Australian Government

Department of Education, Employment and Workplace Relations

CPCCLHS3002A Licence to operate a materials hoist

Release: 1

CPCCLHS3002A Licence to operate a materials hoist

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to operate a materials hoist being a builder's hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure for licensing purposes.

Application of the Unit

Application of the unit

This unit requires the operator to plan work, conduct routine checks, check controls and operation, conduct hoist operation and shut down and secure 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

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 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***. 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 checked 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*** and functions 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 movement are conducted according to procedures and the appropriate standard. 3.3. Loads and Load distribution are continually monitored to ensure that the hoist is operated within its capacity and according to procedures. 3.4. Hoist movement is monitored constantly ensuring safety to personnel and stability. 3.5. ***Unplanned and/or unsafe*** situations are responded

ELEMENT	PERFORMANCE CRITERIA
	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 materials hoist operations
- communication techniques in the workplace including bells, lights, hand signals intercom and use of two-way radios
- conduct materials hoist operations
- hazards associated with the operation of the materials hoist are identified, risks are assessed and effective hazard prevention/control measures for those hazards identified and put into place
- inspect materials hoist equipment, safety equipment and installation for safe operation
- interpersonal 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 procedures.

Required knowledge

Required knowledge for this unit is:

- 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,

REQUIRED SKILLS AND KNOWLEDGE

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 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 prevention/controls • determine load weights. • effectively conduct materials hoist operations to include the tasks of raising and lowering loads with equipment and materials for cantilevered cars, buckets or platforms. • ensure the hoist is attended at all times. • effectively conduct pre operational and shut down checks of the 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 undertaken either in the workplace or in a realistically simulated workplace setting • Assessors must ensure that the assessment in the workplace is organised to ensure that all the required equipment and materials and a

EVIDENCE GUIDE

	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 material hoist and equipment in safe condition
	  • suitable loads as specified by the endorsed assessment instrument
	  • communication equipment (e.g. two-way radios, intercoms, light systems buzzers or 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

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 not limited to:	• ground conditions (e.g. condition of pavement, slopes) • overhead hazards (e.g. power lines, service pipes) • Insufficient lighting • traffic (e.g. pedestrians, vehicles, other plant) • environmental conditions (e.g. wind, lightning, rain) • hoist overload • other specific hazards (e.g. dangerous materials).
Hazard control measures:	Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls. It includes the 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 but not limited to:	• codes of practice • legislation • Australian Standards • manufacturer's specifications • industry standard (where applicable).
Hoist may include:	the operation of builder's hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure.
Procedures may include but are	• manufacturer's guidelines (instructions,

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not limited to:	specifications or checklists) • industry operating procedures • workplace procedures (work instructions, operating procedures, checklists).
Communication methods may include but are 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 are not limited to:	• those associated with the operations of the hoist • supervisors • colleagues • managers who are authorised to take responsibility for the workplace or operations.
Hazard prevention/control measures may include but not limited to:	• safety tags on electrical switches/isolators • traffic barricades and control • pedestrian barricades • movement of obstructions • personal protective equipment • hoist safety gates and guards • hoist safety interlocks • adequate illumination.
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 are not limited to:	• check ground stability • tower ties/guys are secure • power supply is covered by earth leakage protection • power leads are secured above ground level and not attached to scaffolds or building structure • tower guides are clean and free of rust and damage • signage is clearly displayed and legible • brakes and drive mechanism

RANGE STATEMENT

	• overhead protection • intercom and signalling systems • barriers, fencing and gates • fuels, oil and water (where applicable) • lubrication (grease) • hoist rope • sheaves and anchorage points.
Communication equipment may include but is not limited to:	• fixed channel two-way radios • intercoms • bells • lights • buzzers. **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.
Unplanned and/or unsafe situations may include but are not limited to:	• failure/lose of control e.g. power supply, braking system • failure of equipment e.g. hydraulic system, broken hoist cable, damaged drive gear • environmental conditions (e.g. wind, lightning, storms, etc).
Shut Down may include but not limited to:	• position platform at base of tower • power isolated from control panel • mains power supply isolated and secured • fencing/barriers around base secured to prevent unauthorised access • landing gates secured to prevent unauthorised access • key removed from control panel (where applicable).

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area