

# CPCCCM1012A Matrix Map

(Generated Wednesday, 16 September 2015)

## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify industry structure, occupations, job roles and work conditions.	1.1. Scope and nature of the construction industry and its national economic importance are recognised.	Scope and nature of construction industry: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Economic importance of construction industry: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Construction and the Australian Economy: Q1
	1.2. Construction job roles, occupations and trade callings of the construction industry are identified and related to direct and indirect employment opportunities.	Occupations and trade callings: Q1 Q2 Q3 Q4 Q5 Job roles in the construction industry: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Career paths in the construction industry: Q1 Q2 Q3 Q4
	1.3. Trends in technology, work processes and environmental issues which are likely to impact on the construction industry are identified and evaluated in terms of employment options.	Trends in technology and work processes: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Teamwork and strategies for improvement: Q1 Q2 Q3
	1.4. Construction employment conditions, organisational requirements, responsibilities and duties are identified and related to jobs and career paths.	Organisational responsibilities: Q1 Q2 Q3 Q4 Career paths in the construction industry: Q1 Q2 Q3 Q4 Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5
	1.5. Safe work methods and practices are identified to meet Australian government and state and territory OHS legislative requirements.	WHS legislation requirements: Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 ACTIVITY - Risks, Training & Improvements: Q1 SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Knowledge and skills requirements in Construction: Q4 Webcam Scenario - make suggestions for improved work practices: Q1 Due diligence: Q1 Q2 Q3 Workplace Task: Safety requirements were identified and safety legislation complied with.

<p>2. Accept responsibility for own workload.</p>	<p>2.1. Work activities are planned and priorities and deadlines are established with work group members such as supervisors and communicated to others whose own work plans and timelines may be affected.</p>	<p>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10                  Prioritising Work Activities: Q1 Q2 Q3                  Webcam Scenario - Notify changes to work timetable: Q1                  Webcam Scenario - Identify work variation and report issue: Q1                  Identify extra resources needed to keep to timetable: Q5                  Workplace Task: Complete a work activity to required standard.</p>
	<p>2.2. Work is completed against the plan and to the standard expected in the workplace and in accordance with any guidelines, directions and specifications provided by supervisors, including use of personal protective equipment.</p>	<p>Standards of Work: Q1 Q2 Q3 Q4                  Identify extra resources needed to keep to timetable: Q5                  Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5                  Workplace Task: Complete a work activity to required standard.</p>
	<p>2.3. Variations and difficulties affecting performance or quality requirements of own work are identified and these issues reported to appropriate personnel using appropriate communication techniques and accessing relevant information.</p>	<p>Standards of Work: Q1 Q2 Q3 Q4                  Webcam Scenario - Notify changes to work timetable: Q1                  Webcam Scenario - Identify work variation and report issue: Q1                  Evaluating Work Performance: Q1 Q2 Q3 Q4</p>
	<p>2.4. Additional support needed to achieve or improve work outcomes or quality is communicated clearly to the appropriate personnel.</p>	<p>Standards of Work: Q1 Q2 Q3 Q4                  Webcam Scenario - Identify work variation and report issue: Q1                  Identify extra resources needed to keep to timetable: Q4 Q5                  Accept Responsibility for Quality of Own Work: Q3                  Helping others in your team: Q1                  Feedback in the Learning Process: Q1 Q2 Q3 Q4 Q5                  Webcam Scenario - make suggestions for improved work practices: Q1</p>
<p>3. Work in a team.</p>	<p>3.1. Site goals and the contributions to be made by teams in a construction activity are identified and understood.</p>	<p>Teamwork &amp; Leadership Skills: Q2 Q3 Q4                  Helping others in your team: Q1                  Working Cooperatively: Q1 Q2                  Teamwork and strategies for improvement: Q1 Q2 Q3                  Workplace Task: Manage variety of work activities so that activity is completed on time.</p>

