



Australian Government

AHCARB409 Conduct a safety audit

Release: 1

AHCARB409 Conduct a safety audit

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and conduct safety audits of arboriculture work teams, work procedures and practices. It includes the detection of faults in height safety equipment and determination of remedial action.

This unit applies to individuals designated as 'Height safety equipment inspectors'. Work is implemented with low-risk work procedures to comply with Australian Standards (AS1891). Individuals work autonomously, instruct and monitor the work of others within a team. They use discretion and judgment in the selection, allocation and use of available resources.

Legislation, regulations and by-laws relating to the treatment and removal of trees apply in some states and territories.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Perform audit planning	1.1 Identify objectives, scope and focus of audit 1.2 Identify audit target and required documentation 1.3 Determine audit process and sampling technique 1.4 Plan frequency and scheduling of audit events 1.5 Prepare audit documentation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.6 Conduct pre-audit communications with client and relevant stakeholders
2. Undertake safety audit activities	2.1 Undertake a site-specific job safety analysis (JSA) and record and implement control measures 2.2 Conduct planned audit of personal protective equipment used on site 2.3 Conduct planned audit of tools and equipment for defective components 2.4 Conduct planned audit inspection of emergency and rescue procedures, practices and equipment 2.5 Conduct planned audit inspection of height safety procedures, practices and equipment 2.6 Conduct planned audit inspection of workplace safety documentation 2.7 Confirm currency of licencing requirements of individuals in work team for specialised work functions
3. Identify and respond to non-conformance	3.1 Assess safety audit outcomes against compliance to safety policies and procedures 3.2 Identify non-conformance with safety policies, procedures, manufacturer instructions and applicable industry standards 3.3 Identify and detect faults, levels of wear and damage in equipment and determine remedial action 3.4 Issue rectification notices for breaches in work health and safety policies, procedures and practices 3.5 Remove unsafe tools and equipment from service and tag according to workplace safety procedures 3.6 Recommend training to improve safety
4. Record, report and present audit results	4.1 Prepare safety audit report according to workplace procedures 4.2 Review safety audit outcomes against workplace policies, procedures and industry safety standards 4.3 Identify and record inconsistencies in safe work practices, and recommend action for approval according to workplace safety procedures 4.4 Make recommendations to resolve unsafe work practices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to workplace safety procedures 4.5 Record and report results of safety audit according to workplace procedures 4.6 Maintain equipment data and audit inspection records according to industry standards and workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and interpret critical information in documentation used for workplace compliance, including manufacturer instructions, workplace policies and procedures for equipment, and industry standards
Writing	Accurately and clearly report outcomes of safety audits using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB409 Conduct a safety audit	AHCARB404 Conduct a safety audit	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>