Unit 358 Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace

12 credits

Level: 2
UAN: A/506/4668

Unit aim:
The aim of this unit is to provide the learner with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment for plant or machinery.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to preparing to, and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. risk assessments							
e. plant and vehicle movement plans							
f. manufacturers' information							

1.2 comply with information and/or instructions derived from risk assessments and method statements	***PER**	SO	OQ	WQ	WT	PS	PD
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. plant and vehicle movement plans							
g. manufacturers' information							
h. codes of practice for the direction and guidance of vehicles, plant and machinery.							

2. Organise with others the sequence and in which directing and guiding the movement of vehicles, plant or machinery is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during directing and guiding vehicles, plant or machinery.							

3. Know how to comply with relevant legislation and official guidance when directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing to, directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when directing and guiding vehicles, plant or machinery							
4.2 demonstrate compliance with given information and relevant legislation when directing and guiding the movement of vehicles, plant or machinery in relation to two or more of the following:							
a. safe use and storage of tools							
b. safe use and storage of equipment							
c. specific risks to health							
4.3 explain why when health and safety control equipment, identified by the principles of protection, should be used, relating to directing and guiding vehicles, plant or machinery, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

5. Select the required quantity and quality of resources to prepare to, and direct and guide the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 select resources associated with directing and guiding vehicles, plant or machinery in relation to:							
a. hand tools							
b. ancillary equipment							
c. signalling and communication equipment							
5.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources, and how they should be used correctly, relating to:							
a. signalling and communication equipment							
b. barriers, cones, signs							
c. lighting equipment							
d. hand tools and ancillary equipment							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and method of work							
5.6 describe how to identify:							
a. weight/bearing pressures							
b. quantity							

c. length							
d. area							
associated with the method/procedures for directing and guiding the movement of vehicles, plant and machinery.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

7. Complete the work within the allocated time preparing to, and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to prepare to, and direct and guide the movement of vehicles, plant or machinery to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing to, and directing and guiding vehicles, plant or machinery:							
a. measuring							
b. gauging							
c. estimating							
d. interpreting							
e. judging							
f. explaining							
g. preparing							
h. commanding							
i. directing							
j. guiding							
k. indicating							
l. informing							

m. instructing							
n. signing							
o. positioning							
p. moving							
q. securing							
r. signalling							
s. relaying							
8.2 use and maintain							
a. hand tools							
b. ancillary equipment							
c. signalling equipment							
8.3 prepare to, and direct and guide the movement of loaded and unloaded vehicles, including articulated vehicles and plant or machinery (wheeled or tracked) to given working instructions, relating to the following:							
a. hand signals							
b. hand signalling equipment							
c. verbal/electronic communication equipment							
8.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. identify the differences between directing and guiding movement, directing and guiding operations and slinging and signalling							
b. interpret a work management plan and vehicle movement plan							
c. identify the hierarchy of traffic control measures and pedestrian separation							
d. organise and ensure the maintenance of holding areas, routes, exclusion zones, markers and signs							
e. assess and determine the movement of vehicles, plant and machinery, to include own position of safety, visibility, ground conditions and features, proximity hazards and weight limits							
8.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							

a. recognise and react to changing conditions, ground, environment, weather, light, numbers and types of vehicles, plant and machinery							
b. liaise with, convey and collect information from and to, drivers and operators							
c. recognise and utilise movement aids (camera's, mirrors, audio and visual warnings, etc)							
d. recognise blind-spots, potential crush zones and other limitations to driver visibility							
e. recognise the requirements of directing and guiding the movement of vehicles, plant and machinery onto and from public highways							
f. recognise the requirements of working on public highways							
8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. direct and guide different vehicle types and size eg height, weight length, width, tracked, wheeled and articulated							
b. assess and determine the movement of loads, including unloading, discharging and loading requirements							
c. direct and guide vehicles, plant and machinery across rough or uneven terrain							
d. check the integrity of load securing equipment and stability of loads, prior to commencement of movements and on arrival, prior to release							
e. signal and communicate following recognised and agreed operational procedures							
f. recognise and determine when specific skills and knowledge are required and report accordingly							
g. use hand tools and ancillary equipment							
8.7 describe the needs of other occupations and how to effectively communicate within a team when preparing to and directing and guiding vehicles, plant or machinery							
8.8 describe how to maintain the:							
a. hand tools							
b. ancillary equipment							
c. signalling and communication equipment							
used to direct and guide vehicles, plant or machinery.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	