



Australian Government

BCGCM1001B Follow OHS policies and procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit specifies the competency required to work safely on a General Construction site adhering to OH&S policies and procedures.

This unit includes emergency procedures and basic risk assessment.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Follow safe work practices	<ul style="list-style-type: none">1.1 Tasks are performed in a safe manner and in accordance with legislative requirements, enterprise policies and procedures1.2 Organisation of duties, tools, equipment and materials are performed in accordance with enterprise procedures1.3 Personal protective equipment and clothing is worn, used and stored according to enterprise procedures1.4 Plant and equipment guards are used in accordance with manufacturers specifications and regulations, where applicable1.5 Safety signs and symbols are identified and followed
2 Assess risks	<ul style="list-style-type: none">2.1 Hazards in the work area are identified, assessed and reported to designated personnel2.2 OH&S issues and risks in the work area are identified, assessed and reported to designated personnel2.3 Safe workplace procedures and safe work instructions are followed for controlling risks2.4 OH&S, hazard, accident or incident reports are contributed to according to workplace procedures and State/Territory legislation
3 Follow emergency procedures	<ul style="list-style-type: none">3.1 Appropriate personnel are identified in the event of an emergency3.2 Safe workplace procedures for dealing with accidents, fires and emergencies are followed within scope of responsibilities3.3 Emergency and evacuation procedures are practiced and carried out when required

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Performance Criteria, the Range Statement, and the Assessment Guidelines of the Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

Location, interpretation and application of relevant information, standards and specifications

Compliance with site safety plan, OH&S regulations and State/Territory legislation applicable to workplace operations

Compliance with organisational policies and procedures including quality requirements

Communication and working effectively and safely with others

Selection and use of fire fighting equipment to extinguish a simulated mechanical fire

Evacuation of a site through simulated response to an emergency complying with workplace procedures

Relationship to other units

Competency in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

Specific knowledge required to achieve the performance criteria

A knowledge of:

Site and equipment safety requirements

Personal protective equipment and clothing

Signage

Basic fire fighting equipment

Fires

Basic first aid procedures

Accidents and injuries

Company procedures

Regulations

OH&S policies and procedures

Induction procedures

Emergency response and evacuation procedures

Materials Safety Data Sheets and materials handling methods

Project quality requirements

Communication devices

General construction terminology

JSA's/Safe work method statements

Specific key competencies, underpinning and employability skills required to achieve the performance criteria

These include a number of processes that are learned throughout work and life, which are required in most jobs. Some of these are covered by the national key competencies, although others may be added. The details below highlight how these competencies are to be applied in the attainment of this unit.

Application of the key competencies in this unit are to satisfy the nominated level in which:

Level 1 - relates to working effectively within set conditions and processes;

Level 2 - relates to the management or facilitation of conditions or processes; and

Level 3 - relates to the design, development and evaluation of conditions or process.

How will the candidate apply the following key competency in this unit? **The candidate will need to:**

Collect, analyse and organise information

Collect, organise, interpret and understand the information required for the preparation and application of OH&S policies and procedures, including work instructions, quality assurance procedures, manufacturers' instructions, material safety data sheets and equipment instructions **Level 1**

Communicate ideas and information

Communicate ideas and information in simple English to enable confirmation of work requirements, passage of information and requests to other workers during operations and the reporting and recording of work outcomes **Level 1**

Plan and organise activities

Plan and organise activities associated with the preparation and application of OH&S policies and procedures, including the scheduling and use of equipment, materials and tools to avoid backtracking and rework **Level 1**

Work with others and in a team

Work with others and in a team by recognising dependencies and using co-operative approaches to optimise satisfaction and productivity **Level 1**

Solve problems

Establish safe and effective work processes which anticipate likely problems and blockages and systematically work around these to avoid or minimise reworking and avoid wastage

Level 1

Use mathematical ideas and techniques

Use mathematical ideas and techniques to correctly calculate time to complete tasks, calculate material requirements and establish quality checks **Level 1**

Use technology

Use workplace technology related to determining requirements, the planning and application of OH&S policies and procedures, including the use of calculators, computers, mechanical equipment and the reporting/recording of results **Level 1**

