Australian Government

MARF3002A Observe personal safety and social responsibility

Release 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

MARF3002A Observe personal safety and social responsibility

Modification History

Release 1
This is the first release of this unit.
This unit replaces and is equivalent to TDMMF5607A Observe personal safety and social responsibilities.

Unit Descriptor

This unit involves the skills and knowledge required to contribute to the safety management system processes where there is responsibility for own work outputs.

Application of the Unit

This unit applies to people working in the maritime industry requiring a Certificate of Safety Training.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1 Plan and conduct work safely	1.1	*Individual rights and responsibilitie*s on board a vessel are interpreted and fulfilled
	1.2	Work is planned in accordance with work health and safety (WHS)/occupational health and safety (OHS) legislation and safety management system requirements
	1.3	Work is carried out according to established performance standards
	1.4	*Hazards* are identified as part of work planning and work processes
	1.5	Identified hazards are addressed prior to starting work
	1.6	Inadequacies in control measures are reported according to the safety management system
	1.7	Incidents and injuries are reported according to organisational procedures
	1.8	WHS/OHS housekeeping is undertaken in own work area
2 Contribute to WHS/OHS participation processes	2.1	WHS/OHS representatives and committees are supported to undertake their roles and responsibilities
	2.2	WHS/OHS issues are raised according to organisational procedures
	2.3	Contributions to WHS/OHS meetings, vessel inspections or other consultative activities are provided in a constructive manner to improve safety
3 Contribute to hazard identification, risk assessment and risk control activities	3.1	Vessel is checked for hazards using itemised checklists according to the safety management system
	3.2	Identified hazards and inadequacies in risk controls are reported according to the safety management system
	3.3	Contributions to risk assessments are made
	3.4	Input is provided to development and implementation of control measures, with reference to the hierarchy of control
	3.5	Where relevant, procedures and precautions for entry into pump room, fuel tanks or other confined spaces on a vessel are correctly followed
4 Participate in controlling WHS/OHS	4.1	Scale of the *emergency situation* is correctly recognised
	4.2	Prompt, accurate and clear information is given on raising alarm

emergency situations	4.3	Initial action is taken to control/confine emergency according to organisational procedures, taking account of the nature and scope of the emergency
	4.4	Emergency response procedures are implemented
5 Complete WHS/OHS records	5.1	*WHS/OHS records* for vessel are correctly completed
	5.2	Legal requirements for the maintenance of records of occupational injury and disease are followed

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Required Skills and Knowledge

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

Required Skills:

- Apply the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination of risk, substitution, engineering controls, administrative controls and personal protective equipment)
- Communicate with crew and others as appropriate about WHS/OHS matters
- Keep records/minutes of discussions with consultation forums on WHS/OHS matters
- Identify WHS/OHS training needs of crew
- Interpret and follow information on WHS/OHS legislation, safety management system, organisational procedures, written job instructions, specifications, standard operating procedures, charts, lists, and other applicable reference documents
- Investigate incidents according to organisational procedures
- Keep records for monitoring the effectiveness of practices and procedures with respect to the safety of the vessel
- Maintain incident records according to standard workplace procedures
- Obtain results of safety audits according to organisational procedures
- Participate in consultation forums
- Report and document the processes and outcomes of WHS/OHS requirements
- Schedule meetings with the relevant consultation forums to discuss WHS/OHS matters

Required Knowledge:

- Applicable commonwealth, state or territory WHS/OHS legislation, regulations, codes of practice, standards
- Dangers of drug and alcohol abuse
- Difference between hazards (something or a source or situation with the potential to harm life or health) and risks (chance of something occurring that will result in injury or damage)
- Fatigue management and the importance of adequate rest
- Hazard identification procedures such as vessel inspections and review of WHS/OHS data
- Hierarchy of control and its application
- Legal rights and responsibilities of management, crew and others as appropriate
- Nature of common hazards for example chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- Organisation specific information including:
    - hazards of the particular work environment
    - hazard identification procedures relevant to hazards in the organisation
    - designated person for raising WHS/OHS issues

- organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and WHS/OHS issue resolution, consultation, use of personal protective equipment and emergency response
- potential emergency situations, alarms and signals, and required response
- Personal protective equipment requirements, including use, storage and maintenance
- Principles of basic risk assessment
- Roles and responsibilities of:
  - employees, supervisors and managers in the organisation
  - safety representatives and committees
- Safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
- Sources of WHS/OHS information within in the organisation with knowledge of external sources of WHS/OHS information
- Specific hazards, such as sharps and radiation
- Standard emergency signals, alarms and required responses

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, the required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:
	• on becoming aware of an emergency, conforming to established emergency response procedures for initial and follow-up action
	• accurately completing records
	• attention to appropriate level of detail in recordkeeping.
Context of and specific resources for assessment	Performance is demonstrated consistently over time and in a suitable range of contexts.
	Resources for assessment include access to:
	• marine operations site where observation of personal safety and social responsibility can be conducted
	• tools, equipment and personal protective equipment currently used in industry
	• relevant regulatory and equipment documentation that impacts on work activities
	• range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
	• appropriate range of relevant operational situations in the workplace.
	In both real and simulated environments, access is required to:
	• relevant and appropriate materials and equipment
	• applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
Method of assessment	Practical assessment must occur in an:
	• appropriately simulated workplace environment and/or
	• appropriate range of situations in the workplace.
	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:
	• direct observation of the candidate observing personal safety and social responsibility
	• direct observation of the candidate applying relevant WHS/OHS requirements and work practices.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

In all cases where practical assessment is used it should be combined with targeted questioning to assess Required Knowledge.

Assessment processes and techniques must be appropriate to the language and literacy requirements of the work being performed and the capacity of the candidate.

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, if used in the performance criteria, is detailed below.

Individual rights and responsibilities may include:	- Avoiding and preventing harassment of others - Avoiding drug and alcohol abuse on board vessel - Implementing appropriate precautions to avoid contributing to the spread of AIDS and other communicable diseases - Maintaining appropriate standards of hygiene and cleanliness - Providing a good example to others as a responsible, fair, sympathetic, and equitable member of the shipboard team - Respecting the religious and cultural habits of crew members
Hazards may include:	- Contact with chemicals and hazardous substances - Contaminants - Contact with electricity - Contact with plant and marine life - Dangerous organisms - Equipment operation and maintenance - Falls, trips and slips - Exposure to heat, cold and water - Hitting or being hit by stationary or moving objects - Immersion in water without a personal flotation device (PFD) - Ladders - Manual handling - Noise - Poor housekeeping and lack of deck space - Repetitive movements and awkward postures - Smoking and alcohol - Unventilated holds - Weather and water conditions - Working in confined spaces - Working with inappropriate clothing - Working with knives
Emergency situations may include:	- Beaching with and without heavy surf - Chemical spills - Collisions - Disabled vessel - Electrocution

- Falling or being dragged overboard
- Fire
- Flood
- Grounding
- Hull damage
- Immersion in water
- Injuries associated with dangerous organisms (such as bites, stings, poisoning)
- Injuries associated with machines, vehicles, vessels, diving
- Loss of rudder
- Lost or fouled propeller
- Rescue activities
- Rough weather and heavy seas
- Vessel capsize

WHS/OHS records may include:

- Accident reports
- Incident reports
- Injury reports
- Hazard reports

Unit Sector(s)

Not applicable.

Competency Field

Operational Quality and Safety