
Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, consumables and equipment
- 4 operating plant or machinery for non-operational activities such as inspection, repair, maintenance, testing or travel

COSVR659 - SQA Unit Code H4HA 04

Operate plant or machinery for non-operational activities

Performance criteria

- You must be able to:*
- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
 - P2 organise with others the sequence in which the work is to be carried out
 - P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
 - P4 request resources to sustain plant or machinery operations to complete the programme of work
 - P5 select plant or machinery resources for the methods of work and operations to be carried out
 - P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
 - P7 comply with the given contract information to carry out the work efficiently to the required specification
 - P8 complete the work within the allocated time, in accordance with the programme of work

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Organise with others

You need to know and understand:

- K4 **communication** of ideas between team members
- K5 organisation of **resources** in conjunction with the progress of work
- K6 the **skills** required to carry out the work

Performance Criteria 3

Safe work practices

You need to know and understand:

- K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied
- K8 how **emergencies** should be responded to and who should respond
- K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how **health and safety control equipment** should be used

Performance Criteria

Request resources

You need to know and understand:

- K12 the organisational procedures for requisitioning consumables and other **resources**

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Performance Criteria 5

Selection of resources

You need to know and understand:

- K13 the characteristics, quality, uses, sustainability, limitations and defects associated with plant **resources** and how defects should be rectified
- K14 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K15 the organisational procedures to select **resources**, why they have been developed and how they are used
- K16 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

Performance Criteria 6

Minimise the risk of damage

You need to know and understand:

- K17 how to **protect work** from damage and the purpose of protection
- K18 why **disposal of waste** should be carried out safely and how it is achieved

Performance Criteria 7

Meet the contract specification

You need to know and understand:

- K19 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K20 how **maintenance** of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8

Allocated time

You need to know and understand:

- K21 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments, user manuals and manufacturers' information related to the plant or machinery operation and the activity to be completed

Performance Criteria 2

- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

- 4 avoidance of risk by complying with the given safety information relating to at least four of the following:
 - 4.1 methods of work
 - 4.2 safe use of health and safety control equipment
 - 4.3 safe use and storage of plant, machinery and tools
 - 4.4 safe use of access equipment
 - 4.5 specific risks to health

Performance Criteria 4

- 5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

- 6 selection of resources associated with own work
 - 6.1 tools and ancillary equipment and/or accessories
 - 6.2 consumables

Performance Criteria 6

- 7 protection of the work and its surrounding area from damage
- 8 minimise damage and maintain a clean work space
- 9 disposal of waste in accordance with current legislation

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Performance Criteria 7

- 10 demonstration of work skills to prepare, setup, configure, start, manoeuvre, run, support, park, stop and secure
- 11 use and maintain hand tools, ancillary equipment and/or accessories
- 12 prepare, configure and operate plant or machinery for non-operational activities, (e.g. inspection, repair, maintenance, testing or travel), to given working instructions for at least two of the following:
 - 12.1 hand-operated power tools
 - 12.2 static machinery
 - 12.3 pedestrian controlled equipment
 - 12.4 tracked plant
 - 12.5 wheeled plant
 - 12.6 rollers
- 13 shut down and secure plant or machinery
- 14 record and report findings

Performance Criteria 8

- 15 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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Scope/range related to knowledge and understanding

Communication

- 1 discussions, sketches and briefings

Disposal of waste

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities

Hazards

- 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, user manuals, manufacturers' information and current regulations governing the operation of plant and machinery

Legislation, Approved Codes of Practice and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

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Maintenance

- 8 operative care of plant and machinery, hand tools, ancillary equipment and/or accessories

Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
 - 9.1 identify capabilities, characteristic and limitations of plant and machinery (ride on and remote control) including hand-operated power tools, static machinery, pedestrian controlled equipment, wheeled plant and tracked plant, rollers
 - 9.2 consider the area available for the movements required (height restrictions, obstructions, overhead / underground obstructions, services, ventilation and point loading)
 - 9.3 complete pre-use, pre-start and pre-movement checks
 - 9.4 prepare the plant and machine for operation
 - 9.5 manoeuvre and position plant and machine
 - 9.6 manoeuvre plant and machinery on slopes and inclines, uneven terrain, rough terrain, un-compacted ground, areas with restricted clearances, in inclement and extreme weather and areas where there is other vehicle and pedestrian traffic
 - 9.7 operate plant and machinery within operational limitations
 - 9.8 support plant and machinery for the activity (inspection, repair, maintenance, testing or travel)
 - 9.9 follow signals and instructions
 - 9.10 shut down, park and secure plant and machine
 - 9.11 immobilise plant and machinery
 - 9.12 prepare plant and machinery for transportation
 - 9.13 report findings and defects
 - 9.14 use hand tools, ancillary equipment and accessories
 - 9.15 work at height
 - 9.16 use access equipment
 - 9.17 complete and maintain records
- 10 team work and communication
- 11 needs of other occupations associated with operating plant and machinery for non-operational activities

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Problems

12 those arising from information, resources and methods of work

12.1 own authority to rectify

12.2 organisational reporting procedures

Programme

13 types of progress charts, timetables and estimated times

14 organisational procedures for reporting circumstances which will affect the work programme

Protect work

15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

16.1 consumables

16.2 hand tools, ancillary equipment and/or accessories

17 methods of calculating weight, bearing pressure, quantity, length and area associated with the method/procedure to operate plant and machinery for non-operational activities

Security procedures

18 site, workplace, company and operative

Skills

19 own occupation and occupations related to the work

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Developed by ConstructionSkills

Version number 2

Date approved December 2012

Indicative review date December 2017

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN COSPM04

Relevant occupations Mobile Machine Drivers and Operatives; Plant and Machine Operatives

Suite Construction Plant or Machinery Maintenance

Key words Plant; Machinery; Hand operated power tools; Static machinery; Pedestrian controlled equipment; Wheeled plant; Tracked plant; Rollers; Non-operational activities; Maintenance