

PRMPM08B Inspect and report on timber pests

Unit descriptor

This unit of competency covers the skills and knowledge required to inspect for timber pests for the purposes of providing a report, quotation or specification of work. Inspections may be initiated by general client request, a government authority and apply to pre-purchase, pre-construction or post-construction. The unit applies to timber pests and timber pest activity that impacts on the health, safety or amenity of persons or environments and can be applied to domestic, commercial or industrial premises. Timber pests may occur in buildings, landscaping, recreational equipment, timber fences, furniture, railing, bridges and stairs.

The unit requires the ability to assess the nature and extent of the timber pest and timber pest activity, analyse the situation and prepare an inspection report for the management of the timber pest activity.

ELEMENT

PERFORMANCE CRITERIA

- | | | | |
|---|-----------------------------|-----|---|
| 1 | Access and assess work site | 1.1 | <i>Access work site in accordance with company requirements</i> |
| | | 1.2 | <i>Review work order for inspection in accordance with company requirements and clarify any issues with appropriate person(s)</i> |
| | | 1.3 | <i>Access and review previous inspection and treatment records to establish a history of the inspection area</i> |
| | | 1.4 | <i>Assess physical characteristics of the work site and work site environment in accordance with company requirements</i> |
| | | 1.5 | <i>Determine type of structure and construction methods in accordance with legislative and company requirements</i> |
| | | 1.6 | <i>Confirm location of industry recognised pest pressure areas to ensure the inspection targets likely timber pest activity in accordance with company requirements</i> |
| | | 1.7 | <i>Obtain client agreement to the inspection prior to commencement in accordance with company requirements</i> |
| 2 | Plan for inspection | 2.1 | <i>Identify hazards and control risks at the work site in accordance with manufacturers' specifications and environmental, legislative, occupational health and safety (OHS) and company requirements</i> |

PRMPM08B Inspect and report on timber pests

ELEMENT

PERFORMANCE CRITERIA

- 2.2 Select and use suitable *personal protective equipment (PPE)* in accordance with *manufacturers' specifications* and *OHS* and *company requirements*
- 2.3 Adopt a systematic and comprehensive recording method using knowledge of the *work site* and *work site environment* in accordance with *work order*, *manufacturers' specifications* and *environmental, legislative, OHS* and *company requirements*
- 3 Inspect for timber pests
 - 3.1 Select and use suitable *PPE* in accordance with *manufacturers' specifications* and *legislative, OHS* and *company requirements*
 - 3.2 Conduct inspection using pre-determined method(s) and safe operating practices in accordance with *work order*, *manufacturers' specifications* and *environmental, legislative, OHS* and *company requirements*
 - 3.3 Collect *evidence* of past or present *timber pest* activity in accordance with *OHS* and *company requirements*
- 4 Analyse inspection data
 - 4.1 Conduct tests on *evidence* where type of *timber pest* or identified *timber pest* activity is inconclusive in accordance with *work order*, *manufacturers' specifications* and *OHS* and *company requirements*
 - 4.2 Identify past or presently active type(s) of *timber pests* in accordance with *legislative* and *company requirements*
 - 4.3 Determine extent and location of *timber pest* infestation using inspection data and test results
 - 4.4 Identify source of *timber pests* and conditions conducive to infestation to enable an effective *timber pest management plan* to be developed in accordance with *company requirements*
 - 4.5 Estimate past, present and potential impact of confirmed *timber pest* activity in accordance with *legislative* and *company requirements*

PRMPM08B Inspect and report on timber pests

ELEMENT

5 Prepare inspection report

PERFORMANCE CRITERIA

- 5.1 Prepare report including method of inspection, the analysis of *evidence*, relevant exclusions and limitations to the inspection and data analysis in accordance with industry standards, *legislative* and *company requirements*
- 5.2 Present report in accordance with *work order* and *client*, *legislative* and *company requirements*
- 5.3 Distribute report to relevant parties in accordance with *work order* and *client* and *company requirements*
- 5.4 Include copy of inspection report with *client records* in accordance with *company requirements*

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed alphabetically and may be present for this particular unit.

Appropriate person(s) may include:

- clients
- colleagues
- managers
- person(s) in control of work site(s)
- supervisors.

Clients may include:

- body corporate
- building supervisor
- company/organisation
- environmental health officer
- executive housekeeper
- maintenance manager
- owner
- person in control of work processes
- property agent/manager
- tenant.

PRMPM08B Inspect and report on timber pests

Client records may be a computer or manual file and include:

- contact details
- customer files and databases
- details of previous assessments
- details of previous quotations
- details of previous service provision
- logbooks
- pest management plan
- reports
- specific details about the work site, nature of the pest problem, etc
- use of contractors.

Company requirements may include:

- access and equity policy, principles and practice
- business and performance plans
- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- defined resource parameters
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- employer and employee rights and responsibilities
- establishing operator identity with client
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- training (induction and refresher) materials
- work site access security clearance procedures.

