Unit 366 Setting up and using fixed machinery in the workplace

Level: 3

Unit aim:
The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- setting up fixed machinery and working timber and/or non-ferrous metal

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract relevant information from:**							
a. **drawings**							
b. **specifications**							
c. **method statements**							
d. **risk assessments**							
e. **cutting lists**							
f. **schedules**							

g. **manufacturers' information**							
h. **operating instructions**							
1.2 **comply with information and/or instructions derived from risk assessments and method**							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. cutting lists							
g. manufacturers' information							
h. oral and written instructions							
i. sketches							
j. electronic data							
k. official guidance and current regulations governing the use of machinery							

2. Know how to comply with relevant legislation and official guidance when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and environment whilst							
a. in the workplace							
b. below ground level							

c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							
2.4 describe the types of fire extinguishers available when setting up and using fixed machinery and describe how and when they are used.							

3. Maintain safe working practices when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when setting up and using fixed machinery**							
3.2 **demonstrate compliance with given information and relevant legislation when setting up and using fixed machinery for two of the following**							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c.. specific risks to health							

3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to setting up and using fixed machinery, and the types, purpose and limitations of each type the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities							

4. Select the required quantity and quality of resources for the methods of work -set up and use fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to materials, components, fixings, tools and equipment.**							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to							
a. accessories							
b. hand and power tools							
4.3 describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.							

4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.6 describe any potential hazards associated with the resources and methods of work.							
4.7 describe how to calculate quantity, length, area and wastage associated with the method and procedure to set up and use fixed machinery.							

5. Minimise the risk of damage to the work and surrounding area when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures:							
5.2 maintain a clear and tidy work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance							

6. Complete the work within the allocated time when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time.							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information when setting up and using fixed machinery..							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when setting up and using fixed machinery**							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning and securing							
7.2 **use and maintain hand and power tools and safety aids**							
7.3 **set up and operate at least six of the following**							
a. circular saw							
b. planer							
c. thicknesser							
d. bandsaw							
e. morticer							
f. tenoner							
g. drill							
h. grinder							
i. sander							
j. overhead router							

7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority them, to:							
a. set up machines: circular saw, planer, thicknesser, bandsaw, morticer, tenoner, spindle moulder, overhead router, drill, grinder and sander							
b. check the operation of machinest							
c. cut material to size and shape							
d. plane materials to size							
e. change sawblades (circular and band), planer knives, morticer tooling, tenoner and spindle moulder cutting blocks							
f. form mortice in materials							
g. change abrasive wheels and discs							
h. cut section straight and shaped							
i. grind, linish and texture surfaces							
j. drill and tap materials							
k. recognise and determine when specialist skills and knowledge are required and report accordingly							
l. recognise and determine when specialist skills and knowledge are required and report accordingly							
m. use hand and power tools, and equipment							
n. **requisition material**							
o. **work at height**							
p. **use access equipment**							
7.5 describe the needs of other occupations and how to effectively communicate within a team when setting up and using fixed machinery.							

7.6 Describe how to maintain the safety aids, tools and equipment used when setting up and using fixed machinery							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	