

LANAHL27 (SQA Unit Code - F7W1 04)

Use and maintain equipment and machines



Overview

The elements are:

1. Use equipment and machinery
2. Carry out routine maintenance to equipment and machinery

This unit is about using equipment and machinery correctly and safely, with due regard to manufacturers' instructions and legal and regulatory requirements. It also covers the routine, day-to-day maintenance of this equipment, before and after use. It is for members of staff who can carry out the work described under limited supervision only.

The types of equipment and machinery included in this unit are

1. non-powered tools and equipment (for example hand tools, fertiliser distributors)
2. hand held powered equipment (for example strimmers, hedge cutters, leaf blowers)
3. pedestrian controlled powered equipment (for example rotary mowers)
4. ride-on powered equipment (for example ride-on mowers)
5. chippers and/or shredders
6. routine maintenance could include oil change, spark plugs, wheels and tyres, drive belts, drive mechanisms, electrics, back-lapping, sharpening hand tools.

Use of machinery and equipment and all actions must meet the requirements of the law and relevant codes of practice.

NB this unit does not cover the use of tractors or tractor-mounted equipment other than small lawn/compact tractors

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Performance criteria

You must be able to:

Use equipment and machinery

- P1 select the correct item of **equipment and machinery** for the planned task
- P2 make sure that the **equipment and machinery** is safe and in good working order
- P3 select and use the correct personal protective clothing and equipment
- P4 set up and use the **equipment and machinery** in accordance with the manufacturer's instructions and legal regulatory requirements
- P5 ensure the safety of yourself and other people whilst operating the **equipment and machinery**
- P6 identify any problems with the **equipment and machinery** and take the correct **action**
- P7 clean and store the equipment correctly after use

You must be able to:

Carry out routine maintenance to equipment and machinery

- P8 make sure the **equipment and machinery** is correctly prepared for safe maintenance
- P9 maintain **equipment and machinery** in accordance with manufacturers instructions, standard procedure and legislation
- P10 maintain health and safety in accordance with relevant legislation and codes of practice
- P11 minimise the escape of substances and dispose of **waste** in a safe manner and place
- P12 identify the need for advice and assistance and refer this matter to the appropriate member of staff

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Knowledge and understanding

You need to know and understand:

Use equipment and machinery

- K1 how to select the correct items of machinery equipment for the tasks that you are responsible for
- K2 how to check the equipment and machinery and the types of pre-operational maintenance that you are required to carry out
- K3 the health and safety requirements that govern the use of the equipment and machinery in your area of responsibility
- K4 the main hazards associated with using the equipment and machinery in your area of responsibility
- K5 the manufacturer's instructions for the operation of the equipment and machinery in your area of responsibility
- K6 the types of problems that may occur with the equipment and machinery you work with and how to deal with each of these correctly
- K7 the principles of two and four stroke engines
- K8 the principles of lines of drive – clutch, v-belts, chains
- K9 types of protective clothing and the reasons why it must be worn
- K10 the correct ways of wearing personal protective equipment
- K11 the legal and regulatory requirements that govern the use of the equipment and machinery in your area of responsibility

You need to know and understand:

Carry out routine maintenance to equipment and machinery

- K12 methods for maintaining equipment and machines
- K13 the reasons for maintaining equipment and machinery and the possible consequences of not maintaining it correctly
- K14 legislative requirements relating to the maintenance of equipment and machinery
- K15 health and safety in relation to the maintenance of equipment and machines and the usage of the work area
- K16 hazardous chemicals and substances which may be present and ways of minimising leakage
- K17 safe and correct methods for disposing of waste materials
- K18 levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice
- K19 safe and suitable methods of storing tools, equipment and machinery

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Additional Information

Scope/range related to performance criteria

Use equipment and machinery

1. **Equipment and machinery:**
 - 1.1. non-powered tools and equipment
 - 1.2. hand held powered equipment
 - 1.3. pedestrian controlled powered equipment
 - 1.4. ride-on powered equipment
 - 1.5. chippers and/or shredders

2. **Action:**
 - 2.1. correct pre-use checks
 - 2.2. correct start-up procedure
 - 2.3. use appropriate work method
 - 2.4. correct stopping procedure
 - 2.5. correct post-use operator maintenance
 - 2.6. reporting problems to a more competent colleague

Carry out routine maintenance to equipment and machinery

3. **Equipment and machinery:**
 - 3.1. non-powered tools and equipment
 - 3.2. hand-held powered tools
 - 3.3. pedestrian controlled powered equipment
 - 3.4. ride-on powered equipment
 - 3.5. chippers and/or shredders

4. **Wastes:**
 - 4.1. hazardous
 - 4.2. non-hazardous

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