	3.2. Individual contributions to team activities are identified and confirmed with others in the team.	<p>Prioritising Work Activities: Q1 Q2 Q3</p> <p>Communication and Teamwork: Q1 Q2</p> <p>Teamwork &amp; Leadership Skills: Q3 Q4 Q5</p> <p>Helping others in your team: Q1</p> <p>Working Cooperatively: Q1 Q2</p> <p>Encouraging others: Q1 Q2</p>
	3.3. Assistance and encouragement are provided to other team members wishing to meet or enhance their role and the role of the team.	<p>Teamwork &amp; Leadership Skills: Q2 Q3 Q4</p> <p>Helping others in your team: Q1</p> <p>Encouraging others: Q1 Q2</p> <p>Feedback in the Learning Process: Q1 Q2 Q3 Q4 Q5</p> <p>Webcam Scenario - make suggestions for improved work practices: Q1</p>
	3.4. Team improvements are initiated where possible and/or encouraged from other team members.	<p>Communication and Teamwork: Q1 Q2</p> <p>Teamwork &amp; Leadership Skills: Q2 Q3 Q4 Q5</p> <p>Helping others in your team: Q1</p> <p>Working Cooperatively: Q1 Q2</p> <p>Encouraging others: Q1 Q2</p> <p>Webcam Scenario - make suggestions for improved work practices: Q1</p>
	3.5. Causes of disharmony and other barriers to achievement are referred to the appropriate party for resolution.	<p>Helping others in your team: Q1</p> <p>Dealing with conflict in the workplace: Q1 Q2 Q3</p> <p>Managing Disharmony: Q1 Q2 Q3 Q4</p> <p>Workplace Task: Resolve problems arising from work activity.</p>
4. Identify own development needs.	4.1. Skills and knowledge necessary to work effectively in the construction industry are identified.	<p>Communication and Teamwork: Q1 Q2</p> <p>Knowledge and skills requirements in Construction: Q1 Q2 Q3 Q4 Q5 Q6</p> <p>Identify and report own learning needs: Q1 Q2</p> <p>Evaluating Work Performance: Q1 Q2 Q3 Q4</p> <p>Webcam Scenario - make suggestions for improved work practices: Q1</p> <p>Workplace Task: Work effectively with work colleagues and/or clients.</p>
	4.2. Steps are taken, in consultation with appropriate personnel, to identify own learning needs for future work requirements.	<p>Standards of Work: Q4</p> <p>Identify and report own learning needs: Q1 Q2</p> <p>Evaluating Work Performance: Q1 Q2 Q3 Q4</p>

	4.3. <i>Appropriate opportunities to learn and develop required skills and knowledge for future construction industry work opportunities are identified and evaluated.</i>	<p><i>Teamwork &amp; Leadership Skills: Q1 Q7</i></p> <p><i>Identify and report own learning needs: Q1 Q2</i></p> <p><i>Evaluating Work Performance: Q1 Q2 Q3 Q4</i></p>
5. <i>Identify current resource use and identify opportunities to improve resource efficiency.</i>	5.1. <i>Work site environmental and resource efficiency issues and resources used in own work role are identified and recorded using appropriate techniques.</i>	<p><i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i></p> <p><i>Identify extra resources needed to keep to timetable: Q4 Q5</i></p> <p><i>Sustainability: Q1 Q2 Q3</i></p> <p><i>Electricity Audit Scenario: Q1 Q2 Q3</i></p> <p><i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i></p> <p><i>Hot Water Audit: Q1</i></p> <p><i>Own workplace audit - air-conditioning: Q1 Q2</i></p> <p><i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i></p>
	5.2. <i>Work site environmental hazards relating to the use of resources are identified and reported to designated personnel.</i>	<p><i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i></p> <p><i>Electricity Audit Scenario: Q1 Q2 Q3</i></p> <p><i>Own workplace audit - cleaning: Q1 Q2</i></p> <p><i>Own workplace audit - waste: Q1 Q2</i></p> <p><i>Webcam Scenario - Reporting environmental breach : Q1</i></p> <p><i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4</i></p> <p><i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i></p>
	5.3. <i>Enterprise plans to improve environmental practices, environmental requirements and resource efficiency are followed.</i>	<p><i>Work policies and procedures &amp; the Environment: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Follow Workplace Plan to Improve Workplace Practices: Q1 Q2 Q3 Q4 Q5</i></p> <p><i>Teamwork and strategies for improvement: Q1 Q2 Q3</i></p>
	5.4. <i>Suggestions are made for improvements to work site practices in own work area.</i>	<p><i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i></p> <p><i>Own workplace audit - air-conditioning: Q1 Q2</i></p> <p><i>Own workplace audit - cleaning: Q1 Q2</i></p>

