

# LEARNER GUIDE



Training support material for:

**RIIBEF201E**

**Plan and organise work**



Produced by:



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# INTRODUCTION



## Planning and organising work

Planning is when you think about and organise everything that needs to be done to complete a task. It involves creating a plan and making sure the plan is followed (maintaining the plan).

Planning may include preparing a set of action steps that need to be followed to complete the task.

If planning and organisation is effective it can reduce the time and effort needed to achieve the goal and also help to complete the task safely.

Proper planning and organisation helps:

- **Prioritise work** – What needs to be done and when.
- **Work safely** – Hazards, risks and controls need to be considered when planning.
- **Improve productivity** – Get more done in less time (work efficiently).
- **Stay on track** – Remain focused on the task that needs to be done.
- **Decision making** – Its easier to make decisions when you know what needs to be done.
- **Accountability** – Everyone involved will know what is expected of them.

It is often said that “**failing to plan is like planning to fail**”.

## The 5 P's



# PLAN AND PREPARE FOR WORK



## Work requirements

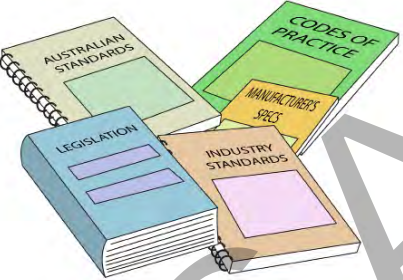


Work requirements are important so workers know:

- **What** needs to be done
- **How** it is to be done
- **When** they need to do it.

This allows work to be completed in a way that is safe, efficient, compliant and meets quality requirements.

Workers must be able to locate and understand work requirements. If you are not sure you should speak to a supervisor so the instructions can be explained further.

Work requirements include things like:

Compliance information	Company policies and procedures	Manufacturers guidelines and specifications
		

Work requirements (continued)

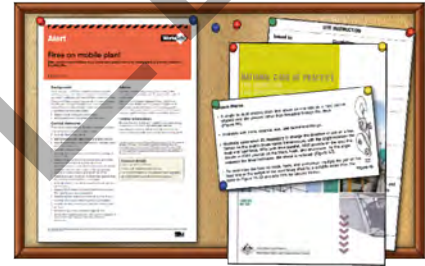
Verbal, written and graphical (visual) instructions



Signage, work schedules and plans



Work bulletins, memos and maps



Safety data sheets (SDS)



Quality requirements



Instructions issued by authorised organisation or external personnel.



## Compliance

There are documents called compliance documents that workers need to know about. These documents tell you what you **must** do to work safely and legally.

The following are all examples of the types of compliance documents that are important:

### Legislation

- Work Health and Safety Act or Occupational Health and Safety Act
- Work Health and Safety regulations or Occupational Health and Safety Regulations

These documents can be found at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or on your state/territory regulator's website.

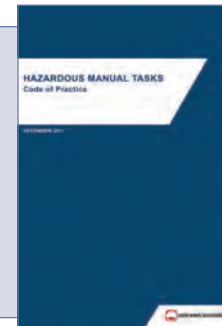


### Codes of practice

Codes of practice give practical advice on how to achieve the standards of health and safety required under health and safety Acts and Regulations.

For example:

- Managing the risks of plant in the workplace code of practice
- Construction work code of practice



**Note: Check with the state/territory regulator for the relevant compliance documents in your state/territory.**



*Identify work (continued)***Traffic**

If the job affects traffic, you may only be able to work at times when traffic is light (not peak hours).

**Time of day**

Some jobs can only be done during daylight hours, others may have to be done at night only.

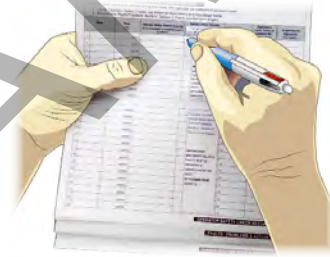


Identify work (continued)

## Priorities

When planning and organising work you must know if there are any priorities (things that need to be done first).  
If there is, the job **must** be planned so these things are done **without** delay.

Check the work requirements for any priorities.



