Unit 366 Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

7 credits

Level: 2
UAN: F/506/4672

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 and or using materials, components and equipment for plant or machinery operations
- setting up, operating and shutting down plant or machinery for carrying out extraction work.

*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 the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.							
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. **operating instructions**							
f. **manufacturers' information**							
1.2 **comply with information and/or instructions derived from risk assessments and method statements**							
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. legislation							
g. codes of practice							
h. manufacturers' information							
i. operating instructions.							

2. Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 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							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **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 using powered units, tools or pedestrian plant, machinery or equipment**							
3.2 **demonstrate compliance with given information and relevant legislation when using:**							
a. **powered units**							
b. **tools or pedestrian plant**							
c. **machinery or equipment**							
in relation to two or more of the following:							
a. **safe use of access equipment**							
b. **safe handling of materials**							
c. **safe use and storage of materials, tools and equipment**							
d. **specific risks to health**							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to powered units, tools or pedestrian plant, machinery or equipment use, 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)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							

3.5 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.							

4. Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with the type of work in relation to:**							
a. **fuel**							
b. **power source**							
c. **lubricants**							
d. **consumables**							
4.2 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. power source/fuels							
b. consumables							
c. lubricants							

4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to identify:							
a. quantity							
b. length							
c. area							
d. wastage							
associated with the method/procedures to operate powered units, tools or pedestrian plant, machinery or equipment.							

5. Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures**							
5.2 **prevent damage and maintain a clean work space**							
5.3 **dispose of waste in accordance with legislation**							
5.4 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							

5.5 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.							

6. Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment..							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time**							
6.2 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.							

7. Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment:**							
a. **starting**							
b. **stopping**							
c. **replenishing**							
d. **controlling**							
e. **cleaning**							
7.2 **use and maintain:**							

a. **powered units**							
b. **tools**							
c. **ancillary equipment**							
7.3 **operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to:**							
a. **continual running**							
b. **closing down**							
c. **cleaning**							
7.4 **return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work**							
7.5 **disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment**							
7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. prepare, position and set up for work							
b. secure accessories and tool attachments							
c. carry out pre-use checks to manufacturer's and suppliers information/procedures							
d. complete pre-start and post stop checks							
e. recognise the characteristics of the plant, machinery and equipment							
f. identify specific operating and safety requirements for the task and work							
g. recognise and determine when specific skills and knowledge are required and report accordingly.							

7.7 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. operate, use and control							
b. monitor and maintain							
c. replenish consumables							
d. disassemble and clean							
e. use access equipment							
f. transport and/or secure							
7.8 describe the needs of other occupations and how to effectively communicate within a team when preparing for and using powered units, tools or pedestrian plant, machinery or equipment							
7.9 describe how to maintain the:							
a. hand tools							
b. portable power tools							
c. powered units							
d. pedestrian plant							
e. machinery							
f. ancillary equipment							
used for the work.							

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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:	