<p>6. Comply with environmental regulations.</p>	<p>6.1. Procedures are followed to ensure compliance with environmental requirements.</p>	<p>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1                      Work policies and procedures &amp; the Environment: Q1 Q2 Q3 Q4 Q5 Q6 Q7                      Environmental legislation: Q1 Q2 Q3 Q4                      Due diligence: Q1 Q2 Q3                      Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</p>
	<p>6.2. Breaches or potential breaches are reported to designated personnel.</p>	<p>Webcam Scenario - Reporting environmental breach : Q1                      Reporting workplace environmental hazards: Q1 Q2 Q3 Q4                      Due diligence: Q1 Q2 Q3</p>

## REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Webcam Scenario - Identify work variation and report issue: Q1 Communication and Teamwork: Q1 Q2 Helping others in your team: Q1 Identify and report own learning needs: Q1 Q2 Feedback in the Learning Process: Q1 Q2 Q3 Q4 Q5 Own workplace audit - air-conditioning: Q2 Own workplace audit - cleaning: Q2
<i>establish and communicate deadlines</i>	Plan Workplace Activities: Q8 Q9 Workplace Task: Complete a work activity to required standard.
<i>follow supervisor's instructions</i>	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1
read and interpret:	
<i>documentation from a variety of sources</i>	WHS legislation requirements: Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Plan Workplace Activities: Q7 Q8 Q9 Q10 SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Identify extra resources needed to keep to timetable: Q3 Q4 Q5 Evaluating Work Performance: Q1 Q2 Q3 Q4 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Hot Water Audit: Q1
<i>drawings and specifications</i>	SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5 Hot Water Audit: Q1

report faults	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Accept Responsibility for Quality of Own Work: Q3 Webcam Scenario - Reporting environmental breach : Q1
report variations or difficulties in performance and additional support required	Standards of Work: Q2 Q3 Webcam Scenario - Identify work variation and report issue: Q1 Workplace Task: Resolve problems arising from work activity.
use language and concepts appropriate to cultural differences	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Teamwork & Leadership Skills: Q6 Working Cooperatively: Q1 Q2 Webcam Scenario - make suggestions for improved work practices: Q1
use and interpret non-verbal communication, such as hand signals	Hand Signals and Construction Industry Terminology: Q1 Q2 Q3 Q4 Q5 Q6 Q7
written skills to record resource use	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 ACTIVITY - Risks, Training & Improvements: Q1 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5 Electricity Audit Scenario: Q1 Q2 Q3 Own workplace audit - air-conditioning: Q1
identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials	Accept Responsibility for Quality of Own Work: Q3 Q4 Webcam Scenario - make suggestions for improved work practices: Q1 Webcam Scenario - Reporting environmental breach : Q1
numeracy skills to apply measurements and make calculations	Webcam Scenario - Identify work variation and report issue: Q1 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5 Electricity Audit Scenario: Q1 Q2 Q3 Hot Water Audit: Q1 Own workplace audit - air-conditioning: Q1
organisational skills, including the ability to plan and set out work	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Identify extra resources needed to keep to timetable: Q4 Q5 Knowledge and skills requirements in Construction: Q1 Q2

