



**Australian Government**

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

# **FDFWIN2002A Identify and control risks in own work**

**Release: 2**

## FDFWIN2002A Identify and control risks in own work

### Modification History

April 2012: Minor typographical corrections.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the skill and knowledge required to identify and assess risks in own work activity and work area, and implement procedures to control risks.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to all personnel conducting operational activity within a production environment where a risk management approach to operations is encouraged or required. Risks may be environmental or related to equipment, product, safety or economic factors. It is recommended that training related to this unit be delivered in a holistic manner with units relating to occupational health and safety (OHS), quality, food safety and environmental skills as well as with relevant technical units.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## 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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access information sources	1.1 Work related information is identified and accessed 1.2 External information resources relevant to work are identified 1.3 Key personnel to be contacted for support in a variety of circumstances are identified
2. Identify risks in workplace	2.1 Workplace risks are identified and actual and potential consequences described 2.2 Conditions and contributing factors for risk realisation are identified 2.3 Impact of own work on risk factors is identified
3. Assess risks	3.1 Work tools for assessing risk are identified 3.2 Likelihood of risk realisation and potential consequences are determined
4. Identify and implement controls	4.1 Workplace practices and procedures for controlling risks are identified 4.2 Hierarchy of controls is identified 4.3 Emergency procedures for the workplace are described 4.4 Practices for monitoring risk in own work are identified and implemented
5. Maintain work processes	5.1 Documentation is maintained according to work requirements 5.2 Communication is maintained with work colleagues to minimise risk

## Required Skills and Knowledge

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

### Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

#### Ability to:

- access workplace information
- select, fit and use personal protective clothing and/or equipment
- identify and promptly respond to hazardous situations and emergencies
- liaise with other work colleagues
- identify and implement work procedures
- operate equipment as required
- monitor activities and equipment to identify out-of-specification results or non-compliance
- take corrective action

- report and/or record corrective action as required
- record workplace information
- maintain work area to meet housekeeping standards
- identify, rectify and/or report environmental non-compliance.

**Required knowledge includes:**

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Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

**Knowledge of:**

- Work procedures and documentation and reporting processes
- Common causes of variation and corrective action required
- OHS hazards and controls
- Environmental issues and controls
- Recording requirements and procedures.

## 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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: <ul style="list-style-type: none"> <li>• use personal protective equipment</li> <li>• identify risks in own work and work area and describe impact of own work on risks</li> <li>• identify and implement control measures.</li> </ul>
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: <ul style="list-style-type: none"> <li>• personal protective clothing and equipment as required</li> <li>• work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements</li> <li>• instructions, information, specifications and schedules as required</li> <li>• equipment, services and corresponding information as required</li> <li>• products and materials as required</li> <li>• internal and external customers and suppliers as required</li> <li>• cleaning procedures, materials and equipment as required</li> <li>• documentation and recording requirements and procedures</li> </ul>
Method of assessment	It is recommended that this unit be co-assessed with units relating to OHS, quality, food safety and environmental work practices, especially where these units are designated core units in a qualification being undertaken by the learner. As well this unit should be assessed together with other units of competency relevant to the function or work role.

**EVIDENCE GUIDE**

Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.
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**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>Policies and procedures</b>	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements
<b>Workplace information</b>	<p>Workplace information can include:</p> <ul style="list-style-type: none"> <li>• Spirit Standards (strength determination, volume conversion and litres of alcohol conversion)</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• specifications</li> <li>• production schedules and instructions</li> <li>• work notes</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• manufacturer instructions</li> <li>• verbal direction from manager, supervisor or senior operator</li> </ul>
<b>Key personnel</b>	<p>Key personnel may include:</p> <ul style="list-style-type: none"> <li>• supervisors and managers</li> <li>• work colleagues</li> <li>• safety representatives</li> <li>• external OHS services and expertise</li> <li>• OHS committee</li> </ul>
<b>Risks</b>	<p>Risks may be:</p> <ul style="list-style-type: none"> <li>• environmental (e.g. spills, fire, toxin release,</li> </ul>

**RANGE STATEMENT**

	<p>drainage issues, contamination and wastage)</p> <ul style="list-style-type: none"> <li>• product related (e.g. incorrect or poor quality ingredients or output, processing and treatment issues)</li> <li>• equipment related (e.g. poor performance, safety issues and inadequate equipment)</li> <li>• economic (e.g. wastage and incorrect supply)</li> <li>• safety related (e.g. damaged safety equipment, dangerous behaviour, load shifting risks and use of hazardous materials)</li> </ul>
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**Unit Sector(s)**

<b>Unit sector</b>	Wine operations
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