



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRR401A Conduct routine inspections of non-food premises

Release 2

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Modification History

LGAEHRR401A Release 2: Layout adjusted.

LGAEHRR401A Release 1: Primary release.

Unit Descriptor

This unit covers the routine inspection of non-food premises to assess compliance with relevant legislation.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan routine inspections of non-food premises	<p>1.1 <i>Compliance requirements</i> for <i>specified premises</i> are sourced from <i>relevant legislation, codes, standards and council policies</i>.</p> <p>1.2 Inspection schedules are established by ranking specified premises according to risk factors.</p> <p>1.3 <i>Resources</i> to support routine inspections of specific types of premises are prepared or checked for currency.</p>
2. Conduct inspections	<p>2.1 Written or verbal communication between relevant parties is undertaken in a clear, concise manner to ensure compliance with relevant legislation.</p> <p>2.2 Inspection of premises is undertaken to ensure compliance with relevant legislation, codes of practice and council policies and procedures.</p> <p>2.3 Premises identified as non-compliant are reported according to council procedures.</p>
3. Record and report on inspections	<p>3.1 Records are completed in accordance with council procedures.</p> <p>3.2 Reports are prepared and processed according to council requirements.</p> <p>3.3 Reports and required actions are clearly explained to proprietors of specified premises.</p>
4. Support compliance with legislation	<p>4.1 Council and other relevant publications on compliance are distributed to proprietors of specified premises.</p> <p>4.2 Queries are noted and referred to professional practitioners for follow-up and advice.</p> <p>4.3 Information is provided on relevant recognised external training courses in implementing procedures for compliance.</p>

Required Skills and Knowledge

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

Required Skills

- reading and interpreting a range of information, including legislation, codes, standards and policies relevant to the job role
- communicating and liaising with professional practitioners
- demonstrating clear, open communication and consultation with the community and stakeholders and managing stakeholder relationships using a range of communication techniques to assess their needs and expectations
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds
- inspection methods for specified premises
- problem solving and conflict management
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology
- promoting services to the public
- record keeping

Required Knowledge

- potential hazards in specified premises, including identification of probable cause
- compliance legislation for specified premises
- codes of practice and procedures
- hazard analysis and hazard control systems, including relevant environmental health requirements, such as:
 - premises and equipment maintenance
 - personal hygiene
 - signage
 - sterilisation procedures
 - pest control
- council policies and procedures
- effective communication, negotiation and conflict management methods
- written reports and administration

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- interpret compliance requirements for different types of non-food businesses and prepare relevant resources for assisting inspections
- conduct communication with proprietors and staff of specified premises cordially, conveying relevant information
- conduct and record inspections in accordance with council requirements
- report non-compliance to professional practitioners for follow-up
- promote approved compliance support information to staff and proprietors of non-food businesses

Context of assessment

On the job or in a simulated work environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Competency must be demonstrated in relevant elements across a range of variables relevant to council's size, location and strategic plan.

Resource implications

Access to a workplace or simulated case study that provides access to the following resources:

- relevant legislation and codes of practice
- council policies
- government guides for local government

- real or simulated premises
- relevant data
- real or simulated business personnel

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.

<p><i>Compliance requirements</i> may include:</p>	<ul style="list-style-type: none"> • temperature control measures • critical limits • monitoring systems • storage • operator hygiene • sterilisation equipment and procedures • sanitation • frequency of internal audits • documentation and recording systems • building structure • building layout and design • materials • finishes • appliances • equipment
<p><i>Specified premises</i> may include:</p>	<ul style="list-style-type: none"> • hairdressers • tattooists • acupuncturists • tanning salons • ear and body piercing salons • beauty parlours • swimming pools and spas • cooling towers • reticulated and warm water systems
<p><i>Relevant legislation, codes, standards and council policies</i> may include:</p>	<ul style="list-style-type: none"> • federal, state or territory and local government legislation • industry standards • competency standards • Australian Safety Association • World Health Organisation • International Organisation for Standardisation (ISO) standards • council policies, procedures and guidelines • council internal review mechanisms • strategic, business and management plans • local ordinances, laws and by-laws
<p><i>Resources</i> may include:</p>	<ul style="list-style-type: none"> • samples of compliance checks for similar businesses • checklists based on council policies and other relevant

- requirements
- guidelines for businesses and other relevant publications

Unit Sector(s)

Health and Environment