



LITERACY ON THE JOB:

Concrete Industry Worker

Overview of tasks for people who work with concrete and concrete products

- Read production schedules and job sheets
- Listen to instructions from supervisor
- Make concrete products to the design specifications
- Pour, cut or work with concrete until it meets the required specifications
- Discuss progress with supervisor
- Work safely and ensure the work environment is safe



Reading

Every day, people who work in the concrete industry read:

- safety signs
- production schedules or job sheets
- product labels
- short notes e.g. reminder on whiteboard
- electronic displays on machinery and equipment.

On a fairly regular basis, people who work in the concrete industry read:

- ready-mix delivery dockets
- technical drawings
- sketches or diagrams of product to be made or job to be completed.

Occasionally, people who work in the concrete industry read:

- health and safety information
- Material Safety Data Sheets (MSDS)
- standard operating procedures
- spill kit instructions and environment protection instructions
- company induction materials, company code of conduct and company rules
- training materials from work related courses.

Some people who work in the concrete industry may need to read:

- site markings – levels, gridlines, measurements
- schedule of quantities
- building standards documents
- site plans and building plans (2D and 3D)
- road maps.

Writing

Every day, people who work in the concrete industry:

- record times (especially for concrete curing)
- write product codes on labels, forms or directly on product.

On a fairly regular basis, people who work in the concrete industry:

- sign off delivery dockets
- write notes on job progress e.g. when the job is not completed
- write their time sheet.

Occasionally, people who work in the concrete industry write:

- leave forms
- incident or accident and near miss forms
- notes to remember training points
- answers to assessment questions in a training course.

Some people who work in the concrete industry may need to write job sheets detailing the work to be completed.

Speaking and listening

Every day, people who work in the concrete industry:

- listen to instructions from the supervisor
- communicate with co-workers during day-to-day work situations.

On a fairly regular basis, people who work in the concrete industry:

- report to supervisor on work or job progress
- ask questions to ensure understanding of what another person has said
- communicate in a noisy environment or from a distance using hand signals and gestures
- report any potential hazards in the work environment to the supervisor
- listen during team meetings or briefings
- ask for assistance when needed.

Occasionally, people who work in the concrete industry:

- discuss safety or quality issues in a team meeting
- listen to verbal explanations and training.

Some people who work in the concrete industry may need to:

- communicate with customers face-to-face and on the phone
- discuss job scheduling with office staff
- use radio telephone to communicate with office or other staff.

Numeracy

Every day, people who work in the concrete industry:

- identify products and components by alpha-numeric codes e.g. masonry products, screened gravel, admixtures
- work with measurements e.g. length, volume, weight, and time.

On a fairly regular basis, people who work in the concrete industry:

- record time sheets
- calculate when concrete "product" can be used or moved.

Numeracy demands vary on the type of work and sector. Many concrete workers have to measure length, width, and diameter very accurately. Some concrete workers have to measure how much stress steel reinforcing was under. Some had to weigh admixtures, and some monitored machinery as it did weighing for them.

Critical thinking

Every day, people who work in the concrete industry:

- judge if they have the skills, knowledge and experience to do the job, and ask for assistance if necessary
- understand that time is critical when working with concrete
- have to be aware of company quality, health and safety, and environmental protection standards
- complete work in ways that meet those standards.

On a fairly regular basis, people who work in the concrete industry:

- monitor how machinery is performing and make adjustments if needed
- rearrange jobs to fit with changing work schedules e.g. because of weather, to enable all work to be completed within a day or week.

Occasionally, people who work in the concrete industry:

- deal with contingencies e.g. issues with concrete setting and curing, health and safety incidents and injury
- assess when machinery needs maintenance and take action
- identify possible health and safety consequences of work activities
- plan and take actions to avoid health and safety incidents.

Some people who work in the concrete industry may need to:

- use concrete left over from large jobs (e.g. tank manufacture) to make smaller products e.g. retaining wall blocks
- co-operate with other teams about the use of equipment and the ordering of concrete
- identify ways to reduce diesel consumption e.g. by reducing the run time of vehicles.

BCITO National Office: Level 5, 234 Wakefield Street, Wellington. PO Box 2615, Wellington, New Zealand.
Phone: 04 381 6430 Fax: 04 381 6431 www.BCITO.org.nz

Workbase: the New Zealand Centre for Workforce Literacy Development 2 Vermont St, Ponsonby, Auckland,
PO Box 56571, Dominion Road, Auckland, New Zealand. Phone: 09 361 3800 Fax: 09 376 3700 www.workbase.org.nz