

5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.
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COMMON UNITS OF COMPETENCY

8. PERFORM WORKSHOP HOUSEKEEPING

UNIT CODE: ENG/OS/AUT/CC/1/3/A

UNIT DESCRIPTION:

This unit describes the competences required to perform workshop housekeeping. It involves preparing to perform shop housekeeping, preparing and organizing your work area, handling materials mechanical, physical, and hazardous. Applying safety measures, preparing periodic tools and equipment reports, preparing safety violations and injuries reports in an automotive service environment.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Prepare to perform shop housekeeping	1.1 <i>Personal protective equipment</i> is identified in terms of type and quantity according to OS&H. 1.2 Personal protective equipment is used to ensure correct fit and optimum protection according to OS&H. 1.3 Personal protective equipment is maintained to ensure correct fit and optimum protection according to OS&H. 1.4 Personal protective equipment is cleaned and stored in the proper place according to manufacturer's specifications.
2. Prepare and organize work area	2.1 <i>Site policies</i> and procedures are identified for organizing a work area and its surroundings as per job requirement. 2.2 <i>Tools and equipment</i> for handling materials/goods are identified as per job requirement.
3. Handle materials mechanical	3.1 <i>Materials</i> are recognized and identified for sorting and stacking/stockpiling as per supervisor's instructions and/or product specifications. 3.2 Materials are stacked/banded for mechanical handling in accordance with the type of material and plant/equipment as per OS&H. 3.3 Materials are safely moved with assistance of a pallet trolley, forklift and hoisted as per workshop rules, operation manual and OS&H.

4. Handle materials physical	<p>4.1 Materials are recognized and identified for sorting and stacking/stockpiling as per supervisor’s instructions and/or product specifications.</p> <p>4.2 Handling characteristics of materials and appropriate handling techniques are identified as per supervisor’s instruction and/or product specifications.</p> <p>4.3 Specific handling requirements for hazardous materials are identified as per OS&H.</p> <p>4.4 Materials are stored, stacked/stockpiled and protected, clear of traffic ways according to shop regulations.</p> <p>4.5 Appropriate signage and barricades are identified where applicable according to OS&H.</p> <p>4.6 Physical handling techniques are identified as per shop rules and regulations.</p>
5. Handle automotive hazardous materials	<p>5.1 Hazardous materials are stored in specified room/place according to OS&H.</p> <p>5.2 Spoilage of hazardous materials is reported immediately to the senior supervisor according to OS&H.</p> <p>5.3 Hazardous materials are disposed of according to OS&H.</p>
6. Apply safety measures	<p>6.1 Safety/accidents are assessed according to OS&H.</p> <p>6.2 Safety measures are confirmed according to OS&H.</p> <p>6.3 Fire extinguisher is extinguished according to manufacturer’s specifications.</p> <p>6.4 Fire classifications are identified according to OS&H</p> <p>6.5 Types of fire extinguishers are identified according to classification of fire.</p> <p>6.6 Fire marshals are identified as per workplace policy.</p> <p>6.7 Fire drill procedures are performed according to OS&H and facility’s policy.</p>
7. Prepare periodic tools and equipment reports	<p>7.1 Tools and equipment report templates are provided as per Standard Operational Plan (SOPs).</p> <p>7.2 Complete inventory of tools/equipment is maintained as per SOPs.</p> <p>7.3 Damaged tools/equipment/facilities are identified as per user manual and OS&H.</p> <p>7.4 Repair recommendations are given to supervisor as per user manual and OS&H.</p>

	7.5 Reports are prepared as per shop regulations and OS&H.
8. Prepare safety violations and injuries reports	8.1 Safety violation and injury report templates are provided as per SOPs. 8.2 <i>Safety violations</i> are communicated as per OS&H. 8.3 Safety injuries are communicated as per OS&H.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Personal protective equipment may include but are not limited to:	<ul style="list-style-type: none"> ● Head hat ● Overalls ● Dust coat ● Safety glasses ● Ear protection ● Safety boots ● Masks ● Gloves
2. Site policies may include but are not limited to:	<ul style="list-style-type: none"> ● Workshop procedures ● OS&H ● Standard Operational Procedures
3. Tools and equipment may include but are not limited to:	<ul style="list-style-type: none"> ● Forklift ● Hydraulic jack ● Chain block ● Hoist ● Trolley
4. Materials (mechanical) may include but are not limited to:	<ul style="list-style-type: none"> ● Automotive spare parts ● Large pieces of equipment ● Large engine parts
5. Materials (physical) may include but are not limited to:	<ul style="list-style-type: none"> ● Small engine parts ● Hand tools ● Small equipment ● Liquid cans
6. Stored, stacked/stockpiled and	<ul style="list-style-type: none"> ● Covering

protected may include but are not limited to:	<ul style="list-style-type: none"> ● Tying or banding ● Barricades ● Signs ● Locked away (hazardous materials)
7. Hazardous materials may include but are not limited to:	<ul style="list-style-type: none"> ● Gasoline ● Propane ● Diesel fuel ● Cleaners ● Oils ● Gases ● Fumes ● Brake/clutch fluids
8. Safety violation may include but are not limited to:	<ul style="list-style-type: none"> ● Procedure breeches ● Accidents ● Incidents
9. Safety measures may include but are not limited to:	<ul style="list-style-type: none"> ● Alarms ● Signage ● Hose rig

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Problem solving
- Handling/storing of tools/equipment/supplies and material
- Disposing of wastes and fluid
- Identify workshop tools and equipment
- Complete the work within the available time
- Utilize the resources in the best way
- Perform the work safely
- Produce quality work
- Perform the work, with minimum cost
- Give job satisfaction
- Communications (verbal)
- Listening
- Trouble shooting

- Time management
- Work safely to instructions
- Report writing

Required Knowledge

The individual needs to demonstrate knowledge of:

- Service procedures
- Safe handling of equipment and tools
- Workshop policies and regulations
- Personal safety procedures
- Positive Work Values (Perseverance, Honesty, Patience, Attention to Details)
- Workplace and equipment safety requirements and OH&S guidelines
- Work shop procedures
- Hand tools related to auto service
- Power tools related to auto service
- Equipment related to auto service
- Fire fighting

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Prepared to perform shop housekeeping. 1.2 Prepared and organized work area. 1.3 Handled materials mechanical. 1.4 Handled materials physical. 1.5 Handled automotive hazardous materials. 1.6 Applied safety measures. 1.7 Prepared periodic tools and equipment reports. 1.8 Prepared safety violation and injury reports.
2. Resource Implications	The following resources must be provided: <ul style="list-style-type: none"> 2.1 Comprehensive set of tools for performing shop housekeeping. 2.2 Equipment relevant to activities or tasks including a forklift, hydraulic jack, hoist, chain block and trolley. 2.3 Materials and supplies relevant to activities or tasks including a tarp or covering, gasoline, propane, diesel fuel, cleaners, oils, gases, first aid kit and safety charts. 2.4 OSH Act 2.5 Equipment manuals 2.6 Shop Procedures

	2.7 Standard Operations Procedures 2.8 Report templates
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Real work observation (checklist, projects, job aids, project teams) 3.2 Simulated work 3.3 Written tasks (multiple choice, short answers, assignments, projects, essays, true/false) 3.4 Oral questions (role plays, interviews, presentation by learner, discussion groups)
4. Context of Assessment	Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment or during Industrial Attachment.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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