

# LEARNER GUIDE



Training support material for:

## RIIBEF201E Plan and organise work



Produced by:



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## 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.

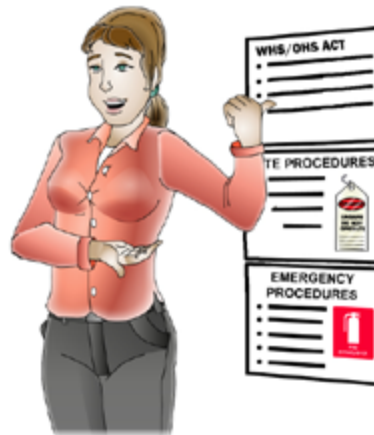
Workers must be able to locate and understand work requirements. If you are not sure you should speak to a supervisor so the instructions can be explained further.

Work requirements include things like:

### Compliance information



### Company policies and procedures



### Manufacturers guidelines and specifications



Identify and safely handle resources and materials (continued)

## Globally harmonised system

Resources or materials may be dangerous to workers because they are **toxic** (poisonous) and **volatile** (explosive).










Contact with them can cause side effects or they could cause an injury.

Dangerous or hazardous materials should be labelled for easy identification.

The **Globally harmonised system** of classification and labelling of dangerous chemicals (GHS) has a series of **nine pictogram** (symbols) that are used to identify hazardous chemicals.

Labels may also contain words like **'danger'** for a severe or significant hazard or **'warning'** for a less severe hazard.

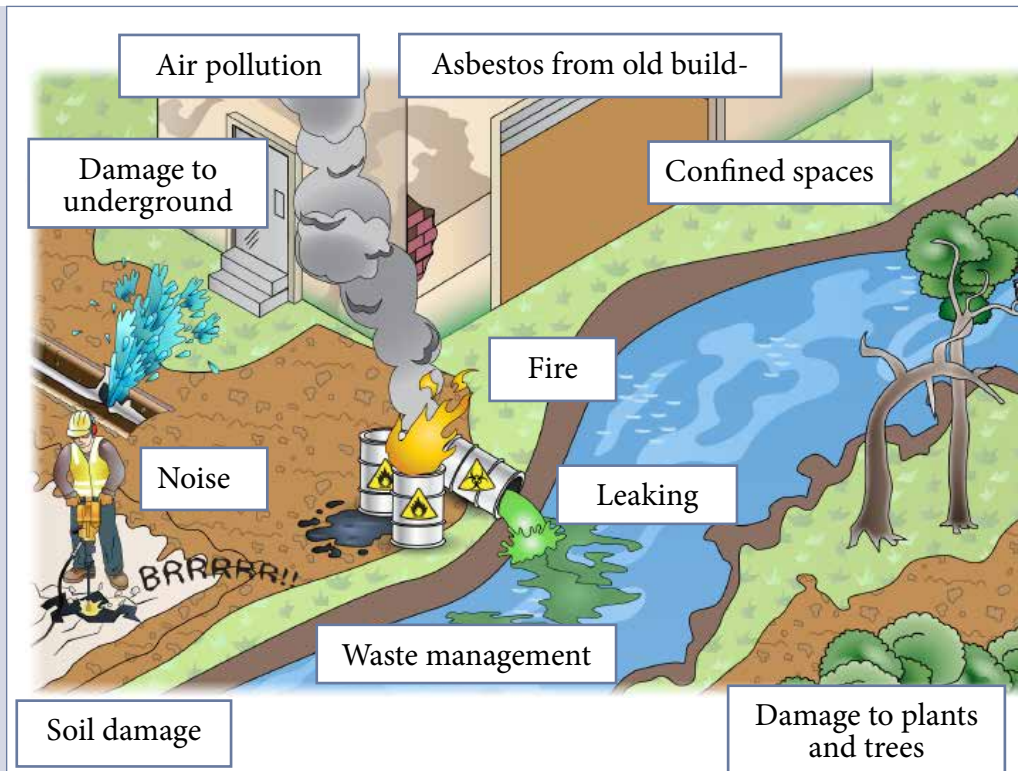
Shown here are some examples.

<p>Acute toxicity</p> 	<p>Severe health hazard</p> 	<p>Gases under pressure</p> 
<p>Corrosives</p> 	<p>Explosives</p> 	<p>Flammables</p> 
<p>Environmental hazard</p> 	<p>Oxidisers</p> 	<p>Harmful/irritant. Harmful to ozone layer.</p> 



**QUESTION 40**

a. What environmental challenges should you be careful of when working?



b. What form must we fill in to ensure that the work we do, does not have an effect on the Environment?

b. Answer: Fill in a Job safety and environment analysis (JSEA) document

**Easy Guides Aust Pty Ltd**

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 Boronia VIC 3155  
**Phone:** 1300 733 220

