Australian Government

Department of Education, Employment and Workplace Relations

CPCCLHS3001A Licence to operate a personnel and materials hoist

Release: 1

CPCCLHS3001A Licence to operate a personnel and materials hoist

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the outcomes required to operate a builder's hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be a cantilever hoist, a tower hoist or a multiple winch operation. Included in this definition are situations where winches may be configured to operate as hoists for the transportation of personnel for licensing purposes.

Application of the Unit

Application of the unit

This unit requires the operator to plan work, conduct routine checks, conduct hoist operations and shut down and secure a hoist.

This unit is based on the requirements of the National Standard for Licensing Persons Performing High Risk Work.

This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit, which is not acceptable to regulators for the purpose of licensing.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan work.	1.1. Potential workplace ***hazards*** are identified. 1.2. ***Hazard prevention/control measures*** are identified consistent with ***appropriate standards*** to ensure the safety of personnel and equipment. 1.3. The ***hoist*** is appropriate to the load/s and workplace conditions. 1.4. The weight of the load is determined according to ***procedures***. 1.5. Appropriate communication methods are identified with appropriate personnel.
2. Conduct routine checks.	2.1. Hoist is visually checked for any damage or detects. 2.2. Appropriate hazard prevention/control measures are applied to the work area according to procedures and potential hazards. 2.3. ***Service logbook*** for the hoist is checked for compliance. 2.4. ***Routine pre-start operational checks*** are carried out according to procedures. 2.5. Main power supply is switched on. 2.6. Hoist is started according to procedures and checks made for any abnormal noises. 2.7. All controls located and checked for serviceability. 2.8. Post start operational checks are carried out according to procedures. 2.9. All ***communication equipment***, lighting and alarm systems are checked for serviceability. 2.10. All hoist ***safety devices*** are tested to their maximum according to procedures. 2.11. All damage and defects are reported and recorded according to procedures and appropriate action taken.
3. Conduct hoist operations.	3.1. Hoist is operated according to procedures. 3.2. Communication methods associated with hoist movements are conducted according to procedures and the appropriate standards. 3.3. Loads and load distribution are continually monitored to ensure that the hoist is operated within its capacity according to procedures. 3.4. Hoist movement is monitored constantly ensuring safety to appropriate personnel and hoist stability.

ELEMENT	PERFORMANCE CRITERIA
	3.5. ***Unplanned and/or unsafe situations*** are responded to in line with procedures.
4. Shut down and secure hoist.	4.1. Hoist is ***shut down*** according to procedures. 4.2. All fences and gates are secured according to procedures. 4.3. Routine post -operational checks are carried out according to procedures. 4.4. Power is isolated and secured against unauthorised access. 4.5. All damage and defects are reported and recorded according to procedures and appropriate action taken.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- accurately record and maintain information relating to personnel and materials hoist operations
- communication techniques in the workplace including bells, lights, intercom and use of two-way radios
- conduct personnel and materials hoist operations
- operate emergency brake and decent system
- hazards associated with the operation of the personnel and materials hoist are identified, risks are assessed and effective hazard prevention/control measures for those hazards identified and put into place
- inspect personnel and materials hoist equipment, safety equipment and installation for safe operation including general maintenance
- communication skills at a level sufficient to communicate with other site personnel (e.g. receive and interpret work instructions, safety information, emergency procedures)
- verify problems and equipment faults and demonstrate appropriate response.

Required knowledge

Required knowledge for this unit is:

REQUIRED SKILLS AND KNOWLEDGE

- weight of the load is determined from labels, markings or load paperwork
- level of literacy to be able to read and comprehend manufacturer's instructions, procedures and safety signs
- Commonwealth, state or territory OHS legislation, standards and codes of practice relevant to the full range of processes for the hoist class
- hoist operations and operating techniques
- understanding of the hierarchy of hazard identification and control
- materials safety data sheets and requirements for safe movement of materials
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the hoist class
- procedures for the recording, reporting and maintenance of workplace records and information
- rated capacity and working load limits
- typical routine problems encountered in the operation of a personnel and materials hoist, inspection techniques and adjustments required for correction.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Successful assessment of this unit meets the competency requirement of the National Standard for licensing Persons Performing High Risk Work. State/territory OHS regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OHS matters.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • comply with OHS licensing legislation • effectively communicate and work safely with others in the work area • identify hazards associated with the operation of the hoist and put in place effective hazard controls for those hazards identified • determine load weights • effectively conduct personnel and materials hoist operations to include the tasks of raising and lowering loads with hoist; in conjunction with awareness of the limitations of the hoist according to manufacturer's specifications • ensure hoist controls are attended throughout operation. • effectively conduct emergency lowering of the hoist according to the emergency lowering procedure • effectively conduct pre operational and shut down checks of the personnel and materials hoist (particular awareness of controls, alarms and lockout devices).
Context of and specific resources for assessment	• Assessment of the safe and effective application of knowledge and skill to workplace tasks (performance) must be undertaken using the endorsed Assessment Instrument • Assessment of performance must be