<p><i>teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities</i></p>	<p><i>Communication and Teamwork: Q1 Q2</i>  <i>Teamwork &amp; Leadership Skills: Q6</i>  <i>Working Cooperatively: Q2</i></p>
<p><i>technological skills to:</i></p>	
<p><i>use a range of mobile technology, such as two-way radio and mobile phones</i></p>	<p><i>Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>  <i>Use of Communications Equipment: Q1 Q2 Q3 Q4 Q5 Q6</i></p>
<p><i>voice and hand signals to access and understand site-specific instructions.</i></p>	<p><i>Hand Signals and Construction Industry Terminology: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p>



## REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>basic understanding of sustainability on a construction work site</i>	<i>Sustainability: Q1 Q2 Q3 Work policies and procedures &amp; the Environment: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
<i>common construction industry terminology and interpersonal communication requirements</i>	<i>Trends in technology and work processes: Q8 ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 SDS Fibre Cement Sheeting: Q1 Communication and Teamwork: Q2</i>
<i>construction industry quality requirements</i>	<i>Trends in technology and work processes: Q8 ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
<i>construction industry size, scope of work and national economic importance</i>	<i>Economic importance of construction industry: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Construction and the Australian Economy: Q1</i>
<i>environmental and resource hazards/risks, including compliance with relevant legislation associated with the environment, job specifications and procedures</i>	<i>Environmental legislation: Q1 Q2 Q3 Q4 Environmental Protection: Q1 Q2 Q3 Due diligence: Q1 Q2 Q3 Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>federal, state, and territory environmental or sustainability legislation, regulations and codes of practice relevant to this sector and applicable to own work role, e.g. Building Code of Australia (BCA)</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Environmental legislation: Q1 Q2 Q3 Q4 Energy Efficiency and the Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
<i>job safety analysis (JSA) and safe work method statements</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Knowledge and skills requirements in Construction: Q4</i>
<i>relevant environmental and resource efficiency systems and practices</i>	<i>Electricity Audit Scenario: Q1 Q2 Q3 Own workplace audit - air-conditioning: Q1 Own workplace audit - waste: Q1 Q2 Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>

<i>relevant industrial awards and enterprise agreements</i>	
<i>relevant legislation, regulations and workplace requirements relating to provisions covering discrimination and equal employment opportunity</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
<i>site meeting procedures</i>	
<i>typical site/team work structure, methods and communication processes.</i>	<i>Communication and Teamwork: Q2 Encouraging others: Q1 Q2</i>

## CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>locate, interpret and apply relevant construction industry information, standards and specifications</i>	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Plan Workplace Activities: Q7 Q8 Q9 Q10 Webcam Scenario - Notify changes to work timetable: Q1 SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12
<i>comply with site safety plans and OHS legislation, regulations and codes of practice applicable to workplace operations</i>	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Workplace Task: Safety requirements were identified and safety legislation complied with.
<i>comply with organisational policies and procedures, including quality requirements</i>	Trends in technology and work processes: Q8 ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Standards of Work: Q1 Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5
<i>communicate and work effectively and safely with others</i>	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Webcam Scenario - Notify changes to work timetable: Q1 Webcam Scenario - Identify work variation and report issue: Q1 Accept Responsibility for Quality of Own Work: Q5 Communication and Teamwork: Q1 Q2 Teamwork & Leadership Skills: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Helping others in your team: Q1 Feedback in the Learning Process: Q1 Q2 Q3 Q4 Q5 Webcam Scenario - make suggestions for improved work practices: Q1 Own workplace audit - air-conditioning: Q2 Own workplace audit - cleaning: Q2 Own workplace audit - waste: Q2 Workplace Task: Work effectively with work colleagues and/or clients.