*Extracted as a service to the Pest Management Industry, from
PRM04 Asset Maintenance Training Package developed by ANTA.*

PRMPM08B Inspect and report on timber pests

Environmental requirements may include:

- clean-up, containment and/or isolation
- company policies and guidelines
- emergency chemical spill control measures
- environmental protection agency and government departments (e.g. agriculture, emergency services and national parks and wildlife) regulations and guidelines
- hazardous materials handling
- local government regulations/bylaws.

Evidence may include:

- chambers
- droppings
- evidence of feeding
- holes
- nests and nest materials
- soils and soil samples
- specimens
- timber, timber shavings and sawdust
- tracks.

Hazards may include:

- allergic reactions to chemicals, pests and/or equipment, including latex allergies
- biological and animal waste
- bites and stings
- blood and blood-stained products
- confined/restricted spaces
- contaminated clothing, materials and/or equipment
- damaged or inappropriate equipment
- dust and fibres
- electrical hazards arising from cables, electrical fittings (switches and lights) and untested electrical equipment
- environmental impact
- extremes of heat and temperature
- fatigue
- fire
- gas
- heights
- inadequate lighting and ventilation
- infectious and zoonotic diseases e.g. scabies/Q fever
- leaks, spill, splash and spray

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PRM04 Asset Maintenance Training Package developed by ANTA.*

PRMPM08B Inspect and report on timber pests

- manual handling techniques including awkward and repetitive postures
- mobile/vehicle hazards around plant and vehicles
- moving and/or unguarded parts
- noise
- occupational violence and bullying
- poor personal hygiene practices
- underfoot conditions e.g. slippery, uneven and rough surfaces
- work in isolated/remote environments.

Inspection and treatment records may include:

- building approvals
- invoices
- previous inspection reports
- previous written reports
- treatment notices and certificates on buildings
- warranties.

Inspection areas may include:

- external surfaces
- floor areas
- furniture and fittings
- internal surfaces
- other timber areas such as wall cavities, trims and mouldings
- poorly ventilated areas
- roof voids.

Legislative requirements may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- industry advisory standards and codes
- relevant Commonwealth/state/territory legislation and local government regulations which affect company operation:
 - anti-discrimination and diversity
 - building codes
 - chemical controls
 - chemical registers/manifests
 - consumer protection legislation
 - dangerous goods Acts and regulations
 - dangerous goods code
 - declared pest (plant and animal) reporting

PRMPM08B Inspect and report on timber pests

- environmental protection issues
- equal employment opportunity
- freedom of information
- industrial relations
- motor and commercial vehicle(s) transportation
- motor licence and endorsement regulations
- OHS Acts and regulations
- privacy
- public health
- trade practices
- workplace consultative arrangements.

Manufacturers' specifications may include:

- emergency response resources
- equipment operational manuals
- government publications
- instructional guides
- material safety data sheets (MSDS)
- other resources supplied by the manufacturer (such as laminated cards, notices and wall posters) in work sites or vehicles
- product labels
- safety instructions pre-printed on equipment.

Occupational health and safety* (OHS) requirements may relate to:

- allergic reactions (contact dermatitis, etc)
- animal management/control procedures
- communication devices for remote and isolated locations e.g. mobile phone, two-way radio, etc
- dermatotoxicological control and prevention measures
- emergency procedures for eye and skin contact, inhalation and ingestion of toxic substances
- hazard identification and risk assessment mechanisms
- health surveillance and monitoring (e.g. regular blood testing)
- hierarchy of hazard control procedures
- industry advisory standards
- information provided by national registration authority for chemical approval and state government authorities e.g. agriculture, environment protection, health and primary industry
- injury and dangerous occurrence reporting
- national and industry codes of practice

PRMPM08B Inspect and report on timber pests

- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- routes of entry and potential symptoms of exposure from chemicals
- safe work practices for equipment, PPE and chemical storage including interpretation of MSDS and hazardous substance information e.g. long latency periods
- safety training, induction and refresher training
- selection and use of PPE and clothing appropriate to the hazard
- up-to-date electrical test and tag compliance.

* Also known as workplace health and safety

Personal protective equipment (PPE) may include:

- air-line and self-contained respirators
- breathing respirator – full-face and half-face
- chemical impervious gloves
- chemical resistant aprons
- communication equipment
- contaminated clothing bag
- cradles
- drinking fluids
- dust masks
- eye protection e.g. safety glasses, goggles
- eyewashes and showers
- face shield (splash-proof)
- First Aid kit appropriate to the task and location
- hair nets
- hard hats
- high-visibility vests/clothing
- long pants
- noise protection
- non-slip safety shoes/boots
- overalls, coveralls or other chemical protective clothing
- prodding/probing sticks and rods
- safety harness
- sharps containers
- soap and towel
- sunscreen
- tongs

PRMPM08B Inspect and report on timber pests

- torch
- washable sun hats
- wet-work protective clothing.

Recognised pest pressure areas may be defined by:

- government authorities
- industry and industry advisory groups
- other commercial/business interests
- research groups.

