



**Intelligent
Training
Solutions**

RIIWHS204D Work Safely at Heights

Student Unit Outline

National Code	Internal Code	Unit Name
RIIWHS204D	RIIWHS204D	Work Safely at Heights

Teacher Name	Jessica Mueller
Teacher Contact	Email: martin@its.vic.edu.au Phone: 03 9351 1068, Mobile: 0411 114 030 Room/Office:
Class Time	Please refer to the course timetable
Semester & Year	2015

ITS Training Manager	
Name	Cameron Gutterson
Mobile	0412 793 655

Unit Summary

Training Venue

Refer to course timetable

Qualification

N/A

Unit Names

Work Safely at Heights

Unit Codes

RIIWHS204D

Prerequisites

Not Applicable

Nominal hours

20 hours

Actual Delivery

16 hours face to face
4 hours personal study time

In Class Assessment tasks

Two

Personal Study Assessment tasks

One

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First published 2014

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Student Information

The following information is provided to you as a quick guide in order to find information that is relevant to you during your course and while studying with Intelligent Training Solutions. The table below will guide you to the documents or policies location. This information is available to you prior prior to enrolment or on commencement of your course:

Item to include	Location		
	Student Unit Outline	ITS Website	Information Handbook
A process to determine the needs of the learner and their existing skills and knowledge (this may identify the opportunity for RPL or educational support services that are required)		✓	✓
Qualification or VET accredited course code and title	✓	✓	
Currency of the course (current or superseded)		✓	
Packaging rule information	✓	✓	
Units of competency (code and title)	✓	✓	
Estimated duration	✓	✓	
Expected locations at which training and assessment will occur	✓		
Modes of delivery	✓		
The RTO's obligation to provide quality training and assessment			✓
Issuance (and re-issuance) of qualifications			✓
Learner's rights and responsibilities including:			
<ul style="list-style-type: none"> Complaints and appeals policy and procedure 			✓
<ul style="list-style-type: none"> Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc 	✓	✓	
<ul style="list-style-type: none"> Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc 	✓	✓	
Fees, charges & refund information		✓	✓
<ul style="list-style-type: none"> includes all fees such as training fees, administration fees, consumables, levies, etc. 		✓	Student Enrolment Form
<ul style="list-style-type: none"> payment terms 			Student Enrolment Form
<ul style="list-style-type: none"> refund policy 			Student Enrolment Form
<ul style="list-style-type: none"> Cooling off period 			Student Enrolment Form
Explanation of competency based training and assessment		✓	
Licensing requirements	N/A	N/A	N/A
Relevant legislation	✓		
Third party arrangements	N/A	N/A	N/A
Off-campus arrangements	N/A	N/A	N/A
Pathways including options if the qualification is not completed		✓	
Student support services including LLN, welfare and guidance services, access and equity	✓	✓	✓
Recognition of prior learning (RPL)	✓	✓	✓
Recognition of qualifications and Statements of Attainment issued by other RTOs		✓	✓

NOTE: The information handbook can be downloaded at any time from the ITS website.

www.its.vic.edu.au

Unit Information

Purpose of unit / Application of Unit

This unit of competency describes a participant's required skills and knowledge to work safely at heights in the RII industries.

Attendance policy

You are required to participate in all aspects of the face to face delivery. In the event that you are absent for part of a session your trainer will provide you with the required learning materials. You will then need to supplement the missed face to face delivery with personal study. Assessment tasks will be rescheduled as a mutual time and date between yourself and the assessor.

Personal study commitment

This unit has 4 hours of personal study time allocated. You will be required to undertake required reading and answer review questions prior to commencing with the face to face component of this course. Information on the personal study component of this course is available within this document.

Required Student Resources

You will be required to obtain and have with you the following resources:

1. Suitable clothing and shoes in order to participate in working from heights training and activities.
2. Working pens and highlighters
3. A4 paper for taking notes

NOTE: All other learning and assessment materials will be provided to you FREE of charge by Intelligent Training Solutions Pty Ltd. Upon enrolment you will also be given the Work safely at heights learners guide which can be used by you as a student resource.

On completion of your course

On the successful completion of your course you will also receive the following items from Intelligent Training Solutions Pty Ltd.

1. Credit card sized plastic card containing your name and your course information (with expiry dates) and a DRS ABCD action plan
2. A4 Certificate

Assessment

You will have **two** assessment tasks (1 written and 1 practical) to successfully complete during this course as well as review questions which can either be completed in your personal study time or during the face to face sessions in order to be deemed competent in this unit and receive a certificate of completion. Detailed information about each of the assessment tasks will be provided to you on the first day and can also be found on your Student Assessment Tool.

Unit Objectives / Learning Outcomes

By the end of this course you will have the skills and knowledge required by a person that is required to work safely at heights.

Pathways

You will be provided with advice on additional personal development and training options throughout the delivery of this course. This unit only generally does not lead into employment but rather is a condition of employment. In accordance with the RII training package all RII units can be used as a point of entry into a RII qualification. ITS does not have any pre-arranged agreements with any TAFE/RTO or university.

