Assessment Requirements for TLIF3004 Organise work health and safety procedures in the workplace

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing the working environment to identify hazards, assess safety risks, and design and implement appropriate WHS/OHS management systems
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- developing policies for precautions and required action to minimise, control or eliminate identified hazards
- ensuring the application of fatigue management knowledge and techniques in the workplace
- ensuring the systematic use of required personal protective equipment conforms to industry and WHS/OHS standards
- implementing contingency plans and modifying activities
- interpreting and following operational instructions and prioritising work
- negotiating and resolving WHS/OHS issues
- planning work activities, predicting consequences and identifying improvements
- providing leadership and working collaboratively with others
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and policies to implement WHS/OHS compliance and reporting procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazards and associated safety risks in the workplace, including the range of control measures available for safety risks, considerations for choosing between different control measures, and how to identify when expert advice is needed
- principles and practices of effective WHS/OHS including elements of an effective WHS/OHS system, hazard control and risk management, hierarchy of hazard and risk control measures, arrangements for WHS/OHS participation and consultation, and incident and accident investigation arrangements
- relevant WHS/OHS and environmental protection policies and procedures
- relevant regulatory and codes of practice requirements
- significance of other management systems and procedures for WHS/OHS
- systems of risk control recognising the significance of WHS/OHS for effective workplace operation
- training, coaching and mentoring approaches appropriate for use in WHS/OHS training programs
- typical problems that can occur and related action that can be taken
- workplace protocols and procedures for managing personal work priorities and professional development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851