The context of assessment

The application of competency is to be assessed in the workplace or realistically simulated workplace

Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints

Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context

Assessment is to comply with relevant regulatory or Australian Standards requirements

Methods of assessment

Assessment must satisfy the endorsed assessment guidelines of the Building and Construction industry's General Construction Training Package

Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge

Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies

Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge

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

Assessment may be in conjunction with assessment of other units of competency, including those listed above

Specific resource requirements for this unit

The following resources should be made available:

- workplace location or simulated workplace
- materials relevant to following OH&S policies and procedures
- equipment appropriate to following OH&S policies and procedures
- specifications and work instructions

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A knowledge of:

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- Personal protective equipment and clothing
- Signage
- Basic fire fighting equipment
- Fires
- Basic first aid procedures
- Accidents and injuries
- Company procedures
- Regulations
- OH&S policies and procedures
- Induction procedures
- Emergency response and evacuation procedures
- Materials Safety Data Sheets and materials handling methods
- Project quality requirements
- Communication devices
- General construction terminology
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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competency allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables relate to this particular unit:

Unit scope

Safe working practices are to include day to day observation of OH&S policies and procedures, risk assessment, emergency procedures and use of basic fire fighting equipment

Legislative requirements include Federal, State and Territory legislations applicable to Workplace/Occupational Health and Safety

Personal protective equipment is to include overalls, steel capped boots, high visibility vest, jacket, gloves, safety glasses/goggles, hard hat, cap, dust mask/respirator, ear muffs/plugs

Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are designated safety officers, determined by the enterprise, who have undertaken specific safety response training, supervisors, managers or other senior personnel

Signs are to include but not be limited to hazard identification, facility or location signs, site safety, directional, traffic and warning signs and symbols

Hazards may include but not be limited to chemical spills, gases, liquids under pressure, moving machinery and equipment, hazardous materials, work at heights, work in confined spaces, high temperatures, noise, dust, vapours, fires, protrusions, sharp equipment, overhanging beams and traffic

Emergency procedures are to include emergency response and evacuation procedures

Types of fire may include but not be limited to electrical, chemical, gas, mechanical, paper, wood or natural fire

Fire equipment may include fire truck, fire reel, fire hydrant and hoses, fire extinguishers and manual fire fighting instruments

Safety (OH&S)

OH&S requirements are to be in accordance with State or Territory legislation and regulations, organisational safety policies and procedures, and project safety plan. This may include protective clothing and equipment, use of tools and equipment, workplace environment and safety, handling of materials, use of fire fighting equipment, organisational first aid, hazard control and hazardous materials and substances

Personal protective equipment is to include that prescribed under legislation, regulation and workplace policies and practices

Emergency procedures related to this unit are to include but may not be limited to extinguishing fires, organisational first aid requirements and evacuation

Environmental requirements

Environmental requirements are to include but are not limited to waste management, noise, dust, vibration and clean-up management.

Quality requirements

Quality requirements are to include but not be limited to relevant regulations including Australian Standards, internal company quality policy and standards, workplace operations and procedures and manufacturers specifications where specified.

Statutory/regulatory authorities

Statutory/regulatory authorities may include Federal, State and Local Authorities administering the applicable acts, regulations and codes of practice

Equipment

Tools and equipment are to include but not be limited to a first aid kit, fire fighting equipment and personal protective equipment and may include ladders and work platforms.

Materials

Materials are to include but not be limited to first aid materials.

Communications

Communications are to include but not limited to verbal instructions and fault reporting and may include two way radio, hand signals, mobile phone, phone, facsimile, computer, site specific instructions, written instructions or instructions related to job/task

On site meeting processes may include notification/ scheduling (time, place, purpose), task discussions and local co-ordination of procedural and operational issues

Information

Information sources may include but not be limited to verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches

- Safe work procedures or equivalent

- Regulatory/legislative requirements

- Manufacturers' specifications and instructions

- Organisation work specifications and requirements

- Instructions issued by authorised organisational or external personnel

- Relevant Australian Standards

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Relevant Australian Standards

Unit Sector(s)

Not applicable.