



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU260C Maintain a safe work environment

Revision Number: 1

ICPSU260C Maintain a safe work environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to ensure OHS procedures are followed in environments where computers are predominately used but which may require limited access to chemicals and solvents.</p> <p>The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].</p>
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Application of the Unit

Application of the unit	<p>This unit covers general OHS requirements in business organisations and is relevant for employees using computers and working under direct supervision with no responsibilities for other people.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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. Follow workplace safety procedures	<p>1.1. Hazards in the work area are recognised while under direct supervision and reported to appropriate people according to enterprise procedures</p> <p>1.2. Enterprise procedures and work instructions for assessing and controlling risks for own area of responsibility are followed accurately while under direct supervision</p> <p>1.3. Enterprise procedures for dealing with incidents (accidents), fire and other emergencies are followed whenever necessary under direct supervision within the scope of responsibilities and competencies</p>
2. Contribute to OHS in the workplace	<p>2.1. OHS issues are raised with appropriate people according to enterprise procedures and relevant OHS legislation</p> <p>2.2. Contributions to participative arrangements for OHS management in the workplace are made within organisational procedures and the scope of responsibilities and competencies</p> <p>2.3. An information matching trail is documented</p> <p>2.4. Any discrepancies are reported to supervisor</p>
3. Ensure workspace health and safety	<p>3.1. Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the individual</p> <p>3.2. Lighting is adjusted and glare is reduced to ensure healthy lighting levels</p> <p>3.3. Work organisation meets organisational and OHS requirements for computer operation</p>
4. Ensure safety from environmental discharges/emissions	<p>4.1. Chemicals and solvents are correctly stored and appropriate ventilation is available when using chemicals and solvents</p> <p>4.2. Abnormal or unacceptable emission levels are recognised and reported according to enterprise procedures</p> <p>4.3. Emission levels are monitored and measured according to standard operating procedures where appropriate</p> <p>4.4. Correct safety procedures are followed and personal protective equipment used correctly</p> <p>4.5. Containment procedures are applied according to</p>

ELEMENT	PERFORMANCE CRITERIA
	standard operating procedures where required 4.6. Waste removal from work area complies with enterprise procedures and environmental regulations

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by communicating and reporting OHS issues
- collecting, analysing and organising information by identifying safety requirements
- planning and organising activities by organising own activities according to OHS procedures while under direct supervision
- teamwork when contributing to safe workplace practices
- mathematical ideas and techniques by recording workplace safety information
- problem-solving skills by recognising and solving routine problems related to hazards while under direct supervision
- use of technology by accessing relevant workplace safety information

Required knowledge

- relevant legislation from all levels of government which affect business operations, especially in regard to OHS and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity
- ways in which OHS is managed in the workplace including procedures for fire, emergency, accident and near miss and control of risks
- relevant knowledge of workplace hazards
- relevant knowledge of designated personnel responsible for reporting OHS concerns
- understanding of the meaning of OHS signs and symbols relevant to area of work
- literacy skills to identify work requirements, hazard identification and reporting procedures; follow written instructions and to interpret OHS signs and symbols
- communication skills to identify lines of communication, request advice, effectively question, follow safety instructions, receive feedback and report hazards in the workplace
- problem-solving skills to solve routine problems related to hazards in the workplace, while under direct supervision
- technology skills to use equipment safely while under direction
- ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Evidence Guide

EVIDENCE GUIDE	
<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>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • following workplace safety directions/procedures, recognising and reporting hazards, raising OHS issues and contributing to participative arrangements for OHS management in the workplace • for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment • appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<i>Hazards identification</i> may include:	<ul style="list-style-type: none"> checking equipment or the workstation and work area before work commences and during work, workplace inspections, on-job housekeeping checks.
<i>Appropriate people</i> may include:	<ul style="list-style-type: none"> supervisors, managers, team leaders, designated OHS officers, health and safety representatives.
<i>Relevant enterprise procedures</i> may include:	<ul style="list-style-type: none"> hazard reporting procedures, job procedures and safe work instructions and allocation of responsibilities, emergency procedures, accident and near miss reporting and recording procedures, consultation on OHS issues, correct selection, use, storage and maintenance procedures for use of personal protective equipment (PPE), control of risks under direct supervision.
<i>Emergencies</i> may include:	<ul style="list-style-type: none"> chemical spills, chemical mixes, fire, accidents, occupational violence.
<i>Legislation, codes and national standards</i> may include:	<ul style="list-style-type: none"> award and enterprise agreements and relevant industrial instruments relevant legislation from all levels of government which affect business operation, especially in regard to OHS and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity relevant industry codes of practice.
<i>Contributions</i> may include:	<ul style="list-style-type: none"> behaviour that contributes to a safe working environment, identifying and reporting risks or hazards, using business equipment according to guidelines, listening to the ideas and opinions of others in the team, sharing opinions, views, knowledge and skills.
<i>Participative arrangements</i> may	<ul style="list-style-type: none"> formal and informal health and safety meetings, meetings called by health and safety

RANGE STATEMENT	
include:	representatives, suggestions, requests, reports and concerns put forward to management.
<i>Ergonomic requirements</i> may include:	<ul style="list-style-type: none"> workstation height and layout, chair height, seat and back adjustment, footrest, screen position, keyboard and mouse position, document holder, posture, avoiding radiation from computer screens, noise minimisation.
<i>Work organisation</i> may include:	<ul style="list-style-type: none"> mix of repetitive and other activities, rest periods, exercise breaks, VDU eye testing.
<i>Emissions</i> may include:	<ul style="list-style-type: none"> a range of environmental conditions including: noise, light, gas, smoke, odour, vapour, liquids/solids. Particles, fumes.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units	