EVIDENCE GUIDE

	undertaken either in the workplace or in a realistically simulated workplace
	• Assessors must ensure that the assessment in the workplace is organised to ensure that all the required equipment and materials and a suitable working area is made available to suit the assessment and the workplace
	• Assessment must occur under standard and authorised work practices, safety requirements and environmental constraints
	• Assessment is to comply with relevant appropriate standard requirements
	• Applicants must have access to:
	  • personal protective equipment (PPE) for the purpose of the Performance Assessment.
	  • appropriate personnel and material hoist and associated equipment in safe condition
	  • suitable loads as specified by the endorsed assessment instrument
	  • communication equipment (e.g. two-way radios, intercoms, light systems, buzzers, bells etc)

Method of assessment	Assessment must be conducted using the endorsed Assessment Instruments. These Instruments provide advice on their application. The use of **'simulators'** in the assessment of this unit of competency is **not acceptable**. Assessment may be in conjunction with the assessment of other units of competency. Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge. Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
Guidance information for assessment	Further information about endorsed Assessment Instruments may be obtained from state/territory OHS regulators.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hazards may include but are not limited to:	• ground conditions (e.g. condition of pavement, slopes) • overhead hazards (e.g. power lines, service pipes) • traffic (e.g. pedestrians, vehicles, other plant) • environmental conditions (e.g. wind, lightning, rain) • hoist overload • other specific hazards (e.g. dangerous materials).
Hazard prevention/control measures may include:	Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls. It includes application of the hierarchy of control, the six step preference of control measures to manage and control risk: • elimination • substitution • isolation • engineering control measures • using safe work practices • personal protective equipment
Appropriate standards may include:	• codes of practice • legislation • Australian standards • manufacturer specifications.
Hoist includes:	• the operation of a builder's hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be a cantilever hoist, a tower hoist or a multiple winch operation. Included in this definition are situations where winches may be configured to operate as

RANGE STATEMENT

	hoists for the transportation of personnel.
Procedures may include but not limited to:	• manufacturer's guidelines (instructions, specifications or checklists) • industry operating procedures • workplace procedures (work instructions, operating procedures, checklists).
Communication methods may include but not limited to:	• verbal and non-verbal language • written instructions • signage • hand signals • listening • questioning to confirm understanding • appropriate worksite protocol • interfloor/level communications
Appropriate personnel may include but not limited to:	• those associated with the operations of the personnel and materials hoist • supervisors • colleagues • managers who are authorised to take responsibility for the workplace or operations.
Service logbook may include but is not limited to:	• any logbook • service book • history record system where the service and maintenance history is kept.
Routine pre start operational checks may include but not limited to:	• ground stability • tower ties/guys are secure • power supply is covered by earth leakage protection • power leads secured above ground level and not attached to scaffolds or building structure • tower guides are clean and free of rust and damage • signs are clearly displayed and legible • brakes and drive mechanism • overhead protection • intercom and signalling systems • barriers, fencing and gates • fuels, oil and water • lubrication (grease) • hoist rope • sheaves and anchorage points.

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Communication equipment may include but not limited to:	• fix frequency two-way radios • bells • buzzers • lights. **NB**: where radio communication equipment is used the transmitting frequencies of the equipment must be selected to prevent interference to or from other radio equipment being used in the vicinity of the hoist.
Safety devices may include but not limited to:	• emergency braking system • overrun limits • gate interlocks • personnel access interlock on hoist roof.
Appropriate standards may include but are not limited to:	• codes of practice • legislation • Australian Standards • manufacturer's specifications • industry standards (where applicable).
Unplanned and/or unsafe situations may include but not limited to:	• failure/loss of control e.g. power supply, braking system • failure of equipment e.g. hydraulic system, broken hoist cable, damaged gear drive • environmental conditions e.g. wind, lightning, storms.
Shut down may include but not limited to:	• platform positioned at base of tower • lock on manual safety brake • landing gates secured to prevent unauthorised access • power isolated from control panel • mains power supply isolated and secured • internal combustion engine idled to stabilise temperature • engine turned off • fencing/barriers around base secured to prevent unauthorised access • key removed (where applicable).

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area