Delivery Methods

The delivery methods involved in this unit are: Trainer led (face-to-face) delivery, Trainer led demonstration, Student led demonstration and student observation (Student-led learning). Support is provided by the trainer(s) / facilitator(s) for the duration of this course including any personal study time.

Trainer(s) / Facilitator(s) / Assessor(s)

For this course you trainer and assessor will be Martin Klein. Martin's contact information can be found on the front page of this document. Feel free to contact Martin with any questions you may have about this course or with any support you may need through the duration of this course.

Learning Environment

This course has been designed for both theory and practical sessions. Practical training may take place on a live work site or in a simulated environment. In the event that your employer prefers you to conduct your training on a live work site Intelligent Training Solutions will ensure you have properly been inducted into the work site prior to the commencement of the course.

Security Arrangement

All Intelligent Training Solutions facilities are Class 9B certified in accordance with the National Construction Code (NCC) 2015. Student safety and security information can be found on building walls in the entrance or student administration area. For more information please contact Intelligent Training Solutions on 03 9351 1068.

Recognition of Prior Learning

You are able to have your competency from prior learning and work experience recognised in this unit through the following arrangements:

RPL will be offered to students by way of an assessment only RPL pathway as the requirements of this unit continually change in line with the OHS working from heights code of conduct. It should be noted that the intention of this unit of competence as it sits in the code of practice for working from heights is to update and refresh your knowledge on the subject matter, with this taken into consideration and discussed through industry consultation it has been determined that ITS will only allow RPL through a full assessment pathway.

Student Complaints and Appeals Process

Intelligent Training Solutions has a documented student complaints and appeal policy and procedure publicly available on the ITS website. To view this policy and procedure on student complaints and appeals click:

<http://www.its.vic.edu.au/wp-content/uploads/2015/06/ITS-Appeals-Policy-and-Procedure-2015.1.pdf>

Unit of Competence (Elements and Performance Criteria)

For a copy of the elements and performance criteria, required skills, required knowledge and critical aspects of assessment please refer to the RII Training Package Release 4. With the RII Training Package constantly under review and undergoing changes it cannot be included in this document. The RII Training Package can be found on the www.training.gov.au website or by clicking the following link:

<https://training.gov.au/Training/Details/RIIWHS204D>

Delivery and Assessment Plan - Summary

Sequence of Learning

The following information has been provided to you as a guide only. The tables below provide you with an overview of the topics that will be covered in each session led by an ITS trainer/assessor. In the event you miss part of a scheduled session you will be required to catch-up on the information in your own time, depending on the information missed you may also be advised to re-schedule your training.

Trainer Presentation:	<p>The following presentation will be used during the delivery of this unit. You can request a copy of this presentation from your trainer at any stage.</p> <ol style="list-style-type: none"> 1. RIIWHS204D Work safely at heights
Learner Guide	<p>The following learner guide will be referred to during the delivery of this unit. You will be given a free copy of this learner guide from your trainer upon enrolment.</p> <ol style="list-style-type: none"> 2. RIIWHS204D Work safely at heights
Required Software:	<p>This presentation is available from the ITS Servers and requires no software to run.</p>

Pre-Course Learning | Personal Study Component

Personal Study Component
<p>Time Allocated 4 Hours</p> <p>Environment Home</p> <p>Learning Prior to the commencement of the face to face sessions you will be required to read and interpret the RIIWHS204D Learner Guide provided to you upon enrolment. This information will provide you with the underpinning knowledge required to successfully participate in the face to face sessions.</p> <p>Assessment It is recommended that you attempt as many of the associated review questions prior to attending the face to face session. Any questions that you do not know the answers for will be covered in your face to face sessions. The review questions must be submitted to your trainer once completed or at the end of session two's trainer presentation.</p>

Delivery Session One

Session One

Delivery Method
Trainer-led delivery (Face to Face)

Hours
8.30am to 5.00pm

Time Guide: 8.30am to 9.00am
Housekeeping & Student Induction

Time Guide: 9.00am to 9.15am
Trainers to hand out the Student Assessment for this unit

- Trainer to provide all students with a copy of the Student Assessment Task (Student Assessment Tool)
- Trainer to explain the requirements of the Student Assessment Tool.

Time Guide: 9.15am to 5.00pm
Trainer to commence with the Trainers presentation for this unit.

IMPORTANT

Breaks for morning tea, lunch and afternoon tea will be determined by yourself and your students.

Section 1 – Plan & Prepare for Work

1. Overview of Working Safely at Heights
2. What is working at heights?
3. Work Safely
4. Health and safety rules
5. Technical and safety information
6. Get you work details
7. Work instructions
8. Work method statements (SWMS)
9. How to fill out a work method statement
10. Keeping everyone safe
11. Inspect the worksite
12. Checking the weather
13. Identify and control hazards.
14. Identifying hazards
15. Controlling hazards
16. Hazard controls for work at heights
17. Select and check safety equipment
18. PPE
19. Fall prevention devices
20. Temporary work platforms

21. Edge protection systems
22. Fall protection covers and safety mesh
23. Work positioning systems
24. Industrial rope access systems
25. Restraint systems
26. Fall-arrest systems
 - a. Catch platforms
 - b. Safety nets
 - c. Individual fall-arrest systems
27. Catch platforms and safety nets
28. Individual fall-arrest systems
29. Ladders
30. Anchorage lines and rails
31. Checking equipment before use
32. Inspecting fall-arrest harnesses
33. Inspecting inertia reels
34. Move tools and equipment safely

Section 2 – Work Safely at Heights

The following topics will need to be demonstrated by the trainer prior to any participant practicing the skills.