## Inspect and prepare the work area

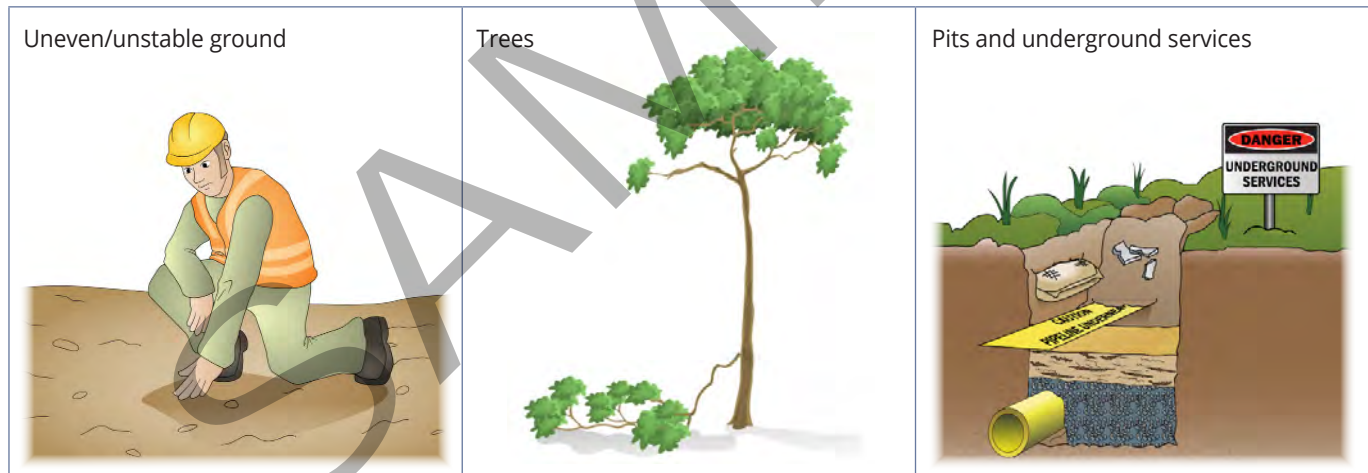
There are a lot of hazards and risks on work sites that you need to be aware of. Hazards can cause accidents, injuries and even death.

Hazards and hazard controls need to be considered when planning and organising work.

The work site should be inspected by looking for hazards and risks that exist:

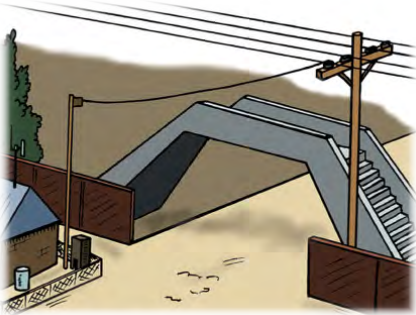
- Above eye level (in the air)
- At eye level
- Below eye level (on the ground).

Hazards can include things like:



Inspect and prepare the work area (continued)

Overhead services and bridges



Trip hazards and obstructions



Embankments and dirt mounds



Plant and machinery



Fire and hazardous materials



Biological hazards

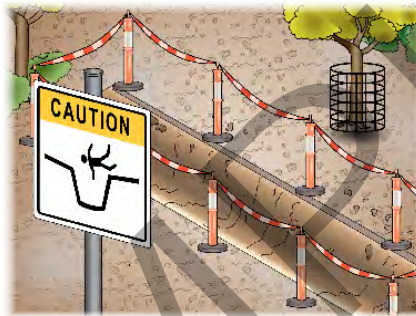


Inspect and prepare the work area (continued)

Surrounding buildings, structures and facilities



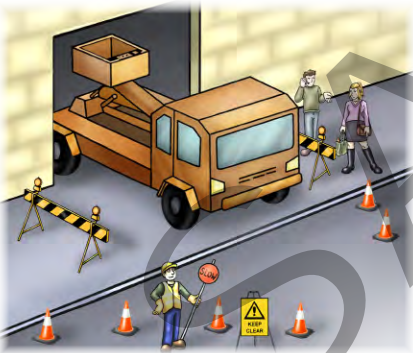
Excavations and recently filled trenches



Restricted access barriers



Pedestrians and other personnel



Vehicle traffic



Weather conditions



## Job Safety and Environment Analysis (JSEA)

A JSEA outlines who is responsible for putting the control measures in place.

