



**Australian Government**

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

# **AURC270103A Apply safe working practices**

**Release: 1**

## AURC270103A Apply safe working practices

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency incorporates the Worksafe Australia Guidelines and encompasses competencies necessary to apply basic safety and emergency procedures to maintain a safe workplace for staff, customers and others.
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### Application of the Unit

<b>Application of the unit</b>	
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## 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.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply basic safety procedures	1.1. Procedures to achieve a safe working environment are followed and maintained in line with occupational health and safety (OHS) regulations and requirements and according to worksite policy 1.2. All unsafe situations are recognised and reported according to worksite policy 1.3. All breakdowns in relation to machinery and equipment are reported to supervisor or nominated persons 1.4. Fire and safety hazards are identified and precautions are taken or reported according to worksite policy and procedures 1.5. Dangerous goods and substances are identified, handled and stored according to worksite policy and procedures and OHS requirements 1.6. Worksite policy regarding manual handling practice is followed 1.7. Participation in consultative arrangements established by company for OHS is exercised
2. Apply emergency procedures	2.1. Worksite policies and procedures regarding illness or accidents are identified and applied 2.2. Safety alarms are identified 2.3. Qualified persons are contacted in the event of accident or sickness of customers or staff and accident details are documented according to worksite accident/ injury procedures 2.4. Worksite evacuation procedures are identified and applied

## Required Skills and Knowledge

<b>REQUIRED SKILLS AND KNOWLEDGE</b>
This section describes the skills and knowledge required for this unit.
<b>Required skills</b>
<ul style="list-style-type: none"> <li>collect, organise and understand information related to recognising and reporting situations</li> </ul>

<b>REQUIRED SKILLS AND KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• communicate ideas and information to reporting procedures (verbal and written)</li> <li>• plan and organise activities which implement and follow standard procedures</li> <li>• work with others and in a team by assisting and cooperating with team members</li> <li>• use mathematical ideas and techniques to document and report numbers for emergency procedures</li> <li>• establish diagnostic processes which recommend improvements for OHS issues</li> <li>• use workplace technology related to the use of technology to assist with safe work practices</li> </ul>
<b>Required knowledge</b>
<p>General knowledge of:</p> <ul style="list-style-type: none"> <li>• the implications of OHS on efficiency, morale and customer relations</li> <li>• common automotive terminology</li> <li>• OHS regulations/requirements, equipment, material and personal safety requirements</li> <li>• safe manual handling theories and practices</li> <li>• the selection and application of firefighting appliances</li> <li>• dangerous goods and hazardous chemicals handling processes</li> <li>• worksite reporting procedures</li> </ul>

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:</p> <ul style="list-style-type: none"> <li>• communicating effectively with others involved in or affected by the work</li> <li>• identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons</li> <li>• operating fire-fighting appliances</li> <li>• safely handling and storage of dangerous and/or</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>hazardous goods and substances</p> <ul style="list-style-type: none"> <li>• applying safe manual handling practices</li> <li>• safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite</li> <li>• following worksite evacuation procedures.</li> </ul>
<b>Context of and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.</li> <li>• The following should be made available: <ul style="list-style-type: none"> <li>• a workplace or simulated workplace</li> <li>• situations requiring safe working practices</li> <li>• worksite or equivalent instructions on safe working practice</li> <li>• hazardous chemicals and/or dangerous goods information</li> <li>• materials, tooling and equipment</li> <li>• firefighting appliances and fire test facilities.</li> </ul> </li> <li>• This unit may be assessed in conjunction with all units which form part of the normal job role.</li> </ul>
<b>Method of assessment</b>	<p>It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.</p>
<b>Guidance information for assessment</b>	

## 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. 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) may also be included.

<b>RANGE STATEMENT</b>	
<b>Hazards</b>	<p>Unsafe situations may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>sharp cutting tooling and instruments, electricity and water, toxic substances, damaged packing material or containers, broken or damaged equipment, flammable materials and fire hazards, lifting practices, spillages, waste and debris especially on floors, ladders, trolleys and glue guns/burns</li> </ul>
<b>Emergency procedures</b>	<p>Emergency procedures may include:</p> <ul style="list-style-type: none"> <li>sickness, accidents, fire or store evacuation involving staff or customers</li> </ul>
<b>Policies and procedures</b>	<p>Worksite policies and procedures may include:</p> <ul style="list-style-type: none"> <li>hazard policies and procedures, emergency, fire and accident procedures, personal safety procedures, procedures for the use of personal protective clothing and equipment, use of motor vehicles, resolution procedures, job procedures and work instructions</li> </ul>
<b>Legislative requirements</b>	<p>Legislative requirements may include:</p> <ul style="list-style-type: none"> <li>state/territory OHS legislation</li> <li>national/state/territory codes of practice</li> </ul>
<b>OHS procedures</b>	<p>OHS procedures may include:</p> <ul style="list-style-type: none"> <li>safe manual handling and lifting, customers, staff, equipment/tooling, premises and stock</li> </ul>
<b>Communications</b>	<p>Communications may be:</p> <ul style="list-style-type: none"> <li>verbal, written, by telephone or by other means</li> </ul>
<b>Information/documents</b>	<p>Information/documents may include:</p> <ul style="list-style-type: none"> <li>worksite documentation for OHS, general duty of care, emergency procedures, safe working practices, enterprise operating procedures, customer requirements and industry/workplace codes of practice</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Common
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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