
Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing and mixing, by hand and mechanically, concrete and mortars

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Performance criteria

- You must be able to:*
- P1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
 - P2 select the required quantity and quality of resources for the methods of work
 - P3 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
 - P4 comply with the given contract information to carry out the work efficiently to the required specification
 - P5 complete the work within the allocated time, in accordance with the programme of work

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Safe work practices

- K1 the types of **information**
- K2 the level of understanding operatives must have of relevant, current **legislation and official guidance** and how it is applied
- K3 how **emergencies** should be responded to and who should respond
- K4 the organisational **security procedures** for tools, equipment and personal belongings
- K5 what the accident reporting procedures are and who is responsible for making the report
- K6 why, when and how **health and safety control equipment** should be used

Performance Criteria 2

Selection of resources

You need to know and understand:

- K7 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources**
- K8 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K9 the **hazards** associated with the **resources** and **methods of work**

Performance Criteria 3

Minimise the risk of damage

You need to know and understand:

- K10 how to **protect work** from damage and the purpose of protection
- K11 why **disposal of waste** should be carried out safely

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Performance Criteria 4

Given contract information

You need to know and understand:

K12 how **methods of work** are carried out and **problems** reported

K13 how **maintenance** of tools and equipment is carried out

Performance Criteria 5

Allocated time

You need to know and understand:

K14 what the **programme** is for the work to be carried out and why deadlines should be kept

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 avoidance of risk by complying with the given information relating to the following
 - 1.1 methods of work
 - 1.2 safe use of health and safety control equipment
 - 1.3 safe use and storage of materials, tools and equipment
 - 1.4 specific risks to health

Performance Criteria 2

- 2 selection of resources associated with own work
 - 2.1 materials and components
 - 2.2 tools and equipment

Performance Criteria 3

- 3 protection of the work and its surrounding area from damage
- 4 minimise damage and maintain a clean work space
- 5 disposal of waste in accordance with legislation

Performance Criteria 4

- 6 demonstration of work skills to gauge and mix
- 7 use and maintain hand tools, mixing plant and equipment and ancillary equipment
- 8 gauge and mix mortars and/or concrete to given working instructions

Performance Criteria 5

- 9 completion of own work within the time allowed

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Scope/range related to knowledge and understanding

Disposal of waste

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

Emergencies

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

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 manufacturers' information, oral/written

Legislation and official guidance

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

Maintenance

- 7 operative care of hand tools, mixers and ancillary equipment

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Methods of work

- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
 - 8.1 gauge and mix concrete and mortars by hand and mixer
 - 8.2 carry out pre-use checks on mechanical mixers
 - 8.3 use hand tools, mixing plant and equipment
 - 8.4 work with plant and machinery
- 9 team work and communication
- 10 needs of other occupations associated with preparing and mixing concrete and mortars

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 agreed starting and finishing times

Protect work

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

Resources

- 14 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - 14.1 aggregate, sand, lime, cement, water, additives
 - 14.2 hand tools, mixing plant and equipment
- 15 methods of calculating quantity, volume and wastage associated with the method/procedure to prepare and mix concrete and mortars

Security procedures

- 16 site, workplace, company and operative

COSVR36 – SQA Unit Code HL8L 04

Prepare and mix concrete and mortars

Developed by ConstructionSkills

Version number 2

Date approved January 2012

Indicative review date January 2017

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR36

Relevant occupations Bricklayers and Masons

Suite Trowel Occupations (Construction);

Key words Mechanical-mixing; Mixing-plant; Aggregate