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**Overview**

This standard is about Interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and preparing powered tools and ancillary equipment, operating powered units, tools or pedestrian plant, machinery or equipment

This standard is for people working independently or in a team to operate power units, tools, pedestrian plant, machinery or equipment and can be used by operatives, supervisors and managers

**Performance criteria**

- You must be able to:
- P1 interpret the given information relating to the use of plant or machinery and confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P5 comply with the given contract information to carry out the work efficiently to the required specification
  - P6 complete the work within the allocated time, in accordance with the programme of work

**Knowledge and understanding**

**Performance Criteria 1**

**Interpretation of information**

You need to know and understand:

- 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**

**Safe work practices**

You need to know and understand:

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 the types of **fire extinguishers** and how and when they are used
- K6 how **emergencies** should be responded to and who should respond
- K7 the organisational **security procedures** for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how **health and safety control equipment** should be used
- K10 how to comply with environmentally responsible work practices to meet the requirements of current **legislation and official guidance**

**Performance Criteria 3**

**Selection of resources**

You need to know and understand:

- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K12 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K13 the organisational procedures to select **resources**, why they have been developed and how they are used
- K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

**Performance Criteria 4**

**Minimise the risk of damage**

You need to know and understand:

- K15 how to **protect work** from damage and the purpose of protection
- K16 why **disposal of waste** should be carried out safely and how it is achieved

**Performance Criteria 5**

**Meet the contract specification**

You need to know and understand:

- K17 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K18 how **maintenance** of tools and equipment is carried out

**Performance Criteria 6**

**Allocated time**

You need to know and understand:

- K19 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

**Additional Information**

**Scope/range related to performance criteria**

**Performance Criteria 1**

- 1 interpretation of drawings, specifications, schedules, risk assessments, operating instructions and manufacturers' information related to the work to be carried out

**Performance Criteria 2**

- 2 avoidance of risk by complying with the given information relating to at least four of the following
  - 2.1 methods of work
  - 2.2 safe use of health and safety control equipment
  - 2.3 safe use of access equipment
  - 2.4 safe use, storage and handling of materials
  - 2.5 safe use and storage of tools and equipment
  - 2.6 specific risks to health

**Performance Criteria 3**

- 3 selection of resources associated with own work
  - 3.1 fuel/power source
  - 3.2 lubricants
  - 3.3 consumables

**Performance Criteria 4**

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

**Performance Criteria 5**

- 7 demonstration of work skills to start, stop, replenish, control and clean
- 8 use and maintain powered units, tools and ancillary equipment
- 9 operate and monitor powered unit, tools or pedestrian plant, machinery or equipment to given working instructions, relating to
  - 9.1 continual running
  - 9.2 closing down
  - 9.3 cleaning
- 10 return powered units, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work
- 11 disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment

**Performance Criteria 6**

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

**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

**Fire extinguishers**

- 3 water, CO<sub>2</sub>, foam, powder and their uses

**Hazards**

- 4 those identified by risk/COSHH assessments, method of work, 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 local exhaust ventilation (LEV)
  - 5.3 personal protective equipment (PPE)
  - 5.4 respiratory protective equipment (RPE)

**Information**

- 6 drawings, specifications, schedules, method statements, risk assessments, legislation, Codes of Practice, manufacturers' information and operating instructions

**Legislation and official guidance**

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment 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

**Maintenance**

- 8 operative care of hand tools, portable power tools, powered units, pedestrian plant, machinery and ancillary equipment

**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 prepare, position and set up for work
  - 9.2 secure accessories and tool attachments
  - 9.3 carry out pre-use and function checks to manufacturers' and suppliers' information and procedures
  - 9.4 complete pre-start and post stop checks
  - 9.5 recognise the characteristics of the plant, machinery and equipment
  - 9.6 identify specific operating and safety requirements for the task and work
  - 9.7 recognise and determine when specific skills and knowledge are required and report accordingly
  - 9.8 operate, use and control
  - 9.9 monitor and maintain
  - 9.10 replenish consumables
  - 9.11 close down and secure
  - 9.12 disassemble and clean
  - 9.13 transport and store
- 10 team work and communication
- 11 needs of other occupations associated with operating powered units, tools and equipment

**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 specialist

16.1 power source/fuels

16.2 consumables, lubricants

17 identify quantity, length, area and wastage associated with the method/procedure to operate powered units, tools and equipment

**Security procedures**

18 site, workplace, company and operative

## COSVR400 – SQA Unit Code HN12 04

### Operate powered units, tools or pedestrian plant, machinery or equipment

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**Relevant occupations** Construction Operatives

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**Suite** Plant Operations (Construction); Construction Operations and Civil Engineering Services; Demolition; Innovative/Modern Methods of Construction; Piling Operations (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Sub-structure Work Occupations (Construction); Super-structure Work Occupations (Construction); Temporary Traffic Management (Construction); Tunnelling Operations (Construction)

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**Key words** Specialised-tools; Powered-tools; Powered-units; Pedestrian operated

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