



# EMPLOY ME

TRAINING & EDUCATION

## Session Plan

### RIIWHS204D - Work Safely at Heights

<b>Day:</b>	Day 3
<b>Hours:</b>	8 hours
<b>Session title:</b>	RIIWHS204D - Work Safely at Heights
<b>Time:</b>	08:30 - 17:30
<b>Venue:</b>	Unit 1 Paragon Mall, 8 Gladstone Street, Fyshwick ACT 2609
<b>Course:</b>	Work Safely at Heights
<b>Unit/s of competency:</b>	RIIWHS204D - Work Safely at Heights
<b>Session prepared by:</b>	Timothy Jones-Waterhouse - Group General Manager
<b>Resources/equipment required for delivery:</b>	Overheads (OH), flipcharts (FC), whiteboard (WB), handouts (HO), textbook (Text), pens and notebooks. Work permit, incident record, mobile scaffolding, tools and selected equipment, scaffolding tags, PPE, safety harnesses and lanyards.
<b>Supporting documents:</b>	SWMS, JSA

Time allocation	Notes/details	Training aids and resources <i>DM (Demo): Demonstration of technique or explanation in training presentation;</i> <i>A (Analysis): Analysis of response to case studies and scenarios;</i> <i>D (Direct): Questioning and answers in class environment;</i> <i>WE (Work evidence): Written understanding, questionnaire/exam or practical assessment.</i>	Activities/group work
8:00 - 8:30 AM	Welcome students back and hand out student booklet.	Student booklet.	Sit, and listen for further instruction.
8:30 - 10:00 AM	<b>Identify work requirements.</b>  <u>Practical Task</u> 1. Apply height safety procedures; 2. Inspect the site, location, physical condition, weather and equipment required and potential hazards; 3. Preview and review the WHS requirements; 4. Identify, select and check all tools & equipment as well as safety equipment for serviceability. 5. Identify, manage and report potential risks and hazards.	DM, D, WE, A.	1.1 - Access, interpret and apply height safety procedures and ensure the work activity is compliant; 1.2 - Inspect site to determine layout and physical condition, condition of structures, prevailing weather conditions, equipment requirements and potential hazards; 1.3 - Adhere to WHS requirements; 1.4 - Identify, select and check safety equipment for serviceability; 1.5 - Identify, manage and report potential risks and hazards.
10:00 - 12:45 PM	<b>Identify work procedures and instructions.</b>  <u>Practical Task</u> 1. Select tools and equipment and check for serviceability; 2. Select personal PPE and equipment;	DM, D, WE, A.	2.1 - Consult with authorised personnel to select materials, tools and equipment and check for serviceability; 2.2 - Select, wear and care for personal protective equipment;

	<p>3. Inspect, select and install fall protection and perimeter protection equipment;</p> <p>4. Identify approved methods of moving tools, equipment to the designated work area, to minimise potential work hazards;</p> <p>5. Ensure all safety equipment has been installed correctly</p> <p>6. Install signs and appropriate safety barricades.</p>		<p>2.3 - Inspect/install fall protection and perimeter protection equipment;</p> <p>2.4 - Identify approved methods of moving tools and equipment to work area and minimise potential hazards associated with tools at heights;</p> <p>2.5 - Ensure safety system has been installed correctly;</p> <p>2.6 - Select and install appropriate signs and barricades.</p>
12:45 - 1:15 PM	Lunch (or one on one with student).		
1:15 - 2:00 PM	<p><b>Access and install equipment.</b></p> <p><u>Practical Task</u></p> <p>1. Ensure anchor fall protection and associated equipment is correctly fitted and adjusted refer to manufacturers specification and relevant authority in your state;</p> <p>2. Ensure all safety equipment is installed correctly;</p> <p>3. Use recommended methods to access work area for people, tools, equipment.</p>	DM, D, WE, A.	<p>3.1 - Consult with authorised personnel to ensure anchor fall protection and associated equipment is correctly fitted and adjusted;</p> <p>3.2 - Ensure all required equipment is installed;</p> <p>3.3 - Use recommended methods to access work area for people, tools and equipment.</p>

2:00 - 2:45 PM	<p><b>Perform work at heights.</b></p> <p><u>Practical Task</u></p> <ol style="list-style-type: none"> <li>1. Check access in and around work area;</li> <li>2. Keep fall equipment in place don't remove;</li> <li>3. Carry out manual handling task/s in including moving equipment;</li> <li>4. Ensure all materials, equipment is safely secured, and weight distributed.</li> </ol>	DM, D, WE, A.	<ol style="list-style-type: none"> <li>4.1 - Check access from ground to work area and ensure it is safe;</li> <li>4.2 - Keep fall equipment in place and adjusted appropriately for movement during work;</li> <li>4.3 - Undertake manual handling of materials and equipment;</li> <li>4.4 - Locate materials and equipment ensuring that they are safely secured and distributed.</li> </ol>
2:45 - 3:00 PM Afternoon break (or one on one with student).			
3:00 - 4:00 PM	<p><b>Continue perform work at heights.</b></p>	DM, D, WE, A.	<ol style="list-style-type: none"> <li>4.5 - Check safety system periodically for compliance;</li> <li>4.6 - Monitor risk control measures to ensure that they are effective and appropriate;</li> <li>4.7 - Reassess risk control measures, as required, in accordance with changed work practices and/or site conditions and undertake alterations.</li> </ol>
4:00 - 4:30 PM	<p><b>Clean up work area.</b></p> <p><u>Practical Task</u></p> <ol style="list-style-type: none"> <li>1. Ensure all safety equipment is dismantled correctly and safely;</li> <li>2. Clear work area and dispose of, recycle all materials;</li> </ol>	DM, D, WE, A.	<ol style="list-style-type: none"> <li>5.1 - Consult with authorised personnel to ensure safety system is dismantled and removed;</li> <li>5.2 - Clear work area and dispose of or recycle materials;</li> <li>5.3 - Clean, check, maintain and store tools and equipment.</li> </ol>

	3. Check and clean, store away all tools, equipment.		
4:30 - 5:30 PM	Recapping students' expectations & catch up.	DM, D, WE, A.	Allow students adequate time to digest all information and perhaps be reassessed if required.

