construction project will have quality requirements. These outline when tasks need to be completed and the required standard of the work.

Your work instructions and plans or drawings will guide you, and help you to make sure you are achieving the quality standard for the project.

They can include:

- Project dimensions – the measurable requirements of the project including task size, deadlines and budgets.
- Project tolerances – the acceptable amount of variation from the project dimension.
- Standards of work – the minimum standard that the work must be completed to.
- Material standards – the minimum standards to which material properties must comply.

1.2.5.1 Plans, Drawings and Sketches

Some of your work instructions might be given to you in drawings and sketches. You will need to get the information out of these and use it to do your job.

Project plans and drawings give you an overview of the site, for example:

- Location of the site and earthworks in relation to the surrounding area.
- The position of structures, roads, access areas.
- Layout of drainage lines.
- Foundation details and landscaping features.

Depending on the project, drawings may be very detailed or they could be simple sketches.

You should learn about the conventions and symbols used in the plans and drawings so you can understand what the information means.

Review Questions

1.	What are four (4) details you will need to have about where you will be working?	☐

1.

2.

3.

4.

2.	Why is it a good idea to check your work instructions with your boss or supervisor?	☐

3.	What is a work method statement?	☐

4.	List three (3) things that a safety data sheet will help you to identify?	☐

1.

2.

3.

5.	What are four (4) types of work instructions, plans or drawings that can help you make sure you are achieving the quality standards for the project?	☐

1.

2.

3.

4.

6.	Why should you learn about the conventions and symbols used in plans and drawings?	☐

1.3 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.

1.3.1 Health and Safety Rules

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

Legislation	Explanation
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

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.

1.3.2 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:

- **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.

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.

1.3.3 Worksite Communications

It is important to coordinate your activities with other workers when you are planning for and carrying out the work to make sure everyone knows:

- The work being completed.
- How, when and where you will be operating.
- What they need to do.

All workers on site must understand their own role and the roles of others before starting work. It helps to make sure work is done safely and efficiently.

You will also need to alert personnel to any hazards you notice during your work activities, including changing work environments.

People you may need to communicate and coordinate with on site include:

- Supervisors and management.
- Plant and vehicle operators.
- Traffic controllers or other workers on the site.
- Team leaders.
- Site safety personnel.
- Maintenance workers.
- Crane and float operators.
- Contractors.
- Inspectors, both internal and external, including WHS, environmental and quality assurance officers.
- Site visitors.

1.3.3.1 Communicating with Others

When communicating with others on site, make sure that you:

- Speak clearly and unambiguously – stick to the important details, don't waffle.
- Give instructions or directions so that they are easily understood.
- Provide complex information or explain issues to your listener in a way that ensures they understand. You could try breaking down the details, simplifying the information or referring to related examples.
- Listen carefully, answer questions and provide clarification as necessary. You can also ask questions to clarify understanding.

Use all communications equipment appropriately, following the required procedures and protocols.

Communication equipment and methods you might need to use includes:

- Two-way radios.
- Telephones.
- Written reports.
- Emails.
- Text messages.
- Other site-specific systems.

Make sure that you follow your site procedures and protocols for communicating on site. This may include using the correct communication processes for communicating work activities or exclusion zones.

Review Questions

7.	What are the four (4) main types of laws and rules?	☐

1.

2.

3.

4.

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

1.

2.

3.

9.	Who may you need to communicate and coordinate with on site? Provide four (4) examples.	☐

1.

2.

3.

4.

10.	What equipment and methods might you use to communicate with others on site? Provide three (3) examples.	☐

1.

2.

3.

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

In the event of an 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.

Review Questions

11.	In the event of an evacuation, what are four (4) things to remember?	☐

1.

2.

3.

4.

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.