Unit 359 Operating plant or machinery for non-operational activities in the workplace

10 credits

Level: 2
UAN: **L/505/0175**

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials and equipment.

*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 work and resources when operating plant or machinery for non-operational activities.							
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. **method statements**							
e. **risk assessments**							
f. **user manuals**							
g. **manufacturers' information related to the plant or machinery operation and the activity to be completed**							
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. user manuals							
g. manufacturers' information							
h. current regulations governing the operation of plant and machinery.							

2. Organise with others the sequence in which the work is to be carried out when operating plant or machinery for non-operational activities.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 **organise the work in accordance with given information or instructions**							
2.2 **communicate with team members and other associated occupations about the plant or machinery operation and work to be carried out**							
2.3 describe how to communicate ideas between team members and other associated occupations							
2.4 describe how to organise resources in conjunction with the progress of work.							

3. Know how to comply with relevant, current legislation, special legal status documents, official guidance and organisational procedures when operating plant or machinery for non-operational activities.							
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. at height							
d. in confined spaces							
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 operating plant or machinery for non-operational activities.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when operating plant or machinery for non-operational activities**							
4.2 **comply with information relating to specific risks to health when operating plant or machinery for non-operational activities**							
4.3 explain why when health and safety control equipment, identified by the principles of protection, should be used, relating to operating plant or machinery for non-operational activities 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. Request and select the required quantity and quality of resources to operate plant or machinery for non-operational activities.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **request and select resources associated with own work in relation to:**							
a. **tools**							
b. **ancillary equipment and/or accessories**							
c. **consumables**							
5.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources, in relation to:							
a. consumables							
b. hand tools							
c. 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 calculate:							
a. weight							
b. bearing pressure							
c. quantity							
d. length							
e. area							
associated with the method/procedure to operate plant or machinery for non-operational activities.							

6. Minimise the risk of damage to the work and surrounding area when operating plant or machinery for non-operational activities.							
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 current 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 for non-operational activities.							
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 operate plant or machinery for non-operational activities to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 **demonstrate the following work skills when operating plant or machinery for non-operational activities:**							
a. **preparing**							
b. **setting up**							
c. **configuring**							
d. **starting**							
e. **manoeuvring**							
f. **running**							
g. **supporting**							
h. **parking**							
i. **stopping**							
j. **securing**							
8.2 **prepare, configure and operate plant or machinery for non-operational activities, (eg inspection, repair, maintenance, testing or travel), to given working instructions for two of the following:**							
a. **hand-operated power tools**							
b. **static machinery**							
c. **pedestrian controlled equipment**							
d. **tracked plant**							
e. **wheeled plant**							
f. **rollers**							
8.3 **shut down and secure plant or machinery to given working instructions**							
8.4 **record and report findings using the appropriate method, in accordance with given working instructions**							
8.5 **safely use plant, machinery, hand tools, ancillary equipment and/or accessories**							

8.6 **safely store the plant, machinery, tools, equipment and/or accessories used when operating plant or machinery for non-operational activities**							
8.7 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. identify capabilities, characteristic and limitations of plant and machinery (ride on and remote control) including:							
i. hand-operated power tools							
ii. static machinery							
iii. pedestrian controlled equipment							
iv. wheeled plant and tracked plant							
v. rollers							
b. consider the area available for the movements required (height restrictions, obstructions, overhead / underground obstructions, services, ventilation and point loading)							
c. complete pre-use, pre-start and pre-movement checks							
d. prepare the plant and machine for operation							
e. manoeuvre and position plant and machine							
8.8 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. manoeuvre plant and machinery on:							
i. slopes and inclines							
ii. uneven terrain							
iii. rough terrain							
iv. un-compacted ground							
v. areas with restricted clearances							
vi. in inclement and extreme weather							
vii. areas where there is other vehicle and pedestrian traffic							
b. operate plant and machinery within operational limitations							

8.9 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. support plant and machinery for the activity (inspection, repair, maintenance, testing or travel)							
b. follow signals and instructions							
c. shut down, park and secure plant and machine							
d. immobilise plant and machinery							
e. prepare plant and machinery for transportation							
f. report findings and defects							
g. use hand tools, ancillary equipment and accessories							
h. work at height							
i. use access equipment							
j. complete and maintain records							
8.10 describe the needs of other occupations and how to effectively communicate within a team when operating plant or machinery for non-operational activities							
8.11 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							
8.12 describe how to maintain the:							
a. plant and machinery							
b. hand tools							
c. ancillary equipment and/or accessories							
used when operating plant or machinery for non-operational activities.							

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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:	