



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RGRCMN401A Maintain and monitor OHS procedures and environmental work practices**

**Release: 1**

## **RGRCMN401A Maintain and monitor OHS procedures and environmental work practices**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to apply practical and theoretical information related to OHS and environmental work practices. The unit is concerned with maintaining and monitoring the organisation's OHS policies, procedures and programs in the relevant area of work and in accordance with OHS requirements. This unit of competency operates in workplace environments of racing administration, stables, kennels, racecourses and public areas. Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

### **Application of the Unit**

#### **Application of the unit**

This unit of competency supports licensed, registered and other racing industry employees to maintain and monitor OHS procedures and environmental work practices. Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to either the greyhound code or harness code or the thoroughbred code and statements of attainment will reflect this distinction. This unit can be contextualised for other industries while also maintaining the integrity of the unit.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

## Pre-Requisites

### Prerequisite units

## Employability Skills Information

**Employability skills**      This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Maintain standards of a safe workplace and environment.	<ol style="list-style-type: none"> <li>1. <b>Legislation, standards and organisation's policies and practices</b> relevant to the maintenance of a safe workplace and environment are conveyed to colleagues or work team where applicable, and are followed accurately.</li> <li>2. Arrangements are made to <b>provide information</b> in a language, style and format understood by <b>colleagues and teams</b>.</li> </ol>
Monitor, adjust and report safety and environmental performance.	<ol style="list-style-type: none"> <li>3. Work practices are monitored with colleagues to ensure compliance with requirements specified in legislation and standards for safe workplaces and environments.</li> <li>4. <b>Actual and potential safety and environmental hazards</b> are <b>identified</b> and reported promptly and decisively to ensure workplace and environmental safety.</li> <li>5. Hazards are managed so that <b>risks</b> are minimised.</li> <li>6. <b>Waste recycling, reduction and disposal</b> are carried out in line with legislative and organisational requirements.</li> <li>7. Work practices for dealing with accidents, fires and emergencies are maintained and conveyed to colleagues and teams.</li> <li>8. <b>Contingency plan is implemented</b> immediately when unplanned incidents occur.</li> <li>9. Recommendations to make improvements to comply with legislation and associated standards are submitted to <b>designated personnel</b>.</li> </ol>
Support participative arrangements for the management of a safe workplace and environment.	<ol style="list-style-type: none"> <li>10. <b>Organisational consultative procedures</b> are monitored to facilitate participation of work teams in the management of workplace safety and the environment.</li> <li>11. Information is gathered and improvements are suggested to support the development of <b>improved safety and environmental work practices</b>.</li> <li>12. Individuals and teams are informed of improvements and <b>training</b> is provided where required.</li> </ol>
Maintain records.	<ol style="list-style-type: none"> <li>13. <b>Systems, records and reporting procedures</b> are maintained according to organisational and legislative requirements.</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

## **REQUIRED SKILLS AND KNOWLEDGE**

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

### **Required skills**

- analysing relevant workplace data to identify hazards
- applying OHS and environmental work procedures
- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to maintaining and monitoring OHS procedures and environmental work practices
- consulting concisely and effectively with colleagues and team members
- developing safe operating procedures
- ensuring timely conduct of safety and environmental regulatory requirements, including:
  - consultative practices
  - emergency drills
  - accident or near miss reporting
  - staff training
  - workplace inspections
- identifying workplace hazards and implementing risk control measures
- interpreting and applying relevant legislation and regulations
- providing information and training to suit differing needs, for example using large print materials or materials that use pictures and diagrams and providing culturally appropriate training
- reading and interpreting workplace documentation, including rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- workplace procedures for dealing with accidents, fires and emergencies
- written communication skills to complete workplace documentation and reports.

### **Required knowledge**

- behaviour of greyhounds or horses in a range of environments
- communications procedures, including reporting lines within the workplace and wider racing industry
- detailed understanding of OHS and environmental legislative requirements
- hazards and potential hazards in the workplace and risk control procedures
- hierarchy of control covering:
  - elimination
  - engineering controls
  - administrative controls
  - personal protective equipment
- OHS committee procedures and requirements

## **REQUIRED SKILLS AND KNOWLEDGE**

- procedures for participation in and communication of OHS workplace processes
- reporting requirements in relation to OHS and environmental workplace procedures
- workplace procedures for dealing with accidents, fires and emergencies.

## Evidence Guide

### EVIDENCE GUIDE

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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.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when maintaining and monitoring OHS procedures and environmental work practices
- demonstration of maintenance of OHS and environmental business systems and recording practices
- implementation of procedures and timely techniques for the safe, effective and efficient application of OHS and environmental work practices
- working with others to undertake and complete OHS and environmental procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations

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#### **Context of and specific resources for assessment**

Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to maintain and monitor OHS procedures and environmental work practices, including:
  - sample copies of local, state and federal

## EVIDENCE GUIDE

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legislation, regulations, codes of practice, safe operating procedures and industry checklists

- relevant racing industry work sites, such as administration buildings, racing kennels, racing stables and racetracks
- work instructions and related documentation.



