



Maintain properties and structures

AHCINF203A

By the end of this topic, you should be able to:

- Identify and confirm maintenance requirements
- Select and prepare tools, equipment and materials
- Carry out routine maintenance
- Complete maintenance activities

- The *Managing the work environment and facilities Code of Practice 2011* states that the work environment should be maintained so it remains in a clean and safe condition
- Maintenance requirements should be established from:
 - Visual inspections of structures and facilities to locate defects, deterioration and impending defects
 - Checks of infrastructure and resources for correct operation and damage
 - Hazard reports
 - Supervisor's direction

Maintenance requirements

- Common defects or deteriorations that may occur include:

Structure / Infrastructure	Defect, damage or deterioration
Drains and gutters	Blocked
Fencing	Broken wires
Grass and weeds	Need slashing or weeding
Irrigation and taps	Blocked or leaking
Paths	Potholes, slippery algae
Shadehouse	Ripped shadecloth, broken frame
Sheds and demountables	Leaks/cracks, flaking paint
Tools and equipment	In need of repair

Maintenance requirements

- Ensuring building cladding finishes are in good repair is a common maintenance task
 - Preventative maintenance can slow down the development of defects, damage or deterioration
- Requirements differ depending on the type of cladding:

Cladding type	Requirements
Brick	Lowest maintenance if unpainted
Steel	Very low maintenance, rarely requires repainting
Fibre cement	Low maintenance, but requires painting to maintain waterproofness
Timber weatherboards	High maintenance – timber shrinks, swells, cracks and rots if not well sealed with paint, oil or stain

- After establishing the maintenance jobs that require completion, a maintenance plan/schedule should be developed for the work team which considers:
 - The severity of the damage
 - This will determine the priority of the job
 - Is it a minor painting job or has the whole structure collapsed?
 - Can people continue to work safely until repairs are made?
 - This will dictate when the maintenance tasks can be undertaken – during work hours or after hours
 - What PPE, tools and materials are needed
 - These should fall within budget constraints
 - PPE may include: Gloves, long sleeved shirt/pants, hat, boots
 - Tools may include: Hammers, screwdrivers, paintbrushes, tape measure
 - Materials may include: Paint, glue, nails, replacement parts

Maintenance plans / schedules

- An example maintenance schedule:

MAINTENANCE SCHEDULE – NURSERY			
Maintenance needed	Is it dangerous?	Tools and materials needed	Date completed
Weeds along paths	No	herbicide + spray pack	
Algae on paths	Yes	Bleach, water and broom	1/3/2010
Leaking irrigation	No	Irrigation parts and pliers	15/3/2010
Broken shovels	No	Replace shovels.	

- When preparing to undertake maintenance tasks, you should familiarise yourself with the following:
 - Work area
 - Identify any WHS hazards and assess risks (e.g. manual handling injuries, noisy equipment)
 - Select appropriate control measures to address each hazard (e.g. mechanical aids, PPE)
 - Identify environmental impacts (e.g. use of hazardous chemicals)
 - Report hazards to your supervisor within a timely fashion – especially emergency situations

- When preparing to undertake maintenance tasks, you should familiarise yourself with the following:
 - Legal documentation and guidelines
 - Acts, such as:
 - *Work Health and Safety Act 2011* (Qld) which outlines employers' and employees' safety responsibilities
 - *Environmental Protection Act 1994* (Qld) which outlines obligations to avoid environmental contamination, harm and nuisance

- When preparing to undertake maintenance tasks, you should familiarise yourself with the following:
 - Legal documentation and guidelines
 - Regulations, such as:
 - *Work Health and Safety Regulation 2011* (Qld) which provides specific direction for upholding safe work practices across a number of industries
 - *Environmental Protection Regulation 2008* (Qld) which provides specific direction for upholding environmentally safe practices

- When preparing to undertake maintenance tasks, you should familiarise yourself with the following:
 - Legal documentation and guidelines
 - Codes of Practice, such as:
 - *How to manage work health and safety risks Code of Practice 2011* which provides practical guidance for persons who have duties under the WHS Act and Regulations to manage risks to health and safety
 - *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 (Qld)* which provides practical guidance on how to manage health and safety risks associated with hazardous chemicals in the workplace

- When preparing to undertake maintenance tasks, you should familiarise yourself with the following:
 - Other documentation
 - Operator's guide or manufacturer's recommendations when using, maintaining and storing tools and equipment
 - Never use a tool unless you are trained to do so
 - Product labels and Safety Data Sheets (SDS) when preparing, handling, using and disposing of chemicals
 - Follow enterprise guidelines to ensure work practices are safe and environmentally suitable

Undertaking maintenance tasks

- When undertaking maintenance tasks, you will be operating a broad range of tools and equipment
 - Always check that tools and equipment for serviceability (e.g. check that power tools have been tested and tagged)
 - Be sure to check tools and equipment prior to and after use
- If you encounter faulty equipment, follow the 'Stop, Tag, Report, Record' (STRR) approach:
 - Stop using the equipment
 - Tag the faulty equipment
 - Report the faulty equipment to your supervisor
 - Record the details of the fault

Undertaking maintenance tasks

- When undertaking maintenance tasks you will collaborate with others, including:
 - Your supervisor
 - Ask questions and seek clarification, applying active listening
 - Your work team
 - Coordinate activities to complete activities in a sequential, timely and cost effective manner

When communicating with others, be sure to act in a positive and professional manner and be mindful of people's varying backgrounds and abilities

- When undertaking maintenance tasks, you will be required to apply calculations (e.g. to measure required materials)
 - For example:
 - Area (m^2): $L \times W$
 - Volume (m^3): $L \times W \times D$
 - Flow rate (L/min): $[\text{Quantity (Litres)} \times 60] \div \text{Time (seconds)}$

Completing maintenance tasks

- As part of completing maintenance tasks, you are required to complete the following practices:
 - Clean up the work area
 - Maintain, clean and store tools and equipment
 - Report faults that are discovered in logbook and/or site records
 - Dispose of materials that cannot be reused or recycled
 - Ensure that you follow the enterprise guidelines for handling and disposing of waste
 - Follow Safety Data Sheets (SDS) to ensure environmentally safe practices
 - Record and/or report your work outcomes to your supervisor