



Operate basic machinery and equipment

AHCMOM203A

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

- Prepare basic machinery and equipment for use
- Operate basic machinery and equipment
- Check, clean and store basic machinery and equipment

- Agriculture and horticulture tasks may require a range of machinery and equipment, such as:
 - Lawn mowers
 - Line cutters
 - Lawn edgers
 - Mechanized horticultural tillage equipment
 - Motorised machinery used in landscape and turf construction projects
 - Motorised machinery used in nursery production
 - Pneumatic pruners and cutters
 - Power tools
 - Conveyors and pumps

This unit excludes the following:

- Chainsaws
- Tractors
- Vehicles
- Earth moving equipment

- To prepare for basic machinery and equipment use, you should familiarise yourself with the following:
 - Task requirements
 - Refer to documentation to determine required machinery and equipment (e.g. plans and specifications)
 - Speak to your supervisor
 - Apply active listening when receiving instructions
 - Clarify any unclear instructions with your supervisor

- To prepare for basic machinery and equipment use, you should familiarise yourself with the following:
 - **Workplace information**
 - Site specific information (e.g. site plans)
 - Laws applicable to your workplace, such as:
 - Acts [e.g. *Work Health and Safety Act 2011 (Qld)*]
 - Regulations [e.g. *Work Health and Safety Regulation 2011 (Qld)*]
 - Codes of Practice [e.g. *Managing risks of hazardous chemicals in the workplace Code of Practice 2013 (Qld)*]
 - Refer to enterprise guidelines for how to handle and transport machinery and equipment

Preparing for machinery and equipment use

- To prepare for basic machinery and equipment use, you should familiarise yourself with the following:
 - **Work area**
 - Consider and account for WHS hazards/risks, such as:
 - **Electrocution:** Avoid using electrical equipment during wet weather
 - **Difficult terrain for machinery use:** Choose equipment according to conditions or avoid usage
 - **Manual handling injuries:** Use appropriate lifting techniques
 - **People and traffic in restricted areas:** Use appropriate barricades and signage
 - Consider and account for the environmental impacts from machinery operation and maintenance, such as:
 - **Air pollution:** Dust should be suppressed (e.g. using water)
 - **Water pollution:** Apply silt fences
 - Report hazards to your supervisor within a timely fashion – especially emergency situations

Workplace risk assessment

- Risk is measured in terms of the seriousness of the possible **consequences** of the hazard and the **likelihood** that those consequences will occur, as in the matrix shown below:

Likelihood

- 1: Very Likely
- 2: Likely
- 3: Possible
- 4: Unlikely
- 5: Very Unlikely

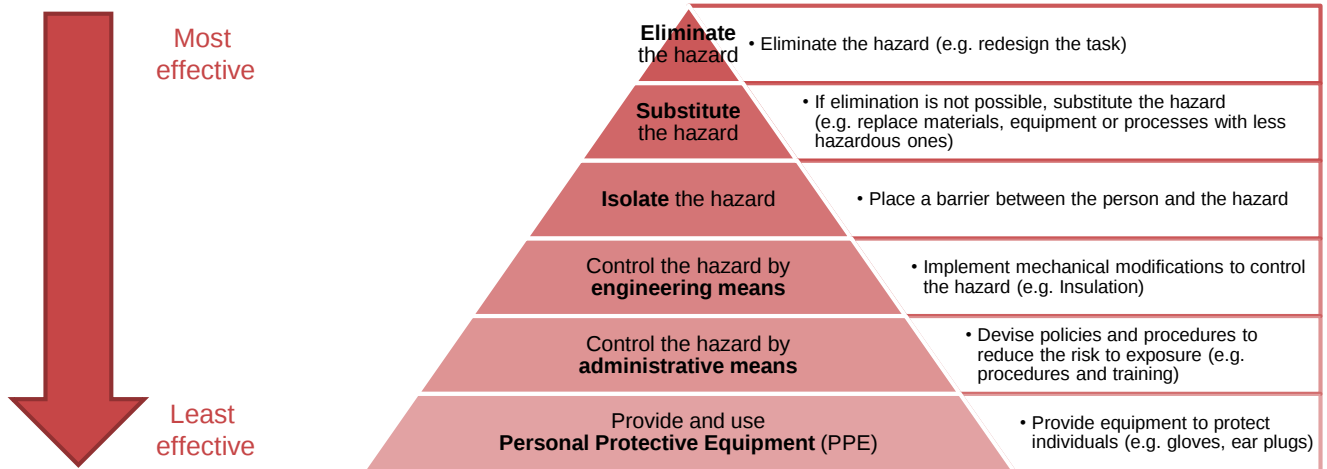
Consequences

- A: Death or Permanent Disability
- B: Serious Injury
- C: Lost Time Injury
- D: Casualty Treatment
- E: First Aid

Matrix	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

Workplace risk control

- The hierarchy of control gives priority to the order in which hazard and risk controls should be implemented.



Preparing for machinery and equipment use

- To prepare for basic machinery and equipment use, you should familiarise yourself with the following:
 - Available PPE, machinery and equipment
 - PPE may include: Face mask, gloves, overalls, safety goggles, wide brimmed hat, work boots
 - Select appropriate attachments for machinery and equipment
 - Ensure machinery and equipment are appropriately selected, prepared and used for the task, following manufacturer specifications and safe operating procedures
 - Be sure to check machinery and equipment prior to and after use

Preventative maintenance reduces risk to the environment

- Pre-operational checks may include the following:
 - Checking tyre pressure
 - Checking air filters, cooling fins, and intake screens for obstructions
 - Checking oil levels
 - This should be completed when the vehicle is level and the engine is cold
 - Checking that batteries are sufficiently charged
 - Checking the level of diesel/petrol
 - Ensuring that all safety guards are in place
 - Ensuring that you are familiar with all controls

Preparing for machinery and equipment use

- Any faulty items should be reported to your supervisor
 - 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

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

Using machinery and equipment

- As part of using machinery and equipment, you may be required to handle chemicals and hazardous substances (e.g. fuels, oils).
- Be sure to follow Safety Data Sheet (SDS) requirements and be aware of signage/labels, such as:



Acute toxicity



Corrosive



Flammable



Danger to
human health



Warning

Clean up processes

- After completing work tasks using machinery and equipment, you are required to complete the following practices:
 - Clean up the work area
 - Maintain, clean, secure and store machinery and equipment
 - Follow manufacturer's specifications and supervisor's instructions
 - Complete logbook
 - Record machinery and equipment use (e.g. date used, destination/job description, driver details, reading on odometer/hour meter)
 - Identify malfunctions, faults, wear or damage
 - Dispose of materials that cannot be reused or recycled
 - Ensure that you follow the enterprise guidelines (e.g. Job Safety Analysis [JSA] and Safe Work Method Statement [SWMS] for handling and disposing of waste)
 - Follow SDS to ensure environmentally safe practices