



Australian Government

MSL912001 Work within a laboratory or field workplace (induction)

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Application

This unit of competency covers the induction of an employee into scientific/technical work within a workplace.

This unit of competency is applicable to samplers/testers, production operators and field assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Work within workplace structure and culture	1.1	Demonstrate broad knowledge of workplace business ethics, goals, products and/or scientific/technical services
		1.2	Identify key workplace sites and functions and their contribution to product range and quality
2	Work in accordance with workplace	2.1	Locate key workplace information and apply it correctly
		2.2	Follow workplace policy and procedures relating to

	agreements and/or legislative requirements		employment, security, confidentiality and reporting lines
		2.3	Perform all work activities in accordance with relevant environmental management procedures, including sustainability principles and work practices
3	Provide scientific/technical support	3.1	Identify workplace roles and responsibilities of scientific/technical personnel
		3.2	Identify typical tasks and calendar of events in work area
		3.3	Recognise and locate the equipment and resources required for everyday work
		3.4	Interpret work instructions correctly and seek clarification if necessary
		3.5	Follow work instructions to perform scientific/technical tasks safely and efficiently
		3.6	Maintain own work area, equipment and materials in a safe and organised manner according to workplace policy and procedures
4	Organise daily work efficiently	4.1	Assess and prioritise work load according to level of responsibility
		4.2	Advise supervisor if additional resources or support are required to improve performance
		4.3	Undertake duties in a positive manner to enhance workplace cooperation and efficiency
5	Accept responsibility for quality of own work	5.1	Monitor and adjust work practices to ensure that the quality of outputs is maintained
		5.2	Identify and report opportunities for improvements in procedures, processes and equipment in work area
6	Identify own learning needs	6.1	Identify career options and training opportunities in the workplace

- 6.2 Consult appropriate personnel to identify own learning needs for future work requirements and career aspirations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering safety in laboratories, and quality and environmental management
- Australian codes covering good manufacturing practice for medicinal products (GMP), and Australian Dangerous Goods Code
- principles of good laboratory practice (GLP)
- national work health and safety (WHS) standards and codes of practice

Business ethics

Business ethics include:

- working diligently and responsibly in accordance with workplace policy and procedures
- behaving honestly and openly, respecting others and treating them with courtesy and impartiality
- ensuring confidentiality of information, including client identification and test results

Workplace sites

Workplace sites include, but are not limited to, one or more of:

- laboratories, head office functions, production or processing plants, supplier services and consultancy services

Key functions

Key functions include one or more of:

- production
- packaging, warehouse and distribution
- quality assurance
- purchasing, sales and marketing
- human resources (personnel, training and employee relations)

Sources of workplace information

Sources of workplace information include, but are not limited to, one or more of:

- noticeboards, public address or paging systems
- standard operating procedures (SOPs), manuals, work instructions, signs and notices, and material safety data sheets (MSDS)
- telephone or contact details, email systems and websites
- emergency exits, routes and collection points
- workplace recording and reporting procedures, quality manuals, and equipment and operating/technical manuals
- test methods (validated and authorised)
- schematics, workflows, laboratory layouts and production and laboratory schedules

Workplace agreements, policies and procedures

Workplace agreements, policies and procedures include, but are not limited to, one or more of:

- industrial awards, workplace bargaining agreements and individual contracts
- health, safety and environment procedures covering hazards, controls, safe work methods, emergencies, accidents and incidents, and incident and accident/injury reports
- quality of customer services

Legislative requirements

Legislative requirements involve, but are not limited to, one or more of:

- WHS and workers compensation
- environmental protection
- equal employment, anti-discrimination and anti-harassment
- ethics, copyright, intellectual property (IP) and privacy

Sustainable energy principles and work practices

Sustainable energy principles and work practices include one or more of:

- examining work practices that involve excessive use of electricity, gas and/or water and switching off equipment when not in use
- regularly cleaning filters
- minimising waste, recycling and reusing materials wherever feasible

Scientific and technical support

Scientific and technical support include one or more of:

- routine site sampling of raw materials and products
- packaging, labelling, storing and transporting samples
- visual inspection of products and packaging
- routine site measurements that take a short time and involve a narrow range of variables or easily recognised control limits
- cleaning of equipment and housekeeping of work areas

Equipment and resources

Equipment and resources will be determined by the scope and nature of the workplace's products, scientific/technical functions and services

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>