



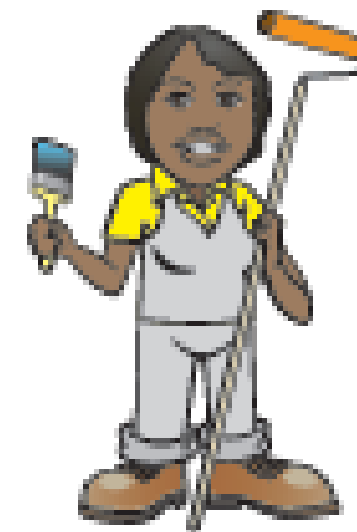
PLAN AND ORGANISE WORK

CPCCCM1013A



Introduction

- Planning is something you do every day
- Working in the construction industry requires good planning skills to:
 - *work efficiently,*
 - *achieve high-quality results and*
 - *ensure your own safety and that of your workmates.*
- Planning happens at all levels from the project manager to the individual tradespeople,



Emma
A painter

Planning helps you:



- what you want to achieve
- what's possible in the circumstances
- how you're going to do it
- the tools or materials you need
- the extra support you might need
- what you don't know and need to find out
- any potential barriers to a successful outcome
- what to do when the unexpected occurs.

Tradespeople are often paid according to the amount of work that is completed in a set time, so good planning can have a direct effect on how much they earn...

On a construction site, good planning allows participants to know:



- when the task, job or project will start
- what the job or project is and the order in which tasks will be carried out
- how long certain stages will take and the estimated time of completion
- the tools, equipment and materials required
- the costs involved
- the quality and safety requirements.



Activity:

- Break into groups and identify as many forms of communication on a worksite as well as the strengths and weaknesses of each...

Information sources

- Plans & Specifications - the written documents used to communicate the design and technical details of a construction project
- Legislation and the supporting Regulations are the laws made by federal, state and territory governments about all aspects of the construction industry, including working conditions, and quality and safety requirements. Codes of practice provide practical advice on how the laws should be applied.
- Safe work method statements (SWMSs) have been created to describe the correct way to undertake these tasks. When these are not available, a JSA should be completed as part of your planning process.
- Quality requirements -
 - *legislation and codes of practice*
 - *Australian Standards®*
 - *company policies and procedures*
 - *manufacturers' specifications.*
- Environmental guidelines and legislations

8 step planning process

- 1 Find out about your work tasks in advance to allow for background reading/research if necessary.
- 2 Locate job sheets/ work specifications/ relevant drawings/ MSDS/ site specific OHS plans, environmental requirements and quality procedures and processes.
- 3 Clarify specific task responsibilities with supervisor/ colleagues to identify your exact role.
- 4 Listen to pre-start instructions for roles and responsibilities and any other impacting issues. Discuss work schedules of all on site.
- 5 Imagine task fully completed and plan by writing down a logical sequence identifying all steps to get to that point.
- 6 Liaise with supervisor to ensure work plan is adequate and appropriate.
- 7 Check equipment is operating properly and report any faults.
- 8 Review work methods and amend work plans.



Reviewing your plans

- Assessing the plan after the task or project has been completed allows you to:
 - *see if you successfully reached your goal*
 - *see if your planning process was effective*
 - *identify what went wrong and why*
 - *make better plans in the future.*
- *It doesn't matter how simple or complex a plan is, it should always be reviewed after the task has been completed to identify any problems that occurred.*

Contingency Plans

- You should have a contingency plan for:
 - *safety - the actions to be taken if there is an accident or incident*
 - *your workforce - workers to replace tradespeople who are unavailable due to accident or illness*
 - *weather - actions to be taken if, for example, heavy rain causes damage or delays work*
 - *materials - a plan to replace damaged, stolen, lost or unavailable materials.*

