



Australian Government

Department of Education, Employment and Workplace Relations

MEM13014A Apply principles of occupational health and safety in the work environment

Release: 1

MEM13014A Apply principles of occupational health and safety in the work environment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers following occupational health and safety procedures in an engineering or similar work environment.
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Application of the Unit

Application of the unit	<p>This unit covers essential skills and knowledge that underpin all units within the Metal and Engineering Training Package. The unit applies to working in the engineering, manufacturing or similar industries. Competencies demonstrated would be associated with performance of duties and use of specialist skills. This unit and these standards do not cover the skills of emergency teams such as fire fighting, first aid officer etc.</p> <p>Band: A Unit Weight: There is no unit weighting for this unit.</p>
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Licensing/Regulatory Information

Not Applicable

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. Follow safe work practices	1.1. Work is carried out safely and in accordance with company policy and procedures and legislative requirements. 1.2. Housekeeping is undertaken in accordance with company procedures. 1.3. Responsibilities and duties of employees are understood and demonstrated in day-to-day actions. 1.4. Personal protective equipment is worn and stored according to company procedures. 1.5. All safety equipment and devices are used according to legislative requirements and company/manufacturers' procedures. 1.6. Safety signs/symbols are identified and followed as per instruction. 1.7. All manual handling is carried out in accordance with legal requirements, company procedures and National Occupational Health & Safety Commission guidelines. 1.8. Emergency equipment is identified and appropriate use is demonstrated.
2. Report workplace hazards and accidents	2.1. Actual and foreseeable workplace hazards are identified during course of work and reported to appropriate person according to standard operating procedures. 2.2. Accidents and incidents are reported according to workplace procedures
3. Follow emergency procedures	3.1. Appropriate personnel and emergency services and means of contacting them in the event of an incident can be identified. 3.2. Emergency and evacuation procedures are understood and carried out where required. 3.3. Company evacuation procedures are followed in case of an emergency.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Look for evidence that confirms skills in:

- following safe working practices
- maintaining a safe and clean condition workplace
- carrying out workplace activities such as working safely, not endangering others, following company and legislative requirements, following procedures
- selecting, wearing and storing appropriate personal protective equipment
- using appropriate safety equipment and devices
- carrying out work with the information given by safety signs and symbols
- carrying out manual handling principles
- using emergency equipment correctly
- noting workplace hazards
- contacting appropriate personnel and emergency services in the event of an accident
- following emergency and evacuation procedures
- communicating and interpreting information appropriate to OH&S within the scope of this unit
- checking and clarifying task-related information
- communicating with emergency personnel
- checking for conformance to specifications

Required knowledge

Look for evidence that confirms knowledge of:

- rights, responsibilities and duties of employees and employers
- use of personal protective equipment
- appropriate equipment and safety devices for particular workplace tasks
- reasons for using safety equipment and devices
- meaning and application of safety signs and symbols
- procedures and limits for manual handling
- location and use of emergency equipment
- reasons for selecting a particular type of equipment
- procedures for identifying and reporting hazards
- persons or services to be contacted in the event of a range of accidents
- reasons for use of standard procedures
- standard procedures including those for emergencies and evacuation
- hazards and housekeeping requirements associated with the work environment
- safe work practices and procedures

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to apply principles of occupational health and safety in the work environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with applying principles of occupational health and safety in the work environment or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE**Guidance information for assessment****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, 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.

Personal protective equipment

- Safety glasses
- Face and head protection
- Hard hats
- Protective footwear
- Protective clothing
- Breathing apparatus
- Ear protection
- Gloves

Safety equipment and devices

- Safety harness
- Screens, barriers and shielding
- Extraction fans
- Machine guards
- Isolation devices

Safety signs/symbols

- Standard signage/symbols conforming to AS 1319-1994
- Safety signs for the occupational environment, and any other applicable Australian Standards
- Workplace-specific signage
- Typical classes of relevant signs/symbols are:
 - mandatory
 - prohibition
 - danger
 - caution
 - general safety
 - safety information

RANGE STATEMENT	
	<ul style="list-style-type: none">• fire safety equipment

RANGE STATEMENT	
Manual handling	Posture, weight limits, bending, twisting
Hazards	<p>For the purposes of this unit a hazard is defined as anything with the potential for injury or damage. Hazards may be:</p> <ul style="list-style-type: none"> • physical: <ul style="list-style-type: none"> • machinery • hot metal • electricity • fire • poor housekeeping: <ul style="list-style-type: none"> • spills • trip hazards such as congestion, clutter, waste build-up • cleanliness • noise and vibration • extremes of temperature and humidity • condition/design of equipment • individual (behavioural): <ul style="list-style-type: none"> • skylarking and foolishness • substance abuse • failure to follow procedures • lack of training or experience • carelessness • poor personal health/hygiene • using the wrong techniques/procedures • ignoring safety rules and signs • taking short cuts • knowingly using unsafe equipment • environmental hazards: <ul style="list-style-type: none"> • explosive materials • flammable materials • poor ventilation • poor lighting • dust • fumes • vapours • gases

RANGE STATEMENT	
	<ul style="list-style-type: none"> liquids mineral fibres chemical spills pollutants other toxic or dangerous materials
Accidents and incidents	<p>For the purposes of this unit an accident is defined as 'an unplanned and unexpected event which interrupts the normal course of activity. It may or may not result in damage or injury'. This definition includes near misses.</p> <p>An incident is defined here as any other unexpected or extraordinary event not classed as an accident. Examples include:</p> <ul style="list-style-type: none"> burns poisoning broken limbs eye accidents other injuries spills explosions falls electrical accidents breakdowns damage to equipment or materials/product incidents involving physical, individual or environmental hazards
Appropriate personnel	<ul style="list-style-type: none"> Safety representative Occupational health and safety officer OHS committee member First aid officer Supervisor Union representative
Emergency and evacuation procedures	Documented workplace emergency procedures

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Occupational health and safety
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