## EVIDENCE GUIDE

### Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

### Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

## 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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to maintain and monitor OHS procedures and environmental work practices. Workplaces include greyhound kennels, harness and thoroughbred stables as well as greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

***Legislation, standards and organisation's policies and practices*** may include:

- award and workplace agreements and other industrial instruments
- duty of care and common law duties

## **RANGE STATEMENT**

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- industry codes of practice
- industry checklists and associated documentation
- legislation from local, state and federal levels of government that affects business operation, especially in regard to OHS and environmental issues, equal employment opportunity, anti-discrimination and industrial relations
- requirements for consultative arrangements
- requirements for provision of information and training, including safe operating procedures, risk assessment and risk control, and emergency evacuation procedures.

## RANGE STATEMENT

***Information provided*** may include:

- communicating legislation and codes of practice and relating these to work area
- hazards and risk management procedures
- indicators of potential emergency disease
- induction for new workers
- nature of work, tasks and procedures
- providing direct supervision to inexperienced workers
- vaccination program for tetanus.

***Colleagues and team members*** may include:

- administrators
- kennel or stable staff
- licensed and registered personnel
- officials
- racing meeting operational staff
- trackwork riders.

***Actual and potential safety and environmental hazards in the workplace*** may include:

- chemicals
- greyhounds or horses
- machinery and equipment
- other people, including:
  - contractors
  - employees
  - visitors
- physical environment, including run-off proximity to watercourses:
  - dams
  - rivers
  - streams
- unsafe work practices
- zoonotic diseases.

***Hazards*** may be identified by:

- audits
- checking work area and equipment before and after work
- housekeeping
- identifying employee concerns
- job and work system assessment
- maintaining plant and equipment
- purchasing supplies and equipment
- reviewing OHS records, including registers of:
  - dangerous goods
  - hazardous substances

## **RANGE STATEMENT**

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- workplace inspections.

## RANGE STATEMENT

<b>Risks</b> may be minimised by:	<ul style="list-style-type: none"> <li>• adhering to safe work practices</li> <li>• identifying unsafe workplace practices and procedures, including incorrect disposal of kennel or stable refuse and manure or faeces</li> <li>• implementing key elements of the hierarchy of control: <ul style="list-style-type: none"> <li>• eliminate</li> <li>• substitute</li> <li>• engineer</li> <li>• administrative</li> <li>• personal protective equipment</li> </ul> </li> <li>• understanding individual animal behaviour.</li> </ul>
<b>Waste recycling, reduction and disposal legislative and organisational requirements</b> will include:	<ul style="list-style-type: none"> <li>• adhering to local regulations and state government legislation</li> <li>• adhering to industry codes of practice</li> <li>• following the Australian Horse Industry Council code of practice.</li> </ul>
<b>Contingency plan</b> may be implemented by:	<ul style="list-style-type: none"> <li>• disinfecting premises</li> <li>• disposing properly of infected or suspect animals that die</li> <li>• establishing exits points out of the restricted area</li> <li>• following procedures such as stock standstill, for total movement control on infected and dangerous contact premises</li> <li>• using established organisational systems designed to deal with: <ul style="list-style-type: none"> <li>• chemical spillage</li> <li>• earthquake</li> <li>• fire</li> <li>• high winds</li> <li>• security threat, such as bomb threat</li> </ul> </li> <li>• identifying incident, emergency or accident and responding within organisational procedures</li> <li>• maintaining surveillance of animals</li> <li>• preventing movement and gatherings of animals within a 10km restricted area</li> <li>• procuring vaccine</li> <li>• treating sick animals</li> <li>• tracing movement of animals</li> </ul>

## RANGE STATEMENT

***Designated personnel*** may include:

- working within safe work practice guidelines and procedures.
- OHS officer
- OHS committee
- person to whom incidents, hazards and risks must be reported.

***Organisational consultative procedures*** may include:

- health and safety representatives
- formal and informal consultation with work teams
- informing staff of avenues to address harassment, bullying and discrimination
- obtaining expert OHS advice
- organising and conducting OHS committee meetings systematically
- other committees such as consultative, planning and purchasing
- suggestions, requests, reports and concerns put forward by employees to management.

***Evaluations to identify improved safety and environmental work practices*** may include:

- checking fire and safety equipment is working and not obstructed
- ensuring visual deterrents are in place, such as surveillance and signage
- informing staff of avenues to address harassment, bullying and discrimination
- security measures for staff working on their own or those working in hours of darkness
- training employees to follow procedures, including in the event of unexpected or threatening circumstances
- using workplace inspection checklists.

***Training*** may include:

- anti-discrimination and harassment
- emergency and evacuation drills
- induction
- specific hazard
- specific task or equipment
- training as part of broader programs, for example animal handling.

***Systems, records and reporting procedures*** may include:

- audit and inspection records
- chemicals and hazardous substances registers
- consultation agenda and minutes of OHS committee meetings
- dangerous goods storage lists

## **RANGE STATEMENT**

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- first aid and medical records
- incident reports
- induction, training and instruction records
- material safety data sheets for chemicals and medications
- plant and equipment maintenance testing records
- safe operating procedures
- workers' compensation records.

## **Unit Sector(s)**

**Unit Sector** Greyhound, harness and thoroughbred racing codes

## **Co-requisite units**

**Co-requisite units**

## **Functional Area**

**Functional Area** Racing common