



Australian Government

Department of Education, Employment and Workplace Relations

FPICOR3201B Implement safety, health and environment policies and procedures

Release: 1

FPICOR3201B Implement safety, health and environment policies and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to implement SHE policies and procedures on a site adhering to defined policies and procedures to ensure own safety and that of others, together with protection of the environment. The unit includes implementation of recognised environmental care principles

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 FPICOR3201A Implement SHE policies and procedures

Application of the Unit

Application of the unit

The unit involves the implementation of SHE policies and procedures in a variety of work settings including forest environment, 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. Apply SHE practices | <p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to the implementation of <i>SHE</i> policies and procedures are identified and followed</p> <p>1.2. <i>Communication</i> with others is established and maintained in line with SHE requirements</p> <p>1.3. Tasks are performed in a safe manner and in line with legislative requirements and <i>environmental care principles</i>, organisational policies and procedures</p> <p>1.4. Duties, equipment and materials are organised in line with SHE requirements and organisational procedures</p> |
| 2. Assess and control risks | <p>2.1. <i>SHE issues and Hazards</i> in the work area are detected, assessed and reported to <i>appropriate personnel</i></p> <p>2.2. Work practices and processes are analysed to identify areas for improvement in relation to SHE issues and hazards</p> <p>2.3. Changes to work practices and processes to improve SHE concerns are proposed, provided to appropriate personnel and acted on as directed</p> <p>2.4. Workplace procedures and work instructions are followed for <i>controlling risks and protecting the environment</i></p> <p>2.5. SHE, hazard, environmental or incident reports are completed in line with workplace procedures and State or Territory legislation</p> |
| 3. Follow emergency procedures | <p>3.1. In an emergency, appropriate personnel are identified and contacted</p> <p>3.2. Workplace procedures for dealing with own safety, safety of others, environmental incidents, accidents, and emergencies are followed within scope of responsibilities</p> <p>3.3. Emergency and evacuation procedures are practised, recorded and implemented as required</p> <p>3.4. SHE procedures are <i>recorded and reported</i> in line with workplace procedures</p> |
| 4. Implement environmental procedures | <p>4.1. Organisational <i>environmental goals</i> are identified and assessed</p> <p>4.2. <i>Training</i> and <i>operational controls</i> are implemented in line with workplace procedures</p> <p>4.3. <i>Environmental measures</i> and <i>impact</i> on the</p> |

ELEMENT**PERFORMANCE CRITERIA**

environment are monitored and *corrective action* taken as required in line with workplace procedures
4.4. Care for the environment is integrated into all day-to-day activities

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 and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately locate, record and report information
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify problems, environmental issues and equipment faults 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 the implementation of SHE policies and procedures
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for the implementation of SHE policies and procedures
- Environmental risks and hazard identification
- Community issues in relation to the environment
- Hazard identification
- Assessment and control of risks
- Emergency procedures
- 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

REQUIRED SKILLS AND KNOWLEDGE

- 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 implement SHE 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 the implementation of SHE policies and procedures
- following organisational policies and procedures relevant to the implementation of SHE policies and procedures
- the ability to maintain safe and healthy working conditions
- the control of environmental measures within the organisation

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

EVIDENCE GUIDE

workplace relevant contexts) together with 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. 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.

OHS requirements:

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

RANGE STATEMENT

may include:

- 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 guarding

RANGE STATEMENT

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- 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:

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

SHE is to include:

- policy set by governments, local authorities, regulatory bodies or organisations to care for people and the environment
- ensuring a safe and productive workplace while protecting the natural environment and supporting its sustainability
- using effective communication and education

RANGE STATEMENT

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice and body language

Environmental care principles are to include:

environmental policy which ensures:

- compliance, improvement (where required to reflect environmental policy) and prevention
- continuous cycle of planning, implementing, monitoring, reviewing and improving environmental practices and systems

Hazards may include:

- 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
- potential of equipment use and unsafe work practices to adversely impact on the environment
- inappropriate storing of materials and equipment
- blocked or no access and exit
- safety officers
- supervisors
- suppliers
- clients

Appropriate personnel may include:

RANGE STATEMENT

- colleagues
- managers
- environmental officers

RANGE STATEMENT

Controlling risks and protecting the environment must ensure: own safety and safety of others takes priority over environmental protection

Records and reports may include:

- OHS policies and procedures
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

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

Environmental goals are to include:

- environmental sustainability considerations and actions for operational and activity interface
- material, energy (including renewable energy) and other resource use
- emissions control and where possible, reduction
- waste generation, control and where possible, reduction
- product and service use
- land and infrastructure interaction
- accident prevention
- practices that use materials and energy efficiently and effectively in terms of environmental sustainability
- waste management, recycling and re-use outcomes that are environmentally effective, efficient and safe

Training may include:

- in-house or external training programs
- one-on-one supervision
- programs that maintain up-to-date knowledge of legislative changes at the local, State, Territory and Commonwealth levels

Operational controls may include:

- control of air emissions
- solid and hazardous wastes
- contamination of land
- noise
- odour
- dust

RANGE STATEMENT

Environmental measures may include:

- traffic
- water discharges
- energy use
- raw material and resource use
- hazardous material storage and handling
- environmental and energy efficiency improvement plans (including the use of renewable energy)
- workplace waste management systems
- reducing emissions of greenhouse gases
- reducing use of non-renewable resources
- reducing chemical use
- supply chain management such as choosing suppliers with environmental sustainability (and methods to monitor and improve their environmental performance) as part of their charter
- holistically managing wood waste
- applying carbon footprint strategies in forest operations

Impact may include:

- assessment of actual outcome or potential outcome
- beneficial or damaging
- magnitude or degree
- frequency
- likelihood
- duration
- geographic area
- which aspects of the environment it affects
- is it regulated
- who is involved
- any consequences for other aspects of the environment
- potential for escalation

Corrective action:

is action that supports environmental sustainability

Unit Sector(s)

Not Applicable

Competency field

Competency field Core