



Australian Government

Department of Education, Employment and Workplace Relations

ICAU3004B Apply occupational health and safety procedures

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit defines the competency required to support the organisation's occupational health and safety (OH&S) principles and practices.</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	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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. Determine OH&S issues relating to immediate work environment	1.1. Identify person responsible for <i>OH&S standards</i> in the subject workplace 1.2. Identify <i>OH&S standards</i> that apply to the workplace 1.3. Review and assess workplace according to <i>OH&S standards</i> and record findings 1.4. Report issues or problems with the workplace to the <i>appropriate person</i>
2. Document and disseminate OH&S requirements	2.1. Determine and document the <i>OH&S standards</i> impact upon the subject workplace 2.2. Submit <i>documentation</i> to <i>appropriate person</i> for verification 2.3. Update or reissue OH&S documents relating to IT as required
3. Provide basic ergonomic advice	3.1. Assess basic <i>ergonomic</i> requirements of people in the workplace 3.2. Document the <i>ergonomic</i> advice for <i>client</i> based on vendor requirements, workplace policies and <i>OH&S standards</i> 3.3. Submit advice to the <i>appropriate person</i> for verification

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Reading and writing at a level where basic workplace documents are understood and presented
- Questioning and active listening employed to confirm information
- Plain English literacy and communication skills in relation to dealing with clients and team members
- Problem solving skills for a defined range of predictable problems

Required knowledge

- General OH&S principles, responsibilities and legislation

REQUIRED SKILLS AND KNOWLEDGE

- General ergonomic principles to avoid back, wrist and eye strain
- Procedures and exercises for avoiding strain and injury
- Current business practices in relation to preparing reports
- Broad knowledge of OH&S requirements in relation to work safety, environmental factors and ergonomic considerations

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • Assessment must ensure that a person has the ability to comply with OH&S requirements relating to the use of computing equipment through the practical demonstration of the identification of unsafe practices. All findings should be reported to a supervisor. A basic understanding of the principles and practices around computer-related ergonomics should be demonstrated. <p>To demonstrate competency in this unit the person will require access to:</p> <ul style="list-style-type: none"> • Simulated workplace environment • Workplace OH&S policies
Context of and specific resources for assessment	<p>In many workplaces the objectives of OH&S are to increase productivity, safety, and comfort through the use of design, awareness and training. Ergonomic solutions relating to products and people/product interaction can reduce the potential for harm to a user when performing certain computer related tasks.</p> <p>An individual completing this competency would be able to demonstrate knowledge of OH&S requirements and the application of basic ergonomic principles to computing.</p> <p>The breadth, depth and complexity of knowledge and skills in this competency would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.</p>

EVIDENCE GUIDE	
	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints would be characteristic. • Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.
Method of assessment	<p>The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.</p> <ul style="list-style-type: none"> • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for	Holistic assessment with other units relevant to the

EVIDENCE GUIDE

assessment	<p>industry sector, workplace and job role is recommended.</p> <p>An individual demonstrating this competency would be able to:</p> <ul style="list-style-type: none"> • Demonstrate some relevant theoretical knowledge • Apply a range of well-developed skills • Apply known solutions to a variety of predictable problems • Perform processes that require a range of well-developed skills where some discretion and judgement is required • Interpret available information, using discretion and judgement • Take responsibility for own outputs in work and learning • Take limited responsibility for the output of others • Maintain knowledge of industry products and services
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Range Statement

RANGE STATEMENT	
<p>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, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
<i>Appropriate person</i> may include:	<ul style="list-style-type: none"> • supervisor • teacher • authorised business representative • client
<i>OH&S standards</i> may include:	<ul style="list-style-type: none"> • correct posture • lighting • type of desk • type of monitor • style of chair • typing position

RANGE STATEMENT	
	<ul style="list-style-type: none"> • repetitive strain injury prevention • ventilation • light position • correct lifting method • length of time in front of computer • May also include licensing-related and physical safety considerations such as general electrical safety and cabling, power supply and leads as they apply to computer and peripheral installations
<i>Documentation</i> may follow:	<ul style="list-style-type: none"> • ISO/IEC/AS standards • audit trails • naming standards • version control • project management templates • report writing principles
<i>Client</i> may include but is not limited to:	<ul style="list-style-type: none"> • internal departments • external organisations • individual people • internal employees
<i>Ergonomic</i> may include:	<ul style="list-style-type: none"> • OH&S procedures • workstation: monitor, keyboard, mouse, desk, chair • foot rests, arm rests, document holders, exercises, posture, times for breaks, noise, lighting (glare, poor lighting)

Unit Sector(s)

Unit sector	Use

Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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