



## **FPICOT2219A: Use hand-held tools**

### ***Description***

This unit specifies the outcomes required to use hand-held tools, including the selection and use of a variety of manual hand tools and power tools to be used in conjunction with various tasks

This unit replaces FPIG41A Use hand-held tools

### ***Application of unit***

This unit supports the attainment of skills and knowledge required for competent workplace performance in forest and forest products operations of all sizes. The unit applies to a forest industry environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority

### ***Performance criteria***

#### **1. Prepare for using hand-held tools**

- 1.1 Applicable Occupational Health and Safety (OHS), legislative and organisational requirements relevant to use hand-held tools are identified and complied with
- 1.2 Work order is reviewed and clarified with appropriate personnel
- 1.3 Type of hand-held tools are identified for the tasks to be undertaken
- 1.4 Equipment is selected appropriate to work requirements and checked for operational effectiveness in accordance with manufacturer's recommendations
- 1.5 Hand-held tool operating process is planned in accordance with site procedures
- 1.6 Communication with others is established and maintained in accordance with OHS requirements

#### **2. Select and operate hand-held tools**

- 2.1 Production requirements are assessed and hand-held tools selected to complete the task effectively
- 2.2 Tools are checked before use and unsafe or faulty items documented and marked for repair in accordance with organisational standard operating procedures
- 2.3 Hand and power tools are used in accordance with manufacturer's recommendations and to produce the required outcomes
- 2.4 Tool operation is regularly checked to assess the need for sharpening or other maintenance requirements

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- 2.5 Operational maintenance of hand and power tools is completed to organisational and manufacturer's specifications in accordance with legislative regulations
- 2.6 Hand-held tools and equipment faults are recorded and reported to the appropriate personnel

### Key competencies

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace

Performance Level 1 at this level, the candidate is required to undertake tasks effectively

Performance Level 2 at this level, the candidate is required to manage tasks

Performance Level 3 at this level, the candidate is required to use concepts for evaluating and reshaping tasks

Key Competency	Example of Application	Performance Level
Communicating ideas and information	By communicating in simple language to confirm work requirements, convey information and requests to colleagues, and report and record work outcomes	1
Collecting analysing and organising information	By collecting, organising and understanding work requirements for the use of hand-held tools	1
Planning and organising activities	By organising work activities in the correct sequence for work tasks to be completed within the designated timeframes	1
Working with others and in teams	By using effective communication and interpersonal techniques with colleagues and others to maximise safety while using hand-held tools	1
Using mathematical ideas and techniques	By calculating time to complete tasks and estimating tools, equipment and material requirements	1
Solving problems	By establishing safe and effective processes for using hand-held tools which anticipate likely problems to avoid wastage and downtime	1
Using technology	By recording and reporting work outcomes	1

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### ***Skills and Knowledge***

#### **Required skills include:**

- comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for using hand-held tools
- review and accurately identify and report work requirements
- use and maintain relevant hand-held tools and equipment
- identify problems and faults and demonstrate appropriate response procedures
- use appropriate communication and interpersonal techniques with colleagues and others

#### **Required knowledge and understanding includes:**

- basic knowledge and understanding of applicable Commonwealth, State or Territory legislation, regulations, standards and codes of practice relevant to the full range of processes for using hand-held tools
- organisational and site standards, requirements, policies and procedures for using hand-held tools
- principles of cultural diversity and access and equity
- environmental protection requirements, including the safe disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- types of tools and equipment and procedures for their safe use, operation and maintenance
- procedures for recording and reporting workplace information
- characteristics of hand and power tools
- sharpening equipment, methods and geometry
- appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks

### ***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.

OHS requirements are to be in accordance with Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures.

Requirements may include:

- the use of personal protective equipment and clothing
- safety equipment
- first aid equipment

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- fire fighting equipment
- hazard and risk control
- elimination of hazardous materials and substances
- manual handling including shifting, lifting and carrying
- safe forest practices

Legislative requirements are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include:

- 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
- heritage and traditional land owner issues

Organisational requirements

- may include 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 procedures and trials, 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)

Work order

- is to include instructions for the use of hand-held tools for the completion of designated projects

Appropriate personnel

- may include supervisors, suppliers, clients, colleagues and managers

Hand-held tools

- may include manual hand tools consisting of handsaws, knives, chisels, hammers, hand drills, files and rasps
- may include portable power tools consisting of drills, grinders, sanders, saws, and nail guns

Equipment

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- may include manual and portable power hand-held tools and equipment
- is to include procedures for equipment lock-out, ie protecting operators and co-workers from accidental injury by isolating the machine from the power source

### Communication

- may include verbal and non-verbal language, constructive feedback, active listening, questioning to clarify and confirm understanding, use of positive, confident and cooperative language, use of language and concepts appropriate to individual social and cultural differences, control of tone of voice and body language

### Sharpening

- is to include pitch, angle, depth of cut and speed the knife or blade is sharpened at to obtain a sharp edge

### Operational maintenance

- may include sharpening, cleaning, lubricating, tightening and adjusting

### Records and reports

- may include the knife or blade type, size, inspection, grading and labeling outcomes, storage locations, quality outcomes, hazards, incidents or equipment malfunctions
- may be manual, using a computer-based system or another appropriate organisational communication system

## ***Evidence guide***

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package

## **Overview of assessment**

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently use hand-held tools within organisational requirements

## **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- Comply with applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to using hand-held tools
- Effectively communicate and work safely with others in the work area
- Efficiently use hand-held tools in accordance with the work order and within prescribed organisational requirements
- Effectively sharpen and maintain hand-held tools in accordance with workplace and manufacturer's specifications

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### Context of and specific resources for assessment

- 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 follow environmental care procedures
  - specifications and work instructions

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI05 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 must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- 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
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role