Timber pest management plan may include:

- advice of health, safety, environmental and other legislative matters
- advice on pest prevention strategies
- chemical application methods
- details of timber pest and timber pest activity
- follow up pest management advice, monitoring and call-back schedule
- pest management method options
- types and quantities of chemicals to be used.

Timber pests may include:

- borers
- carpenter ants
- termites
- wood decay fungi.

Work order information may include:

- access to work site including timing of access and access and egress points
- budget allocations
- completion times/dates
- job requirements and tasks
- legislative and local government requirements
- OHS requirements and emergency response procedures
- resource requirements – equipment and materials
- specific client requirements e.g. noise control, sensitivity of occupants to pests and/or management, relationships with other customer activities, dress and presentation requirements
- use of signage and barriers
- work schedules
- work site contact person(s)
- working in isolated and remote locations.

PRMPM08B Inspect and report on timber pests

Work site environment may include:

- age of timber structure
- associated building or land uses
- dark and humid areas
- drainage
- geographic location
- known pressure pest areas
- level of moisture
- previous treatments
- soil type
- timber type
- ventilation.

Work site requirements may include:

- access and egress points
- lighting
- noise control
- presentation
- relationships with other customer activities
- security
- sensitivity of occupants to pests
- ventilation.

Work sites may include:

- building surroundings
- buildings
- domestic, commercial or industrial premises.

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to inspect and report on timber pests. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

Critical aspects of competency

- Accurate identification of the client's timber pest problem.
- Accurate identification of the hazards and risks associated with timber pest management.
- Accurate identification of the type of timber pest and timber pest activity.
- Compliance with company and legislative/regulatory requirements.
- Knowledge of hierarchy of hazard control.

PRMPM08B Inspect and report on timber pests

- Outcomes achieved in relation to work order.
- Safe and appropriate timber pest management methods.
- Selection of appropriate equipment and materials.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Types of timber pests relevant to the area and their life cycles, habits and harbourages.
- Timber pest ecology as related to timber pest management operations.
- Types of timber and relationships to timber pests.
- Building structures and construction methods.
- Soil types.
- Climatic and geographic impact on timber pest activities.
- Inspection methods and procedures.
- Legal implications.
- Pesticidal and physical controls associated with managing timber pests in a range of environments and conditions.
- Product knowledge including manufacturers' specifications for equipment and products being used.
- OHS legislation and procedures.
- Applicable regulations, codes of practice and industry advisory standards.
- Routes of entry and potential symptoms of exposure from chemicals.
- Knowledge of injury, dangerous occurrence and incident reporting.
- Emergency response procedures.
- Licensing requirements for timber pest management.
- Work order specifications.
- Company management structure and reporting procedures.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- observation
- hazard identification and risk control
- applying correct manual handling techniques
- reading, interpreting and comprehending directions and safety instructions in equipment manuals and MSDS
- performing the mathematical calculations required for measuring areas and volumes, the mixing of chemicals and handling of materials as specified on product labels

PRMPM08B Inspect and report on timber pests

- working safely at heights and in confined spaces
- communicating clearly and concisely using written and verbal modes
- requesting advice or further information
- seeking and receiving feedback
- working on an individual basis and within a team
- planning and organising work
- sourcing, organising and recording information
- customer service.

Other units of competency that could be assessed with this unit

Competence in this unit may be assessed in conjunction with:

- PRMPM02B Assess pest management options
- PRMPM06B Apply pesticide to manage pests
- PRMPM10B Control timber pests
- PRMPM43A Prepare and present a pest management submission including quotation.

Resources required to assess this unit

The following resources should be available:

- access to a suitable work site or venue
- access to suitable equipment and materials
- access to personal protective equipment
- access to plain English version of relevant statutes and procedures
- work order instructions, work plans and schedules, and policy documents
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit the competency should be demonstrated in the field by reviewing the outcome of at least one complete inspection under normal industry operating conditions, or if this is not practicable, in a simulated work environment.

The assessment needs to establish competency in chemical and non-chemical management methods.

The competency should be demonstrated over a period of time and observed by the assessor.

The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Supplementary evidence may be obtained from relevant written correspondence with existing and potential clients. This information must be relevant by showing evidence of the candidate's work performance.

PRMPM08B Inspect and report on timber pests

Other forms of gaining evidence such as through oral questioning and hypothetical situations (scenarios) may be used to supplement (but not substitute for) the practical demonstration of competence.

Key competency levels

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	2	Communicate with management and client to ensure all information gathered is appropriate to work order outcomes.
How can information be collected, analysed and organised ?	2	Collect previous data and inspect, analyse and report in accordance with all legislation and company requirements.
How are activities planned and organised ?	2	Plan and organise activities in accordance with company requirements, all relevant legislation and work order.
How can teamwork be applied?	2	Communicate work order to team members in accordance with OHS, legislative and regulatory requirements and company policy.
How can the use of mathematical ideas and techniques be applied?	2	Calculate area, equipment and material requirements to meet work order requirements.
How can problem-solving skills be applied?	2	Assess and analyse in conjunction with management and client possible problems which may arise.
How can the use of technology be applied?	2	Record data, such as incident/hazard reports or other data to meet regulatory requirements.