<i>explain to others scope, employment and economic importance of the construction industry</i>	<i>Construction and the Australian Economy: Q1</i>
<i>locate and identify documentation on site employment conditions and source of these conditions</i>	<i>Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
<i>set personal and team work goals and participate in site meetings</i>	<i>Teamwork &amp; Leadership Skills: Q3 Identify and report own learning needs: Q1 Q2</i>
<i>respond to personal conflict situations</i>	<i>Dealing with conflict in the workplace: Q1 Q2 Q3</i>
<i>identify personal development needs and apply learning to future work tasks</i>	<i>Knowledge and skills requirements in Construction: Q1 Q2 Identify and report own learning needs: Q1 Q2 Feedback in the Learning Process: Q1 Q2 Q3 Q4 Q5 Evaluating Work Performance: Q1 Q2 Q3 Q4</i>
<i>follow workplace procedures according to instructions given and report information only at own level of responsibility, including:</i>	
<i>complying with environmental/sustainability legislation, and organisational and procedural requirements relevant to specific daily responsibilities</i>	<i>Work policies and procedures &amp; the Environment: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Environmental legislation: Q1 Q2 Q3 Q4 Environmental Protection: Q1 Q2 Q3 Due diligence: Q1 Q2 Q3 Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>use of tools, such as an inspection checklist to collect and measure relevant information on resource and energy consumption</i>	<i>Electricity Audit Scenario: Q1 Q2 Q3 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Hot Water Audit: Q1 Own workplace audit - air-conditioning: Q1 Own workplace audit - cleaning: Q1 Q2 Own workplace audit - waste: Q1</i>

<p><i>participating in and supporting improved environmental use of resources</i></p>	<p><i>Electricity Audit Scenario: Q1 Q2 Q3</i>  <i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i>  <i>Hot Water Audit: Q1</i>  <i>Own workplace audit - air-conditioning: Q1 Q2</i>  <i>Own workplace audit - cleaning: Q1 Q2</i>  <i>Own workplace audit - waste: Q1 Q2</i>  <i>Follow Workplace Plan to Improve Workplace Practices: Q1 Q2 Q3 Q4 Q5</i>  <i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i></p>
<p><i>recognising efficiency processes involving work practices and reporting as required.</i></p>	<p><i>Helping others in your team: Q1</i>  <i>Electricity Audit Scenario: Q1 Q2 Q3</i>  <i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i>  <i>Hot Water Audit: Q1</i>  <i>Own workplace audit - air-conditioning: Q1 Q2</i>  <i>Own workplace audit - cleaning: Q1 Q2</i>  <i>Own workplace audit - waste: Q1 Q2</i></p>

## RANGE STATEMENTS

Range Statements		Task / Question Map
<i>Construction job roles include:</i>	<i>bricklaying and blocklaying</i>	
	<i>carpentry</i>	
	<i>concreting</i>	
	<i>demolition</i>	
	<i>dogging</i>	
	<i>formwork and falsework</i>	
	<i>painting and decorating</i>	<i>Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>
	<i>rigging</i>	
	<i>roof tiling</i>	
	<i>scaffolding</i>	
	<i>solid plastering</i>	
	<i>steelfixing</i>	
	<i>wall and ceiling lining</i>	
	<i>wall and floor tiling</i>	
<i>waterproofing.</i>		
<i>Construction employment conditions include coverage of:</i>	<i>AWAs</i>	<i>Construction workers employment conditions: Q1</i>
	<i>bulletins and newsletters</i>	<i>Construction workers employment conditions: Q6</i>
	<i>enterprise agreements</i>	<i>Construction workers employment conditions: Q5</i>
	<i>industrial awards</i>	<i>Construction workers employment conditions: Q2</i>
	<i>industry and workplace codes of practice</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>workplace agreements.</i>	<i>Construction workers employment conditions: Q2 Q3 ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
<i>Organisational requirements include:</i>	<i>access and equity principles and practice</i>	<i>Trends in technology and work processes: Q8 Organisational responsibilities: Q6</i>
	<i>anti-discrimination and related policy</i>	<i>Organisational responsibilities: Q6</i>
	<i>business and performance plans</i>	<i>Organisational responsibilities: Q6</i>

