Australian Government

Department of Education, Employment and Workplace Relations

AUMASM3001 Maintain a safe automotive manufacturing work environment

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AUMASM3001 Maintain a safe automotive manufacturing work environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to maintain a safe automotive manufacturing work environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a specialist level. These skills and knowledge are to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for maintaining a safe automotive work environment	1.1. Applicable *legislative*, *OHS*, and *organisational requirements* relevant to maintaining a safe automotive manufacturing work environment are verified and complied with throughout the work activity 1.2. *Instructions* and plans are read and interpreted to identify processes and materials to complete work tasks 1.3. Principal safety concerns in the work area are identified 1.4. Principal business processes and procedures in the work area, particularly those relating to maintaining a safe environment, are identified
2. Maintain the necessary conditions for a safe work environment	2.1. Information on maintaining a safe work environment is provided to the work team 2.2. Operational procedures are monitored 2.3. Continuous improvement initiatives are supported
3. Monitor and improve safety within the area of responsibility	3.1. Environmental improvement plans are integrated with other operational activities 3.2. Accident/incident records and statistics are maintained and analysed in accordance with organisational policy and procedures 3.3. Best practice initiatives improving the environmental performance by reducing environmental risk and waste are identified, implemented and monitored 3.4. Potential safety hazards are identified and reported in accordance with organisational procedures 3.5. Recommendations for improvement are made in accordance with organisational procedures

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly
- apply teamwork to a range of situations
- solve problems particularly in teams paying attention to performance indicators to reflect changed circumstances
- 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
- 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 legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- quality systems and performance measures
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of workplace records and information.

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 legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for maintaining a safe work environment
	• 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:
	    • use of signage and labelling in the workplace
	    • feedback is provided to the work group on the effectiveness of the activity
	    • achieving work quality goals
	    • completing work area housekeeping requirements
	• modify activities to cater for variations in organisation context and environment.

Context of and specific resources for assessment	• 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 • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation 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

EVIDENCE GUIDE	
	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.	
Legislative requirements are to be in accordance with:	Applicable legislation, regulations and codes of practice, including those related to: • anti-discrimination • award and enterprise agreements • confidentiality and privacy • duty of care • employee relations • environment protection • equal opportunity • industrial relations • relevant industry codes of practice.
OHS requirements may include:	Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.
Organisational requirements may include:	• access and equity principles and practices • environmental management (waste disposal, recycling and re-use guidelines) • emergency and evacuation procedures • equipment use procedures • ethical standards • legal obligations • maintenance and storage procedures • OHS requirements • organisational and site guidelines • policies and procedures relating to own role and responsibility • procedural manuals • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.

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RANGE STATEMENT	
Instructions may include:	• workplace procedures relating to the use and operation of tools and equipment • production planning figures • workplace instructions, including job sheets, plans, specifications, drawings and designs • workplace procedures relating to reporting and communications • manufacturers' instructions for the use of equipment and materials.

Unit Sector(s)

Unit sector	Health and Safety - Manufacture

Competency field

Competency field	Manufacturing - Common

Co-requisite units

Not applicable.