



Australian Government

Department of Education, Employment and Workplace Relations

FPICOR2205B Follow OHS policies and procedures

Release: 1

FPICOR2205B Follow OHS policies and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to work safely adhering to defined Occupational Health and Safety (OHS) policies and procedures to ensure own safety and that of others. The unit includes emergency, risk and hazard response procedures

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOR2205A Follow OHS policies and procedures

Application of the Unit

Application of the unit

The unit involves following OHS policies and procedures in a variety of work settings including a forest environment, a saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plants, downstream processing of timber, forest products factory, forest products sales and service, horticultural, domestic, local council, emergency services environment

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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
1. Follow safe work practices	<p>1.1. Applicable <i>OHS, environmental, legislative and organisational requirements</i> relevant to following OHS policies and procedures are identified and followed</p> <p>1.2. Work tasks are performed following safe operating procedures in line with organisational policies and procedures</p> <p>1.3. <i>Operation and use of tools, equipment and machinery</i> is appropriate to work task requirements and in line with manufacturer's recommendations and organisational policies and procedures</p> <p>1.4. <i>Personal protective equipment and clothing</i> is selected and used appropriate to work task requirements, and stored in line with organisational procedures</p> <p>1.5. <i>Plant and equipment guards</i> are used in line with manufacturer's specifications</p> <p>1.6. <i>Safety signs and symbols</i> are identified and followed</p> <p>1.7. <i>Communication</i> with others is established and maintained in line with organisational policies and procedures</p>
2. Identify risks	<p>2.1. <i>Existing and potential hazards</i> in the <i>work area</i> are identified and reported to <i>appropriate personnel</i></p> <p>2.2. OHS issues and risks in the work area are identified and reported to appropriate personnel</p> <p>2.3. Hazard, accident or incident reports are completed accurately and clearly in line with organisational policies and procedures</p>
3. Follow emergency procedures	<p>3.1. Appropriate personnel are notified in the event of an emergency</p> <p>3.2. Workplace procedures and work instructions are followed for <i>controlling risks and protecting the environment</i></p> <p>3.3. Safe workplace procedures for dealing with accidents and emergencies are followed within scope of responsibilities</p> <p>3.4. Emergency and evacuation procedures are practised and carried out in the event of an emergency</p> <p>3.5. Emergency and evacuation procedures are <i>recorded and reported</i> accurately and clearly in line with organisational policies and procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit

Required skills

- Technical skills sufficient to use and maintain personal protective equipment and clothing
- Communication skills sufficient to accurately follow emergency and evacuation procedures; use appropriate communication and interpersonal techniques with colleagues; accurately identify and follow safety signs and symbols
- Literacy skills sufficient to accurately complete and maintain workplace information, records and reports
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify potential or existing risks and hazards in the workplace and demonstrate appropriate response procedures

Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for OHS policies and procedures
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for OHS policies and procedures
- Environmental risks and hazard identification
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently follow OHS policies and procedures

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

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to following OHS policies and procedures
- following organisational policies and procedures relevant to OHS policies and procedures
- effective communication and safe work practices
- response procedures to workplace risk, hazards and emergencies
- accessing and applying workplace safety procedures

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with

EVIDENCE GUIDE

application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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. **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.

OHS requirements:

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

RANGE STATEMENT

	<ul style="list-style-type: none"> • personal protective equipment and clothing • safety equipment • first aid equipment • fire fighting equipment • hazard and risk control • fatigue management • elimination of hazardous materials and substances • safe forest practices including required actions relating to forest fire • manual handling including shifting, lifting and carrying • machine isolation and guarding
Environmental requirements may include:	<ul style="list-style-type: none"> • legislation • organisational policies and procedures • workplace practices
Legislative requirements:	<p>are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:</p> <ul style="list-style-type: none"> • award and enterprise agreements • industrial relations • Australian Standards • confidentiality and privacy • OHS • the environment • equal opportunity • anti-discrimination • relevant industry codes of practice • duty of care • heritage and traditional land owner issues
Organisational requirements may include:	<ul style="list-style-type: none"> • legal • organisational and site guidelines • policies and procedures relating to own role and responsibility • quality assurance • procedural manuals • quality and continuous improvement processes and standards • OHS, emergency and evacuation procedures • ethical standards

RANGE STATEMENT

- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste disposal, recycling and re-use guidelines)

Operation and use of tools, equipment and machinery may include:

minimising:

- the impact of their use on the environment
- carbon emissions
- waste

Personal protective equipment and clothing may include:

that prescribed under legislation, regulation and workplace policies and practices including:

- overalls
- steel capped boots
- high visibility vest
- jackets
- gloves
- safety glasses
- safety visors
- hard hats
- caps
- dust masks
- respirators
- ear muffs
- ear plugs
- cut resistant leg protection

Plant and equipment guards may include:

- those prescribed by the manufacturer of the plant or equipment and specified to be used under OHS legislation

Safety signs and symbols may include:

- hazard identification
- site safety
- directional
- traffic
- warning signs and symbols

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative

RANGE STATEMENT

	language
	<ul style="list-style-type: none">• use of language and concepts appropriate to individual social and cultural differences• control of tone of voice and body language
Hazards may include:	<ul style="list-style-type: none">• chemical spills• gases• liquids under pressure• moving machinery and equipment• hazardous materials• work at heights• high temperatures• noise• dust• vapours• fires• protrusions• sharp equipment• overhanging beams• traffic
Work area may include:	<ul style="list-style-type: none">• forest site• manufacturing plant• retail outlet• warehouse• factory• office• plant
Appropriate personnel may include:	<ul style="list-style-type: none">• safety officers• supervisors• suppliers• clients• colleagues• managers
Controlling risks and protecting the environment must ensure:	own safety and safety of others takes priority over environmental protection
Records and reports may include	but not be limited to: <ul style="list-style-type: none">• OHS policies and procedures• quality outcomes• hazards• incidents

RANGE STATEMENT

- equipment malfunctions

and may be:

- manual
- using a computer-based system or another appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Core