



Australian Government

ICPSUP4600 Manage a safe work environment

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to implement, manage and monitor work health and safety (WHS) requirements in printing and graphic arts workplaces.

It applies to individuals who are at a supervisory or middle management level in the workplace and hold some responsibility over other workers and may provide some leadership.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify WHS requirements	1.1 Check WHS documentation is accessible and signage is visible 1.2 Identify personal protective equipment (PPE) required to be provided in the workplace and confirm usage requirements 1.3 Identify safety devices present in the workplace 1.4 Check requirements for and confirm materials and equipment are safely stored and required ventilation is available 1.5 Manage waste removal from work area in accordance with WHS requirements and Environmental Protection Authority (EPA) regulations 1.6 Assess and control risks for own area of responsibility according to enterprise procedures
2. Monitor WHS in the workplace	2.1 Report risks and hazards in the workplace and manage the situation according to enterprise procedures and relevant WHS

ELEMENT	PERFORMANCE CRITERIA
	requirements 2.2 Contribute to participative arrangements for WHS management in the workplace 2.3 Monitor and measure emission levels according to enterprise procedures and report abnormal or unacceptable levels to required personnel
3. Improve WHS in the workplace	3.1 Identify potential areas of improvement for WHS in the workplace and evaluate against enterprise objectives 3.2 Plan implementation of WHS process improvements in the workplace 3.3 Implement WHS process improvements according to enterprise procedures 3.4 Monitor implementation of WHS process improvements and make adjustments as required
4. Adjust workspace to meet workplace health and safety requirements	4.1 Confirm required furniture and equipment is available and adjust to suit ergonomic requirements 4.2 Adjust lighting to ensure healthy and safe glare and lighting levels according to enterprise procedures and WHS standards 4.3 Confirm work space meets enterprise and WHS requirements for computer operation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	Presents complex written information with specialised vocabulary to a range of audiences
Oral Communication	Conveys complex information clearly according to enterprise communication protocols in a range of contexts
Numeracy	Analyses numerical information to measure acceptable and safe emissions in the workplace
Self-management	- Follows enterprise procedures and regulatory requirements with specific reference to safety - Identifies purpose of own role and autonomously follows associated responsibilities to contribute to organisational goals
Problem solving	Identifies and implements standard and innovative solutions for an increasing number of routine and non-routine problems

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>