A JSEA worksheet is used to:

- Record the details of the job
- Record any hazards associated with the job or worksite
- Record the hazard control measures that are going to be put in place.

Shown here is an example of what a JSEA worksheet might look like.

**123456**

**Job safety and environment analysis (JSEA)**

**7. JOB STEPS, HAZARDS AND CONTROLS**

Step (No.)	Job Step (Describe each step)	Hazard/ Environmental Issue	Risk Rating (Before control)	Control	Risk Rating (after control)
1	Set up traffic control	Traffic in busy intersection	8	Barriers and flag person supplied by ABC traffic	1
		Noise of traffic and plane	7	Hearing protection must be worn at all times.	1
		Sunlight	4	Long sleeve pants, tps, hard hats with visor and sunglasses.	1
2	Unload excavator from float	Excavator sliding on ramps	5	Redeem exclusion zones 1.5 x excav height. Operator wear seat belt	3
3	Excavate turn lane	Powerlines overhead	8	Power will be isolated. This must be confirmed before starting	1
4	Load tip truck	Location of tip truck and drivers while loading.	8	Traffic controllers will direct drivers where to safely park. Drivers must remain in truck while being loaded.	1
5	Load excavator on float				
		Dust and noise	5	Noise restrictions that work to between 9am-5pm. Water truck available to reduce dust if needed.	2
		Spills to ground	5	Pre-op checks on excavator before work. Spills kit on site if needed.	2

## Coordinate work with others

When inspecting and preparing the work area before you start your task, it is important to speak to other workers and try to coordinate your activities with them.

Coordinating activities helps to:

### Organise the task

Your task may be relying on another person completing their task first or someone may be relying on you to complete your task before they can start theirs.



### Prevent over crowding the work area

Over crowding can have a negative effect on efficiency and safety.



### Prevent tempers from becoming frayed

Some workers can become angry if you get in their way or hold them up from doing their job.



Coordinate work with others (continued)

People you may need to coordinate with can include:

Yard persons



Laboratory personnel



Mobile plant operators



Processing plant operators



Haulage unit operators



Maintenance personnel.





Select plant and equipment (continued)

<p>Power tools</p> 	<p>Personal protective equipment</p> 	<p>Communication equipment</p> 
<p>Signs, barriers, cones and bollards</p> 	<p>Temporary lighting</p> 	<p>Emergency response equipment.</p> 

# SEQUENCE WORK SAFELY



*Task organisation (continued)*

A Safe work method statement (SWMS) can be used with a work plan.  
 The SWMS has three columns:

**1. What are the tasks involved.**

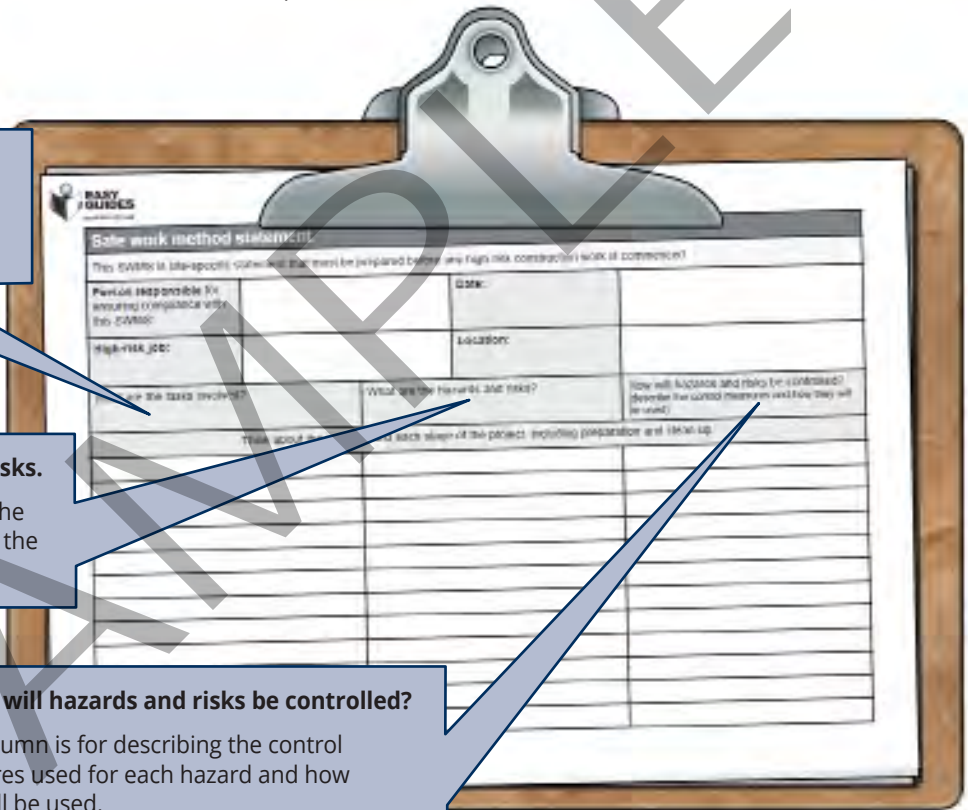
This column is for setting out the work activities in a logical sequence.

