



Australian Government

Department of Education, Employment and Workplace Relations

SUGCOHS1A Follow safe work procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit is a Core unit for all industry streams with the exception of laboratory workers who should select PMLOHS300A Work safely in accordance with defined policies and procedures. It covers the skills and knowledge required to apply basic occupational health and safety principles and procedures when carrying out work responsibilities.

This unit is based on and equivalent to FDFCOROHS2A Implement occupational health and safety principles and procedures.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Prepare to work safely	1.1 Hazards associated with work tasks and related control methods are identified 1.2 Work area is checked and monitored for safety prior to commencing work to confirm that it is appropriate and safe to use 1.3 Appropriate personal protective clothing is selected and fitted 1.4 Appropriate personal protective equipment is used according to workplace procedure 1.5 Safety signs and signals are interpreted and used as required by work responsibility
2. Follow safe work procedures relating to own work	2.1 Work is carried out safely according to workplace requirements and OHS legislative requirements 2.2 OHS hazards that occur during work operations are identified, removed or controlled and reported 2.3 Duty of care for self and others is observed 2.4 Safety alarms, signs and visual and audible signals are used to communicate safety information effectively
3. Contribute to continuous improvement in OHS practice	3.1 OHS incidents are reported in required format 3.2 Procedures for investigating incidents and assessing risk are followed 3.3 Health and safety issues are considered and raised with designated personnel 3.4 OHS reports and records relating to personal work responsibilities are maintained according to workplace procedures
4. Follow emergency procedures	4.1 Emergency situations are identified and reported 4.2 Emergency procedures are followed according to company procedures 4.3 Emergency and evacuation procedures are implemented according to company procedures

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Access workplace information on health and safety policies and procedures
2. Identify OHS hazards related to work responsibilities and take required action to remove or control hazards
3. Select, fit and use appropriate personal protective clothing and equipment
4. Identify isolation points for equipment or process and follow workplace procedures for lock out and tag out of equipment as required
5. Demonstrate safe work procedures
6. Contribute to review and development of advice on appropriate OHS procedures
7. Participate in site system for managing OHS. This may include participating in risk assessments, incident investigations and internal audit programs.
8. Identify and respond to typical emergency situations
9. Maintain housekeeping standards in work area
10. Use communication systems and consultative processes to consult others on OHS issues
11. Apply basic problem solving skills to investigate and identify causes of OHS incidents
12. Report OHS information according to workplace procedure

Knowledge of:

13. Location of advice on OHS issues. This includes documents such as procedures and MSDSs
14. Typical hazards relating to work responsibilities. These may include:
 - manual handling
 - handling of chemicals and dangerous goods
 - working at heights and on platforms
 - working in confined spaces
 - working with moving equipment
 - working with 240V power supply
 - working in exposed conditions
 - working with combustible materials
15. Safe work procedures relating to work responsibilities. This is dependent on work responsibilities. At a minimum it includes:
 - safe manual handling techniques
 - safe use of mechanical aids to assist lifting and moving loads
 - positioning of power leads to avoid creating a hazard
 - principles and purpose of equipment isolation
 - procedures relating to work responsibilities
16. Application of concepts of hazard identification, risk assessment and control options. This includes a basic understanding of the hierarchy of control of OHS hazards
17. Procedures and responsibilities for investigating OHS incidents and assessing risk
18. Current technical knowledge related to OHS associated with work responsibilities
19. The purpose and procedure for collecting and reporting OHS information
20. Use, care and storage requirements of personal protective clothing and equipment used
21. Emergency and evacuation procedures

22. Storage requirements for hazardous goods used in the work area
23. Impact of housekeeping on safety
24. Communication systems and consultative arrangements

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard.

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- OHS policy, system and procedures
- Standard Operating Procedures and related advice on specific safe work practices company policies and codes of practice relating to OHS
- Advice on relevant legislation and codes of practice relating to OHS
- Work area or site in which OHS procedures are to be implemented
- Personal protective clothing and equipment as required
- Relevant hazard control equipment
- Emergency and/or evacuation procedures for the potential range of hazards
- Consultative forums relating to OHS
- Storage areas for hazardous goods as required
- Manual handling equipment as required
- Housekeeping standards and procedures
- Workplace information recording systems, requirements and procedures
- Workplace information recording systems, requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, licensing requirements, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice and sugar industry codes of practice related to cane railway and transport operations
- Workplace information includes advice on OHS which may be contained in documents such as Standard Operating Procedures, health and safety procedures and Material Safety Data Sheets (MSDSs)
- Safety requirements are typically described in work procedures or related OHS-specific procedures

- Where work is conducted in restricted or confined spaces, appropriate training/certification must be provided according to state safety requirements
- At this level a competent operator demonstrates a general awareness of hazards, near misses and control methods across the site or workplace and a detailed understanding of those relevant to own job and work area
- OHS incidents include near misses and injuries and illnesses
- OHS policies and procedures are developed by management in consultation with the workforce and are consistent with legislative requirements
- Involvement in continuous improvement can include participation in structured improvement programs and day-to-day problem solving
- Work may require the ability to work within a team environment
- Investigation responsibilities relate to own work area and are typically carried out with support
- Reporting of emergencies can include raising an alarm and/or reporting to designated personnel in appropriate format
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Unit Sector(s)

Not applicable.