



Australian Government

Department of Education, Employment and Workplace Relations

AUM2001B Monitor and maintain a safe workplace and environment

Revision Number: 1

AUM2001B Monitor and maintain a safe workplace and environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the required skills and knowledge for the maintenance of a safe and secure workplace and external environment within the Automotive Manufacturing industry.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and follow OHS and environmental regulations and/or policies and procedures	<p>1.1. OHS and environmental regulations, organisation policies and procedures, signs and codes as they apply to the job context are identified and correctly interpreted</p> <p>1.2. The roles and responsibilities of key personnel within the area connected with health, safety, security and the environment are identified</p> <p>1.3. Employer and employee legislative rights and responsibilities in relation to health, safety, security and the environment are identified</p> <p>1.4. Housekeeping is undertaken in accordance with organisation procedures and OH&S guidelines</p>
2. Use appropriate personal protective equipment	<p>2.1. Personal protective equipment appropriate for the area of operation is identified</p> <p>2.2. Personal protective equipment is maintained and stored in accordance with organisation policy and manufacturers' specifications</p> <p>2.3. Personal protective equipment is used when and where required in accordance with authorised procedures and manufacturers' specifications</p>
3. Apply approved manual handling techniques	<p>3.1. Manual handling techniques and equipment appropriate for the area of work are identified</p> <p>3.2. Manual handling techniques and equipment are selected and used in the workplace in accordance with organisation procedures and legislative guidelines</p>
4. Respond to hazards and potential hazards in the workplace	<p>4.1. Situations which are hazardous and/or potentially hazardous to the health and safety of team members and to the environment are identified</p> <p>4.2. Hazards are treated locally or responded to in accordance with the threat level and the organisation policy and procedures</p> <p>4.3. Non-conformances in the use, storage and labelling of hazardous materials are identified and reported to the appropriate personnel in accordance with organisation procedure</p>
5. Complete incident/accident reports as/when required	<p>5.1. Organisation's incident/accident reporting procedures are identified</p> <p>5.2. Incident/accident reports are completed as/when required in accordance with organisation procedures</p>

ELEMENT	PERFORMANCE CRITERIA
	and submitted to the appropriate authority
6. Follow emergency procedures	<p>6.1. Emergency, accident or hazardous situations are reported to the appropriate personnel, using authorised methods of contact</p> <p>6.2. Evacuation and emergency response procedures are identified and followed</p> <p>6.3. <i>Emergency equipment</i> is accessed and used in accordance with organisation procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to communicate with all personnel on safe work practices
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to maintain appropriate safety standards and hazard control
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and enterprise policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- common automotive manufacturing workplace hazards
- common automotive manufacturing environmental hazards
- types, characteristics, uses and limitations of personal protective equipment
- safe lifting theory
- risk treatment options
- enterprise emergency procedures
- correct handling and storage of equipment and tools to comply with OH&S and environmental requirements
- environmental protection requirements
- characteristics of materials, products and defects
- procedures for recording, reporting and maintenance of workplace records and information
- established communication channels and protocols.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- compliance with relevant OH&S, environmental legislation, regulations, standards, codes of practice and enterprise policies and procedures
- maintaining a working knowledge of current work systems and practices
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - identifying and following OH&S and environmental policies and procedures
 - correctly selecting and using personal protective equipment
 - applying approved manual handling techniques
 - responding effectively to hazards and potential hazards in the workplace
 - completing incident/accident reports correctly
 - following enterprise emergency procedures
- modify activities to cater for variations in workplace context and environment.

Context of and specific resources for assessment

Assessment must ensure:

- underpinning skill, knowledge and attitudes for each unit of competency in each work area, and for specific job roles within work areas, will differ between enterprises, and will alter from time to time depending on factors such as changes in equipment, technology and culture
- before skill, knowledge and attitudes development and assessment of the trainee begins, key operators in the area, in conjunction with trainers, union representatives and other stakeholders, must list the underpinning knowledge, skill and attitudes required to perform the unit competently (to standard). This will be used as a guide for training

EVIDENCE GUIDE	
	<p>and assessment</p> <ul style="list-style-type: none"> • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints • assessment is to comply with relevant regulatory or Australian Standards requirements • assessment of the underpinning knowledge should be combined with assessment of the skill • assessment of the underpinning knowledge may take place on- or off-the-job • assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge • assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application • assessment may be applied under project related conditions (real or simulated) and require evidence of process • assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<i>OHS and environmental regulations</i> may include:	<ul style="list-style-type: none"> Commonwealth, State or Territory legislation and regulations organisation safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, first aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying.
<i>Organisational policies and procedures</i> may include:	<ul style="list-style-type: none"> enterprise policies and procedures including enterprise OH&S and environmental policy and procedures ISO standards (Quality Management and Environmental) Vehicle Industry OH&S Award standard operating procedures suppliers' operating instruction manuals.
<i>Job context</i> may include:	<ul style="list-style-type: none"> Work areas including: body construction, aluminium die casting, iron foundry operations, engine machining, spray painting, automotive plastics, stamping & press operations, fabrication hardware, trim manufacture, vehicle assembly, warehousing, engine assembly, seat frame manufacture <p>Processes including:</p> <ul style="list-style-type: none"> welding sub-assemblies, fitting hang-on components, fittings dies to die boxes, pouring aluminium, machining parts, application of paint, cutting blanks, assembly of components to form sub-assemblies, fitting parts to bodies, assembly of parts, parts picking and replenishment.
<i>Key personnel</i> may include:	<ul style="list-style-type: none"> clients and managers supervisors

RANGE STATEMENT	
	<ul style="list-style-type: none"> • suppliers • team leaders • team members.
<i>Legislative rights and responsibilities</i> may include:	<ul style="list-style-type: none"> • applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OH&S, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage.
<i>Housekeeping</i> may include:	<ul style="list-style-type: none"> • cleanliness of work areas • correct local storage of materials • avoidance or removal of spillages • removal of dust • local servicing of work implements • maintenance of signage.
<i>Personal protective equipment</i> may include:	<ul style="list-style-type: none"> • gloves • safety boots • glasses • ear plugs • helmets • protective clothing.
<i>Hazards</i> may include:	<ul style="list-style-type: none"> • poor lighting • spillages • power sources and distribution leads • damaged tool and equipment • obstructions • heat • radiation • fumes • chemicals • noise • vibration • fire or combustible materials • vehicle/plant movement • craneage • excess water and hazardous materials.
<i>Hazards are treated</i> may include:	<ul style="list-style-type: none"> • area

RANGE STATEMENT	
	<ul style="list-style-type: none">• area isolation• guarding• cleaning of spillages• removal of hazardous materials• replacement of faulty equipment/materials• removal of obstructions• the additional use of personal protective equipment or other appropriate measures.
<i>Emergency equipment</i> may include:	<ul style="list-style-type: none">• fire fighting resources• first-aid equipment• spillage containment• emergency rescue equipment.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units	Nil
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