**2. What are the hazards and risks.**

This column is for recording all the hazards involved in each step of the work activity.

**3. How will hazards and risks be controlled?**


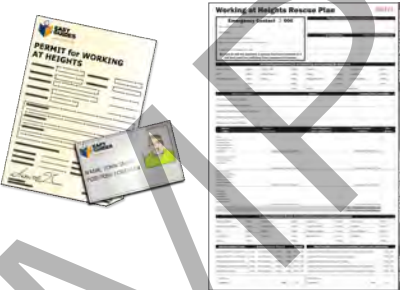

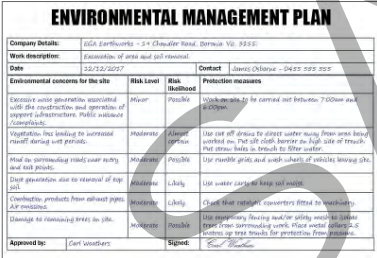


This column is for describing the control measures used for each hazard and how they will be used.



## Complete compliance documents/reports in writing

Any compliance documents or reports that need to be completed must be done neatly and accurately. All details must be completed in full and no blank spaces should be left.

Always follow procedures for completing documentation. As well as the SWMS or JSEA some other documents that might need to be completed include:

<p>Confined space entry permits</p> 	<p>Work at heights permits/rescue plans</p> 	<p>Permit to work</p> 
<p>Environmental management plan</p> 	<p>Risk assessment and control forms</p> 	<p>Checklists and logbooks</p> 

Complete compliance documents/reports in writing

Shift reports

**Shift report**  
(Project Name)  
For week ending (date)

Project Manager: (Name):

Milestones	Planned Dates	Actual Dates	Comments (reasons for delays etc)

Accomplishments/achievements of this week:


Handover briefs



Time cards

Employee Name: \_\_\_\_\_  
 Employee ID #: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Timecard Start Date: \_\_\_\_\_  
 Timecard End Date: \_\_\_\_\_

Day worked	Starting time	Ending time	Lunch break	Starting time	Ending time	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

Employee Signature: \_\_\_\_\_  
 Authorized By: \_\_\_\_\_

# RESOLVE PROBLEMS

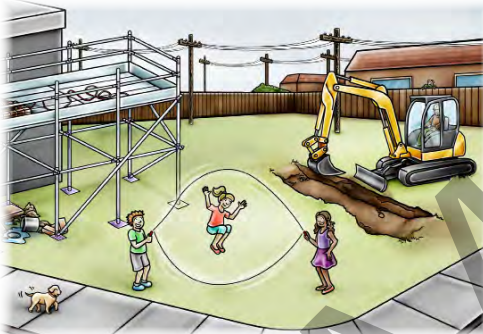


## Identify problems with work processes

Work does not always go to plan. Activities should be monitored (watched) all the time so any problems in the work process can be identified. When a problem is found it should be fixed as soon as possible.

Problems could result in:

Hazards



Slow progress



Damage to equipment or property



Wasted materials (wasted money)



Identify problems with work processes (continued)

Conflict between workers, supervisors and managers.



Anger from the public.



## Improving work processes

When a problem is found, it is important to think of how the work process can be communicated with the relevant personnel.

