

# COSVR213 – HL6P 04

## Co-ordinate and organise work operations



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### Overview

This standard is about

- 1 interpreting information about the project and work operations to be carried out
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment for the work
- 4 preparing, coordinating and organising the work operations
- 5 performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

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### Performance criteria

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*You must be able to:*

- P1 provide adequate information, as required, to all the people who will be affected by the work
- P2 agree a programme and methods of work with the people who will be doing the work
- P3 organise the work being done with other operations as required of the overall work being carried out
- P4 obtain sufficient resources of the appropriate type which will meet the project requirements and timescales
- P5 organise and control the work and resources so that conditions are safe and the workplace is tidy
- P6 identify any special considerations, record them and pass them on to people who may be affected
- P7 organise the work area layout for operational purposes and communicate to the people involved with the work
- P8 organise the storage and use of materials and components so that material handling and movement is efficient and wastage is minimised

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### Knowledge and understanding

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*You need to know and understand:*

#### Performance Criteria 1

##### Notification of work to be carried out

- K1 how to give adequate information, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish

#### Performance Criteria 2

##### Programme and methods of work

*You need to know and understand:*

- K2 how to agree a programme and methods with the people who will be doing the work

#### Performance Criteria 3

##### Organisation and co-ordination of work

*You need to know and understand:*

- K3 how to organise and co-ordinate the work with other work activities/operations

#### Performance Criteria 4

##### Obtain and plan for resources

*You need to know and understand:*

- K4 how to obtain sufficient **resources**  
K5 How to plan **resources**

#### Performance Criteria 5

##### Organise the work

*You need to know and understand:*

- K6 how to control the workplace and **resources** so that conditions are safe, the workplace is tidy and creates a favourable image of the organisation, its products and services and the project

#### Performance Criteria 6

##### Special considerations

*You need to know and understand:*

- K7 how to identify what are **special considerations**  
K8 how to record **special considerations** and pass them on to people who will be affected

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### Performance Criteria 7

#### Work area layout for operational purposes

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*You need to know and understand:*

- K9 how to pass on information about the **work area layout** to the people working in the workplace
- K10 how to organise/arrange the **work area layout** for operational purposes

### Performance Criteria 8

#### Storage and use of materials

*You need to know and understand:*

- K11 how to organise the storage and use of materials and components

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### Additional Information

<b>Scope/range related to performance criteria</b>	<b>Performance Criteria 1</b>
	1 record(s) of arrangements for the work to be carried out
	1.1 when it will start
	1.2 how long it will take
	1.3 when it will finish
	<b>Performance Criteria 2</b>
	2 record(s) of agreement of work programmes and methods of work for the work to be carried out
	<b>Performance Criteria 3</b>
	3 record(s) of organising and coordinating work with others associated with the operation
	<b>Performance Criteria 4</b>
	4 record(s) of resources obtained
	<b>Performance Criteria 5</b>
	5 record(s) of workplace control, including resources, site tidiness and disposal of waste
	<b>Performance Criteria 6</b>
	6 record(s) and identification of special considerations that have to be allowed for, relating to at least four of the following
	6.1 occupiers
	6.2 environment
	6.3 vehicular access
	6.4 hazards
	6.5 trespass
	6.6 near neighbours
	6.7 public access
	6.8 workplace conditions
	6.9 health, safety and welfare
	6.10 statutory regulations and limitations
	6.11 codes of practice

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### **Performance Criteria 7**

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7 record(s) of organisation and communication on the work area layout for operational purposes for at least four of the following

- 7.1 storage
- 7.2 work area
- 7.3 environmental considerations
- 7.4 plant and/or equipment
- 7.5 temporary services
- 7.6 access and egress
- 7.7 security
- 7.8 continuing use by occupiers
- 7.9 welfare facilities

### **Performance Criteria 8**

8 record(s) of arrangements for the storage and efficient use of materials and components to minimise handling, movement and wastage

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<b>Scope/range related to knowledge and understanding</b>	<b>Resources</b>
	1 people
	2 tools
	3 plant and ancillary equipment
	4 materials and components
	5 information
	<b>Special considerations</b> relating to
	6 occupiers
	7 environment
	8 vehicular access
	9 hazards
	10 trespass
	11 near neighbours
	12 public access
	13 workplace conditions
	14 health, safety and welfare
	15 statutory regulations and limitations
	16 codes of practice
	<b>Work area layout</b>
	17 storage
	18 work area
	19 environmental layout
	20 plant and/or equipment
	21 temporary services
	22 access and egress
	23 security
	24 continuing use by occupiers
	25 welfare facilities

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### Co-ordinate and organise work operations

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**Relevant occupations** Construction and Building Trades Supervisors

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**Suite** Occupational Work Supervision (Construction); Formwork (Construction)

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