	<i>ethical standards</i>	<i>Organisational responsibilities: Q6</i>
	<i>goals and objectives</i>	<i>Organisational responsibilities: Q6</i>
	<i>legal and organisation policy, guidelines and requirements</i>	<i>Organisational responsibilities: Q6</i>
	<i>quality</i>	<i>Trends in technology and work processes: Q8</i> <i>Organisational responsibilities: Q6</i> <i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>systems and processes.</i>	<i>Organisational responsibilities: Q6</i> <i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i> <i>Identify extra resources needed to keep to timetable: Q4 Q5</i>
<i>Responsibilities and duties include:</i>	<i>codes of conduct</i>	
	<i>job description and employment arrangements</i>	<i>Job roles in the construction industry: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
	<i>organisation's policy relevant to work role</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>skills training and competencies</i>	
	<i>supervision and accountability requirements, including OHS</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>team structures.</i>	
<i>Safe work methods and practices include:</i>	<i>access to site amenities, such as drinking water and toilets</i>	
	<i>day to day observation of OHS policies and procedures</i>	
	<i>emergency procedures and use of basic firefighting equipment</i>	
	<i>general requirements for safe use of plant and equipment</i>	<i>ACTIVITY - Risks, Training &amp; Improvements: Q1</i>
	<i>general requirements for use of personal protective equipment and clothing</i>	
	<i>housekeeping to ensure a clean, tidy and safer work area</i>	
	<i>no drugs and alcohol at work</i>	

	<i>preventing bullying and harassment</i>	
	<i>risk assessment</i>	
	<i>smoking in designated areas</i>	
	<i>storage and disposal of waste and debris according to established procedures and environmental protection requirements.</i>	<i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>Australian government and state and territory OHS legislative requirements include:</i>	<i>Australian standards</i>	<i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
	<i>construction industry OHS standards and guidelines</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
	<i>duty of care</i>	
	<i>health and safety representatives, committees and supervisors</i>	
	<i>licences, tickets or certificates of competency</i>	
	<i>National Code of Practice for Induction Training for Construction Work</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
	<i>national safety standards</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
	<i>OHS and welfare Acts and regulations</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Accept Responsibility for Quality of Own Work: Q1</i>
	<i>safety codes of practice, and JSA and safe work method statements.</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Accept Responsibility for Quality of Own Work: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
<i>Work group members include:</i>	<i>coach or mentor</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>employee representative</i>	
	<i>peers, work colleagues, team, enterprise and other members of the organisation</i>	
	<i>supervisor or manager.</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
<i>Personal protective equipment includes:</i>	<i>caps</i>	



	dust masks and respirators	
	ear muffs and plugs	
	gloves	
	hard hats	
	high visibility vests	
	jackets	
	overalls	
	safety glasses/goggles	
	steel capped boots.	
Quality requirements include relevant regulations, including:	Australian standards	
	internal company quality policy and standards	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1
	manufacturer specifications, where specified	
	workplace operations and procedures.	
Information includes:	diagrams or sketches	Webcam Scenario - Identify work variation and report issue: Q1 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5
	instructions issued by authorised organisational or external personnel	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Identify extra resources needed to keep to timetable: Q3 Q4 Q5
	manufacturer specifications and instructions	Identify extra resources needed to keep to timetable: Q5
	material safety data sheets (MSDS)	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 SDS Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12
	memos	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1
	organisation work specifications and requirements	
	plans and specifications	Plan Workplace Activities: Q6 Q7 Q8 Q9 Q10 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5
	regulatory and legislative requirements	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.
	relevant Australian standards	ACTIVITY - Workplace Policies, Procedures & Instructions: Q1 Workplace Task: Safety requirements were identified and safety legislation complied with.