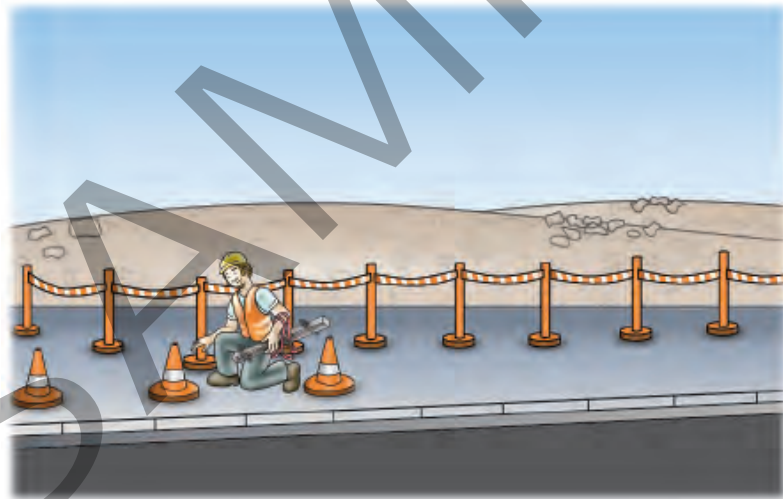
There may be more than one way to fix the problem, so it is good for everyone involved to put forward their suggestions. The different options can then be discussed and a decision made on how to improve the work process.

In some cases there might already be a contingency (back up plan) that has been discussed which can be used.





# FINALISE JOB ACTIVITY



## Clear, clean and store

When the job is complete, the work area needs to be cleared and cleaned. All tools and equipment should be stored in their correct place. Refer to the Environmental management plan (EMP) for advice on how to clean environmentally sensitive areas, and always follow the rules and procedures for the worksite.

### Clear work area

The work area **must** be cleared of all:

- Rubbish
- Debris
- Tools
- Equipment
- Left over materials.

This helps to reduce the risk of injury to workers and the public from slips, trips and falls.

A work area that is left messy also gives a bad impression of your company.



### Clean work area

Clean away any dirt, mud or other material that may cause an environmental or physical hazard.



### Store tools and equipment

Store tools and equipment in their designated place.

This means you will know where to find them next time and may also prevent them from being stolen.



## Correctly dispose of materials

All waste materials on the job site must be disposed of in the correct way. Some items will be recyclable, others will have special disposal methods and some will just be garbage.

Refer to the Environmental management plan (EMP) for advice if one is in place, and always **follow** the rules and procedures for the worksite.

### Garbage

Garbage includes general waste similar to what you might have at home.

For example, food scraps.

Anything that is **not** hazardous or recyclable is garbage.



### Recyclables

Recyclables are any waste products that can be processed to make a new useful product.

Recyclables include things like:

- Paper
- Aluminium
- Cardboard
- Plastic
- Glass.

Look for the recycle symbol like the one on the bin below.



### Hazardous waste

Hazardous waste is anything that might cause **harm** to people or the environment if not disposed of correctly.

Anything that is:

- Explosive
- Toxic
- Flammable
- Poisonous
- Ecotoxic – harmful to animals, plants or the environment.
- An infectious substance.



#### Note:

You may be able to refer to a **Safety data sheet (SDS)** for information on how to dispose of a hazardous waste product.

## Maintain machinery, tools and equipment

It is very important to make sure all machinery, tools and equipment are regularly maintained. Regular maintenance will make sure that the machinery, tools and equipment are in the best condition possible and ready to do the job.

Regular maintenance and care will also help to extend the life of the machinery, tools and equipment and hopefully keep repair costs to a minimum.



### Clean

Clean all machinery, tools and equipment **after** use.



### Check

Check machinery, tools and equipment for damage after using them.



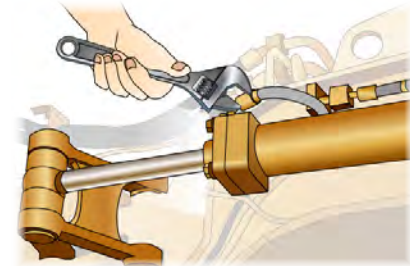
### Note:

There may be a checklist available to help you with this. Also check the operators manual for information.

### Perform

Perform any maintenance requirements on machinery, tools and equipment.

Check the operators manual for information on items that need maintenance at regular intervals.



### Note:

Only perform maintenance or repairs if you have the correct skills and training. You will also need permission from your boss.