Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3002A Establish and maintain a safe flooring technology work environment

Revision Number: 1

ISC **INDUSTRY SKILLS COUNCILS**
Creating Australia's Future

LMFFL3002A Establish and maintain a safe flooring technology work environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to conduct a systematic risk assessment of the work and work area and to establish and maintain a safe work environment throughout the conduct of flooring technology operations.

Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and interpret operational and environmental information	1.1. Applicable **legislative**, **OHS** and **organisational** requirements relevant to the establishment and maintenance of a safe work environment are verified and complied with 1.2. **Instructions** and/or plans are read and interpreted to identify the process which will be undertaken to complete work tasks 1.3. **Tools and equipment** to be used are identified and their operating characteristics are analysed 1.4. The flooring **materials** to be used, including **adhesives** are identified and their characteristics analysed
2. Identify hazards	2.1. Work area conditions are analysed to identify/recognise potential **hazards** 2.2. Relevant safety systems information is accessed and analysed to eliminate situations covered by existing and adequate procedures 2.3. The type and scope of unresolved hazards and their likely impact are recognised
3. Assess risk	3.1. Likelihood of the event happening is considered and determined 3.2. Consequence if the event should occur is evaluated and determined 3.3. Risk level (likelihood and consequence combined) is considered and determined
4. Identify and decide on risk treatment	4.1. Range of **treatments** which may eliminate or minimise the risk are identified 4.2. All possible options for resolution of the problem/dealing with the risk are identified and considered 4.3. Feasible options are subject to detailed analysis including the identification of resource requirements 4.4. Most appropriate treatment for dealing with the situation is selected
5. Implement the risk treatment	5.1. The course of action /treatment is planned and prepared in detail 5.2. Resources required for the treatment are acquired or obtained 5.3. Safety information and procedures are accessed and applied throughout the operations 5.4. The treatment is implemented 5.5. Information on the treatment and implementation is

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ELEMENT	PERFORMANCE CRITERIA
	communicated to the relevant people

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- collect, organise and understand information related to work orders, basic plans and safety procedures   - communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems   - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity   - use pre-checking and inspection techniques to anticipate possible hazards   - recognise and respond to circumstances outside instructions or personal competence   - plan and organise activities including the preparation and layout of the worksite and the obtaining of treatment equipment and materials to avoid any back tracking, work flow interruptions or wastage   - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements   - clarify and confirm work instructions   - plan work within given task parameters   - accept responsibility for given tasks   - set, monitor and satisfy personal work goals   - satisfy the competency requirements for the job   - maintain current knowledge of: - tools and materials   - installation techniques   - seek learning opportunities   - use the workplace technology related to the risk management including tools, equipment, calculators and measuring devices
Required knowledge
- State or Territory OHS legislation, regulations, standards and codes of practice relevant to risk management in a flooring technology work environment   - organisational and site standards, requirements, policies and procedures for flooring technology   - types of tools and equipment, their operating characteristics and procedures for their safe use, operation and maintenance   - characteristics of materials, products and defects   - common flooring technology related hazards and the range of commonly applied treatments

REQUIRED SKILLS AND KNOWLEDGE

- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution
- appropriate mathematical procedures for estimation and measurement
- procedures for the recording, reporting and maintenance of workplace records and information

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	• Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for risk management in a flooring technology work environment • Interpret work order and locate and apply relevant information • Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment • Follow work instructions, operating procedures and inspection practices to: 　• minimise the risk of injury to self and others 　• prevent damage to goods, equipment and products 　• maintain required production output and product quality • Complete a minimum of one formal risk assessment, including the determination and implementation of required treatments • Work effectively with others • Modify activities to cater for variations in workplace contexts and environment
Context of, and specific resources for assessment	• The application of competency is to be assessed in the workplace or realistically simulated workplace • Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints • Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context • Assessment is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available: 　• workplace location or simulated workplace 　• materials and equipment relevant to establishing and maintaining a safe flooring technology work environment 　• specifications and work instructions

EVIDENCE GUIDE	
Method of assessment	Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application Assessment may be applied under project related conditions (real or simulated) and require evidence of process Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances Assessment may be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Legislative requirements	• are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
OHS requirements	• are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling, including lifting and carrying
Organisational requirements	• may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Instructions	• Workplace procedures relating to the use and operation of tools and equipment • Workplace instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting

RANGE STATEMENT

	and communications • Manufacturer instructions for the use of equipment and materials
Tools and equipment	• may include knives, angle grinder, scrapers, saws, hammers, mallets and chisels, staple gun, bolsters, hand brush and brooms, vacuum cleaners, trowels, scribers, rollers, spatulas, gauging tools, laser levels, sealers, drills, mixing paddles, gas bottle and gun, hot air welding gun, drop saw, nail gun, buckets, moisture meters and material pumps • equipment and machines may include grinders, demolition equipment, scarifiers, shot blasters and cutting equipment
Materials	• are to include but are not limited to soft underlays, carpet gripper strips, metal mouldings, tapes, adhesives, nails, plug, staples and primers
Adhesives	• may include solvent and water-based contact, construction adhesive, latex/resin/acrylic
Hazards and risks	• may include dust inhalation, power sources and leads, flying debris, fume inhalation, trips, falls, lack of control during pouring, machine safety, vibration (direct and indirect consequences)

Treatments	• may include the following:
	  • dust and fumes extraction systems
	  • isolation through testing, distance, barriers, entry limits, signage
	  • power source protection such as earth leakage, coded leads
	  • debris protections such as machine guards, skirts, distance, access controls
	  • pour protection through area sealing and plugs

Unit Sector(s)

Unit sector	Flooring Technology

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Competency field

Competency field	General

Co-requisite units

Co-requisite units		