	<i>safe work procedures or equivalent</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 ACTIVITY - Risks, Training &amp; Improvements: Q1</i>
	<i>signage</i>	
	<i>verbal or written and graphical instructions</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>
	<i>work bulletins</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>
	<i>work schedules.</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1 Plan Workplace Activities: Q6 Q7 Q8 Q9 Q10 Identify extra resources needed to keep to timetable: Q4</i>
<i>Teams:</i>	<i>is a generic term that refers to the site work organisation</i>	
	<i>may be known/titled locally as crews, gangs, shifts or other industrially and historically acceptable term.</i>	
<i>Learning needs and development processes include competency achievement/maintenance processes, which include:</i>	<i>assessment processes</i>	<i>Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>
	<i>formal vocational education and training</i>	<i>Identify extra resources needed to keep to timetable: Q1 Q2 Q3 Q4 Q5</i>
	<i>on-the-job training and job rotation</i>	
	<i>recognition of prior learning</i>	
	<i>refresher training.</i>	
<i>Environmental and resource efficiency issues include:</i>	<i>minimisation of environmental risks and maximisation of opportunities to improve environmental performance and to promote more efficient production and consumption of natural resources on the work site, for example by minimising waste, through participation in or use of a waste minimisation system</i>	<i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>using resources efficiently, including reducing material usage and supporting efficient energy and water use, such as:</i>		

	<i>air testing pipes</i>	
	<i>efficient fittings</i>	
	<i>insulation</i>	
	<i>site management to minimise stormwater pollution</i>	
	<i>strategic use of materials to reduce off-cuts and wastage</i>	
	<i>tool maintenance</i>	
	<i>transportation</i>	
	<i>using alternative practices, procedures and materials/products that reduce or eliminate resource consumption.</i>	
<i>Appropriate techniques for recording resource use include:</i>	<i>examination and documentation of resources on work site</i>	<i>ACTIVITY - Workplace Policies, Procedures &amp; Instructions: Q1</i>
	<i>examination and measurement of resources, materials and products from suppliers</i>	
	<i>examination of relevant information and data on efficiency and resource reduction</i>	
	<i>instructions and reports from other parties involved in the process of identifying and implementing improvements.</i>	
<b>Environmental hazards include:</b>	<b>substances (e.g. resource, waste, by-product) that are dangerous to living things in the environment, such as humans, animals, plants and water, including storage, handling and disposal of the following substances:</b>	
	<i>toxic</i>	
	<i>corrosive</i>	
	<i>flammable</i>	
	<i>explosive</i>	
	<i>may be infectious or have other dangerous characteristics.</i>	

<i>Environmental requirements are to cover workplace quality management and include:</i>	<i>clean-up protection</i>	
	<i>stormwater protection</i>	
	<i>waste management.</i>	
<i>Suggestions for sustainable use of resources includes ideas that help to:</i>	<i>ensure appropriate use of materials and make recommendations to others to use sustainable products and practices</i>	
	<i>identify alternative sources of energy or energy conservation</i>	
	<i>improve energy and water efficiency</i>	
	<i>prevent and minimise risks and maximise opportunities, such as use of solar or grey water, and other alternative forms of energy/resources where appropriate</i>	
	<i>reduce emissions of greenhouse gases by reducing waste, transportation and use of non-renewable resources, such as energy, water, fuel, and materials</i>	
	<i>use alternative products/materials, procedures and installation techniques to support efficiency and sustainability</i>	
	<i>use renewable, recyclable, reusable and recoverable resources (energy, water, materials/products and waste).</i>	
<b>Compliance with environmental requirements includes:</b>	<b>meeting relevant acts, laws, by-laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection, Biodiversity Conservation Act, BCA), including:</b>	
	<i>federal</i>	
	<i>industry</i>	
	<i>international</i>	
	<i>local government</i>	

	<i>organisation</i>	
	<i>reporting breaches</i>	<i>Webcam Scenario - Reporting environmental breach : Q1</i>
	<i>state and territory.</i>	
<i>Designated personnel to be contacted are determined by the enterprise and include:</i>	<i>managers</i>	
	<i>supervisors</i>	
	<i>other senior personnel assigned to particular work site roles, such as safety officer.</i>	