Setting Up and Using Fixed Machinery in the Workplace

Reference : A/503/2447

Level : Level 3

Credit Value : 24

Guided Learning Hours : 80

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in setting up and using fixed machinery in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		**The Learner Can**
1	Interpret the given information relating to the work and resources when setting up and using fixed machinery.	1.1 - Interpret and extract relevant information from drawings, specifications, method statements, cutting lists, schedules, manufacturers' information and operating instructions. 1.2 - Comply with information and/or instructions derived from risk assessments and method statements. 1.3 - State 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: - drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information and regulations governing the use of machinery to work timber or non-ferrous metal.
2	Know how to comply with relevant legislation and official guidance when setting up and using fixed machinery.	2.1 - Describe their responsibilities under current legislation and official guidance whilst working: - in the workplace, below ground level, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 - Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 - State 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.	3.1 - Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when setting up and using fixed machinery. 3.2 - Explain why and when health and safety control equipment, identified by the principles of protection, 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: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)- local exhaust ventilation (LEV). 3.3 - Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. 3.4 - State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4	Carry out pre-start preparation inspections on power tools and equipment in accordance with approved procedures when setting up and using fixed machinery.	4.1 - Carry out pre-use checks on power tools and equipment/machinery in accordance with legislation, official guidance and/or organisational requirements.

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		4.2 - Explain what the accident reporting procedures are and who is responsible for making reports.
5	Understand the required quantity and quality of resources for the methods of work to set up and use fixed machinery.	5.1 - Describe the quality, uses, sustainability, limitations and defects associated with the resources in relation to: - accessories- tools and ancillary equipment. 5.2 - Describe how the resources should be used correctly and how problems associated with the resources are reported. 5.3 - Describe any potential hazards associated with the resources and method of operation. 5.4 - Describe how to calculate quantity, length, area and wastage associated with the method/procedure to set up and use fixed machinery.
6	Minimise the risk of damage to the work and surrounding area when setting up and using fixed machinery.	6.1 - Protect the machine and its surrounding area from damage in accordance with safe working practices and organisational procedures. 6.2 - Minimise damage and maintain a clean work space. 6.3 - Dispose of waste in accordance with legislation. 6.4 - Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 6.5 - 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.
7	Complete the work within the allocated time when setting up and using fixed machinery.	7.1 - Demonstrate completion of the work within the allocated time. 7.2 - State the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times- organisational procedures for reporting circumstances which will affect the work programme.
8	Carry out operations using power tools and equipment in accordance with safe working practices to achieve the work outcome when setting up and using fixed machinery.	8.1 - Demonstrate the following work skills when setting up and using fixed machinery : - measuring, marking out, fitting, finishing, positioning and securing. 8.2 - Set up and operate six of the following machines: - circular saw - planer - thicknesser - bandsaw - morticer - tenoner - spindle moulder - drill - grinder- sander. 8.3 - Safely use and handle materials. 8.4 - Safely use tools, ancillary equipment and safety aids. 8.5 - Safely store the materials, tools and equipment used when setting up and using fixed machinery. 8.6 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - set up machines: circular saw, planer, thicknesser, bandsaw, morticer, tenoner, spindle moulder, drill, grinder and sander - check the operation of machines - cut material to size and shape - plane materials to size- change sawblades (circular and band), planer knives, -morticer tooling, tenoner and spindle moulder cutting blocks. 8.7 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - mortice materials - change drills and taps - change discs - cut sections straight and shaped - grind, linish and texture surfaces - drill and tap materials- use tools and equipment. 8.8 - Describe the needs of other occupations and how to effectively communicate within a team when setting up and using fixed machinery. 8.9 - Describe how to maintain the safety aids, tools and ancillary

		equipment used when setting up and using fixed machinery.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.
Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.
Workplace evidence of skills cannot be simulated.
This unit must be assessed against six of the following endorsements:
– circular saw
– planer
– thicknesser
– bandsaw
– morticer
– tenoner
– spindle moulder
– drill
– grinder
– sander.