



Australian Government

Department of Education, Employment and Workplace Relations

AGFCMN103A Demonstrate care and apply safe practices at work

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit covers the skills and knowledge needed to understand, apply and satisfy safe work practices in an industry. It includes identifying and following work procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness at work, and reporting hazards and risks in appropriate ways. It may apply to OHS requirements and internal workplace policies and procedures.

This unit is designed for use in a Pathway qualification or skills set. It should not be used in a qualification that has a direct job outcome.

Application of the Unit

Application of the unit

The unit has applications across industries. When delivered or assessed as part of a qualification, the unit will be customised to ensure its relevance to real or simulated work activities. The workplace environment may include a school classroom or workshop equipped with the appropriate workplace equipment, registered training organisation premises, or an enterprise environment where there is a high level of supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Follow workplace OHS procedures.	<ol style="list-style-type: none"> 1. Relevant OHS, <i>hazard control procedures</i> and <i>safe work practices</i> are identified, interpreted and applied to work. 2. Workplace procedures for identifying and reporting hazards are identified and adhered to in a prompt and efficient manner. 3. Relevant work activities are undertaken in a safe manner according to OHS guidelines, and enterprise policies and procedures. 4. Work area is assessed regularly and procedures to report, remove or minimise <i>potential hazards</i> are followed. 5. <i>Personal protective clothing and equipment</i> are used according to established safety and workplace procedures.
Maintain personal wellbeing in the workplace.	<ol style="list-style-type: none"> 6. <i>Risks to personal wellbeing</i> which may affect safe performance in the workplace are identified and strategies to prevent them are put into place. 7. Procedures for maintaining a tidy and clean personal work area are identified and followed.
Be aware of and report on safety of self and others.	<ol style="list-style-type: none"> 8. Situations that may endanger self or other workers are identified and corrected or reported. 9. Incidents and injuries to self or others on the job are dealt with in a timely manner and reported to <i>appropriate persons</i>. 10. <i>Participative arrangements</i> to foster safe working practices are contributed to, as appropriate.
Deal with emergency situations.	<ol style="list-style-type: none"> 11. <i>Emergency situations</i> are recognised and required action is taken within scope of individual responsibility. 12. Emergency procedures are followed according to organisational procedures. 13. Assistance from colleagues and other authorities is sought where appropriate.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills:

- recognise limitations and ask for help
- report workplace hazards and OHS incidents and related action
- solve or report problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- use basic interpersonal and communication skills, such as listening, questioning and receiving feedback
- use literacy skills in the workplace
- use required personal protective equipment, clothing and other equipment when following OHS procedures.

Required knowledge:

- appropriate hygiene and safety standards
- personal protective clothing and equipment relevant to job and job context
- procedures related to OHS to be followed in work area
- workplace equipment, materials and housekeeping equipment, and processes and precautions for their use
- workplace hazards and ways to minimise or remove them.

Required knowledge

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, the Range Statement and the Assessment Guidelines for the Training Package.

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

Assessment must confirm appropriate knowledge and skills demonstrated over a period of time, in a range of contexts and to a consistent standard. Evidence must demonstrate the individual's ability and understanding to:

- communicate effectively with others as required when following safety procedures
- follow workplace procedures for hazard identification and risk control
- recognise and adapt appropriately to cultural differences in the workplace
- report and rectify workplace problems according to workplace procedures
- complete work activities with required attention to detail and without damage to goods, equipment or personnel
- use relevant personal protective clothing and equipment.

Context of and specific resources required for assessment

Assessment can be carried out by using a range of simulated or actual workplace activities that demonstrate the skills and knowledge to adapt to workplace requirements. This unit of competency should be part of a holistic assessment involving other units which make up the job function. A variety of assessment methods is recommended and may include:

- written or oral questions
- observation of work activities, which can be in a workplace or simulated workplace
- evaluation of products or output created through work
- logbook of work activities undertaken over a period of time
- third-party report, for example from a supervisor.

Where a simulated environment is used for assessment it must be reflective of a workplace environment.

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. Add any 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.

Hazard control procedures may include:

- emergency, fire and accident procedures
- hazard identification and removal or, if not possible, hazard control
- OHS regulations
- safe use of chemicals and toxic substances
- relevant manufacturer guidelines relating to the operation and use of equipment
- safe use of mechanical, pneumatic, hydraulic and electrical equipment
- use of personal protective clothing and equipment.

Safe work practices may include:

- correct posture
- maintaining good hygiene and health
- correct manual-handling procedures
- safe lifting and bending
- using appropriate personal protective equipment.

Potential hazards may include:

- being careless when using cutting equipment or dealing with heat or hot surfaces
- chemicals and other harmful substances, including fumes and dust
- confined spaces
- damaged equipment
- damaged packing material and containers
- dangerous floor surfaces
- dangerous storage areas
- electrical equipment
- electricity and water
- extremes in weather conditions
- gases and liquids under pressure
- hot substances and equipment, such as stoves, ovens, etc.
- inappropriate lifting or bending practices
- inflammable materials and fire hazards

RANGE STATEMENT

- materials handling
- movement of equipment, goods and vehicles
- moving machinery
- noise
- sharp instruments, knives or equipment
- toxic substances
- unsuitable lighting levels
- untidy work conditions, including poor hygiene practices and unnecessary obstacles and equipment in work areas
- waste management and disposal
- water hazards
- working at heights.

Personal protective clothing and equipment may include:

- aprons
- gloves
- hair covering
- high-visibility clothing
- masks
- safety glasses
- safety headwear and footwear
- two-way radios
- uniform.

Risks to personal wellbeing are actions by an individual which affect their ability to work safely and may include:

- lack of exercise
- lack of sleep
- not using appropriate methods when lifting or moving heavy objects
- not wearing proper personal protective equipment
- poor diet
- smoking
- alcohol and drug use
- stress.

Appropriate persons may include:

- management
- OHS personnel
- other persons authorised or nominated by the organisation
- supervisors
- team leaders
- workplace personnel.

Participative arrangements may

- information sessions

RANGE STATEMENT

include:

- regular communications with team leaders
- suggestion schemes
- workplace meetings.

Emergency situations may include:

- accidents, including those that do not result in injury
- fire
- flooding
- health conditions, such as fainting, asthma attacks and allergic reactions
- injuries, such as cuts, scalds and burns
- overheating equipment
- power failures or shorts
- robbery
- spills and leakages of harmful gas and liquids
- structural failures and breakages.

Unit Sector(s)

Unit Sector

No sector assigned

Co-requisite units

Co-requisite units

Functional area

Functional Area