1. Check existing safety systems and equipment
2. Fall-arrest system requirements
3. Limiting free-fall distance in fall-arrest systems
4. Using scaffolds
5. Edge protection
6. Foot walks
7. Safely access the work area
8. Using portable ladders for access
9. Connecting to the fall-arrest system
10. Work safely at heights
11. Keeping tools and equipment safely stored
12. Keeping safety equipment in place
13. Handling equipment and materials safely
14. Check safety equipment and hazard controls

15. Checking safety equipment
16. Checking and adjusting hazard controls

Conclusion - Time Guide: 4.00pm to 4.30pm

Delivery Session Two

Session

Two

Delivery Method

Trainer-led delivery (Face to Face)

Hours

8.30am to 5.00pm

Time Guide: 8.30am to 8.45am

Housekeeping

Time Guide: 8.45am to 5.00pm

Trainer to commence with the presentation for this unit. The trainer should display the presentation on the data projector for the class while having this document available to them to follow.

IMPORTANT

Breaks for morning tea, lunch and afternoon tea will be determined by yourself and your students.

The following topics will need to be demonstrated by the trainer prior to any participant practicing the skills.

1. Preventing suspension trauma
2. Apply first aid for suspension trauma
3. Reporting all hazards, incidents and injuries
4. Finish work at heights
5. Clear the work area and store tools and equipment
6. Clearing the work area
7. Checking and storing tools and equipment
8. Reporting all faults

Student Practice Session (10.30am to 1.30pm)

Activity Suggestions:

1. Selecting and inspecting materials, tools and equipment for different job tasks
2. Checking the condition of PPE and safety equipment
3. Setting up signs and barricades around the work area.
4. Moving tools and equipment while at heights
5. Securing tools and equipment at the work area.
6. Monitoring hazards and hazard controls and adjust controls as required.
7. Cleaning up work sites
8. Cleaning and maintaining equipment
9. Storing equipment.

Time Guide 1.00pm – Student Assessments

Assessment Task 1 – Written Assessment (Time 1.00 to 2.15pm)

Assessment Task 2 – Practical Assessment (2.30pm to 4.30pm)

Practical Assessment Timeline:

- 2.30pm to 3.00pm - Student 1 (Student 2 to play the role of the stand-by person)
- 3.00pm to 3.30pm - Student 2 (Student 1 to play the role of the stand-by person)
- 3.30pm to 4.00pm - Student 3 (Student 4 to play the role of the stand-by person)
- 4.00pm to 4.30pm - Student 4 (Student 3 to play the role of the stand-by person)

Time Guide: 4.50pm

Conclusion

Student Support

The following support is available to you during your time with Intelligent Training Solutions. Intelligent Training Solutions prides itself on the support and customer service it provides to its students. If you require any assistance please do not hesitate to contact us.

For this unit, student support will be offer in the following methods:

1. Live video conferencing using either Skype or GoToMeeting. This is ITS P/L's preferred method of support.
2. Face to face, by appointment
3. Telephone or email

Please note that any questions asked during the support period may be posted to the entire class in order to ensure that every participant is receiving the same information from the trainer.

Language, Literacy and Numeracy Support Options

There is no mandated entry requirements (LLN or other) for this unit. Intelligent Training Solutions will implement the recommendations provided by industry and the RII companion volumes. All participants will need to have LLN skills equivalent to ACSF Level 2 as the information presented together with the assessment requirements within this course will require the participants to demonstrate written and oral responses. In order to assist both the enrolling officer and the participants in making a decision to determine if enrolment is right for them, ITS will administer a LLN indication assessment to assess the LLN skill level of the participant. If you wish to indentify your own LLN ACSF level you can access this LLN tool online by clicking: <http://lln.safework.com.au/>

Assessment Plan

Detailed information on the Assessment Tasks for this unit will be found in your Student Assessment Tool for this unit.

There are two assessment tasks for this unit. All tasks must be successfully completed for you to demonstrate competency. Unless stated otherwise, the due date for an assessment is the date when the assessment item must be received by the teacher. This can be found on your course timetable.

For information on due date extensions, late submission of assessment, Recognition of Prior Learning (RPL), credit transfer and reassessment please download the ITS Information Handbook located on our website www.its.vic.edu.au or contact Cameron Gutterson on 0412 793 655 | cameron@its.vic.edu.au.

Assessment Table

COMP (20)	Competent (Successfully Completed)
NYC (30)	Not Yet Competed
NA	Not Assessed
WNA	Withdrew Never Attended
WAI	Withdrawn Assessment Incomplete
W	Withdrawn