**email address:** admin@easyguides.com.au

**Worker order as-  
signed to:** Harry Styles – M: 1300 006 001

**Other works on call** Super Man – M: 1800 007 000



**WORK ORDER / Work Plan**

<b>Site Supervisor</b>	Joe Black	<b>Super Mobile</b>	0400 911 911
<b>CLIENT NAME</b>	Joe Bloggs	<b>ORDER NUMBER</b>	WO-019
<b>CLIENT PHONE</b>	0421 123 456	<b>CUSTOMER ID</b>	C123
<b>CLIENT EMAIL</b>	a@hotmail.com	<b>ORDER RECEIVED BY</b>	1/1/2022
<b>ORDER DATE</b>	2/1/2022	<b>EXPECTED START DATE</b>	6/1/2022
		<b>EXPECTED END DATE</b>	31/1/2022

<b>WORK AUTHO- RIZED BY</b>	James Tennant	<b>SIGNATURE</b>	James Tennant
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<b>WORK DESCRIPTION</b>	Erect a Fence around site ABC123 18 Floriston Road Boronia VIC 3155 to create a work zone or exclusion zone for the general public for site works. Need a gate for truck to come in and out of site.
<b>ADDITIONAL COM- MENTS</b>	Need gravel laid for crane and trucks to enter site this can be done at a later stage if need be but however if can be done on same day this would be good.

SERVICE AND LABOR DESCRIPTION	HOURS	RATE	AMOUNT
Meeting	0.5	35	35
Source all documents and permits	0.5	300	150
measurements	1	35	35
Dig holes	4	35	140
Excess dirt digger 1	2	35	70
Excess dirt digger 2	2	35	70
Post 1 pole in dirt person 1	2	35	70
Fill hole with dirt person 2	2	35	70
Brace each Hole	1	35	70
<b>Total Hour</b>	<b>8</b>	<b>LABOR TOTAL</b>	<b>710</b>

PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
Poles	1000	1	1000.00
Pegs	1000	0.50	500.00
Paint	3	5.00	15.00
Swing Door	1	200	200
Gravel, Cubic meters = length x width x depth			
Long load truck dimensions 12.5 meters by 2.5 meters. 12.5 x 2.5 x 1.5 meters = 46.875 m3	46.87 cm3	10	468.70
Wire fence mesh – 1000 meters	1000	1	1000
		<b>MATERIAL TOTAL</b>	<b>2683.7</b>

<b>WORK ORDER COMPILED BY</b>	Joe Black	<b>SUBTOTAL</b>	\$ 3393.7
		<b>TAX RATE %</b>	10%
<b>CLIENT APPROVAL NAME AND TITLE</b>	Joe Bloggs	<b>TOTAL TAX</b>	\$ 339.37
<b>APPROVING PARTY SIGNATURE</b>	James Tennant	<b>OTHER</b>	
<b>DATE OF APPROVAL</b>	11/12/2021	<b>TOTAL</b>	\$3733.07

Job Plan Work Summary For Work: (Work Order - WO-019)

Date	Tasks	Personnel	Equipment / Material	Qty	Documents and Permits	Duration	Start Date	End Date	Price
2/1/2022	Task 0. Have meeting with supervisor to discuss work order.	Supervisor, Harry Styles				30 min / 0.5 hrs	2/1/2022	2/1/2022	\$35,\$35
6/1/2022	Task 1 – Measure and mark fence post positions as per plans	Harry Styles Super Man	Spray Can – Pink, Green, Blue Pegs 1000, Line Tape Measure / Digital			1hr	6/1/2022	6/1/2022	
			Pegs	1000					\$1
			Tape	1					\$10
			Line	1					\$5
2/1/2022	Task 2– Check area for underground hazards	Local Council / Supervisor			Underground line document report	3 days	2/1/2022	5/1/2022	\$35
6/1/2022	Task 3 – Dig post holes using post hole digger	Harry Styles	Post Hole Digger			4 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 4 – Remove excess dirt from holes using spade	Harry Styles Superman	Spade Pick	2 2		4hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 5 – Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1 \$35
6/1/2022	Task 6 – Rape fence mesh around pole stumps	Harry Styles Superman	Wire fence mesh Wire Cutters and Mesh Ties	1000		4hrs	6/1/2022	6/1/2022	\$1 \$35, \$35
6/1/2022	Task 7 – Level and brace each post, fill holes with dirt/cement mix and compact area around post.	Harry Styles Superman	Dirt / Cement Mix			4hrs	6/1/2022	6/1/2022	\$35, \$35
6/1/2022	Wait for delivery of gravel		Gravel			8 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 8. Level out section of property for gravel to be dumped for drive way	Harry Styles Superman	Shovel Spade			2 hrs	6/1/2022	6/1/2022	\$10, \$35,\$35
6/1/2022	Task 9. Secure Site after all work done	Harry Styles	Pad Lock and key			0.5 hrs	6/1/2022	6/1/2022	\$35