



Australian Government

ICTWHS204 Follow work health and safety and environmental policy and procedures

Release: 2

ICTWHS204 Follow work health and safety and environmental policy and procedures

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to follow safe working practices and environmental policy in the management of a telecommunications workplace.

It applies to telecommunications staff working under supervision in a technical environment and includes school based workers, entry-level workers, trainees and apprentices, and field officers deploying broadband access networks using optical technologies and other work on live systems.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the ICT Implementation Guide Companion Volume or the relevant regulator for details of licensing, legislative or certification requirements.

Unit Sector

Telecommunications – work health and safety

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 work health and safety (WHS) legislative requirements	1.1 Locate WHS legislative requirements relevant to own work, role and responsibilities 1.2 Explain own responsibilities in relation to duty of care 1.3 Identify the relationship between legislative requirements and safe work practices
2 Identify construction hazards and control	2.1 Identify basic principles of risk management

ELEMENT	PERFORMANCE CRITERIA
measures	2.2 Identify common construction hazards 2.3 Identify measures for controlling hazards and risks
3 Follow workplace procedures for hazard identification and risk control	3.1 Recognise and report hazards in work area to designated personnel according to workplace procedures 3.2 Follow WHS legislative requirements, workplace procedures and work instructions to control risks 3.3 Comply with safe work practices 3.4 Implement duty of care requirements 3.5 Complete job safety analysis (JSA) sheets or safe work method statement (SWMS) according to work requirements, including hazard identification and risk assessment 3.6 Use and complete checks of personal protective equipment according to work requirements 3.7 Assess and test for harmful gases associated with workplace
4 Follow safety requirements for working with optical fibre equipment	4.1 Identify and use safe work practices when handling optical fibre, lasers and optical connectors according to the relevant Australian Standards 4.2 Identify and use safe working practices when handling and disposing of chemical waste
5 Identify and implement WHS communication and reporting processes	5.1 Apply WHS communication processes, information and documentation 5.2 Identify designated WHS personnel 5.3 Comply with safety signs and symbols 5.4 Identify procedures and relevant authorities for reporting emergencies, incidents and injuries
6 Follow WHS incident response procedures	6.1 Follow general procedures for responding to incidents and emergencies 6.2 Identify procedures for accessing first aid 6.3 Select and use relevant personal protective equipment 6.4 Explain and apply workplace procedures for fire safety
7 Contribute to management of WHS	7.1 Raise WHS issues with designated personnel according to workplace procedures and relevant WHS legislation 7.2 Contribute to participative arrangements for WHS management in workplace, within organisational procedures and scope of responsibilities and competencies

ELEMENT	PERFORMANCE CRITERIA
8 Contribute to management of workplace environmental issues	8.1 Raise environmental issues with designated personnel according to workplace procedures and relevant environmental requirements and legislation 8.2 Contribute to participative arrangements for environmental management in workplace, within organisational procedures and scope of responsibilities and competencies 8.3 Record and report all WHS issues, risks and hazards to designated personnel
9 Identify and respond appropriately to asbestos containing materials (ACM) hazards	9.1 Identify asbestos containing materials (ACM) hazards or their likelihood 9.2 Respond to asbestos containing materials hazards or their likelihood 9.3 Report identified or suspected asbestos containing materials hazards to designated personnel according to workplace procedures
10 Identify minor traffic management	10.1 Assess traffic safety requirement of general location with respect to regulatory and enterprise requirements 10.2 Identify safe work zone around vehicle and work space using traffic cones and signs according to regulatory requirements 10.3 Identify changed traffic conditions and act in accordance
11 Recognise and respond appropriately to confined space	11.1 Identify confined space in accordance with regulatory or enterprise guidelines that can only be entered by personnel with specialist training 11.2 Refer identified confined space to appropriate personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 4.1, 5.4, 6.1-6.4	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, to identify safety requirements

Writing	1.1, 3.1, 3.5, 7.1, 7.2, 8.1-8.3, 9.3, 11.2	Accurately records information and prepares documentation using clear language and organisational formats and protocols
Oral Communication	1.1, 7.1, 7.2, 8.1-8.3, 9.3, 11.2	Uses clear language and concepts, and tone and pace appropriate for the audience and purpose
Navigate the world of work	1.1-1.3, 2.1-2.3, 3.1-3.6, 4.1, 5.1, 5.3, 5.4, 6.4, 7.1, 7.2, 8.1, 8.2, 9.3, 10.2, 11.1	- Builds an understanding of personal roles and responsibilities for work - Explores and implements, where identified, the implicit expectations of policies and procedures - Understands rights and responsibilities, and complies with legal and regulatory requirements
Interact with others	1.1, 7.1, 7.2, 8.1- 8.3, 11.2	- Complies with work instructions and contributes to work group discussions using accepted conventions - Recognises common differences in other people and implements basic strategies to address own reaction to these differences
Get the work done	1.1-1.3, 2.1-2.3, 3.1, 3.4-3.7, 4.1-4.2, 5.1-5.4, 6.1- 6.4, 9.1, 9.2, 9.3, 10.1-10.3, 11.1	- Follows clearly defined instructions and sequencing, and monitors own progress for the task, seeking assistance when necessary - Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions - Identifies ideas for other applications and considers them in current contexts - Responds to predictable routine problems and implements standard and logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWHS204 Follow work health and	ICTWHS204 Follow work health and	Updates to correct numbering in	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
safety and environmental policy and procedures (release 2)	safety and environmental policy and procedures (release 1)	performance criteria	

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>