



Australian Government

Department of Education, Employment and Workplace Relations

LGACORE102B Follow defined OHS policies and procedures

Release 2

LGACORE102B Follow defined OHS policies and procedures

Modification History

LGACORE102B Release 2: Layout adjusted.

LGACORE102B Release 1: Primary release.

Unit Descriptor

This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Identify workplace procedures for occupational health and safety

- 1.1 Familiarity with OHS policies and procedures is developed and maintained on an ongoing basis in accordance with departmental practices.
- 1.2 OHS manuals and instructions are identified and accessed accordingly.
- 1.3 **Work area** is managed by the individual and maintained in accordance with OHS standards for the workplace.

2. Follow workplace procedures for hazard identification and risk control

- 2.1 **Hazards** in the work area are recognised and reported to designated personnel according to **workplace procedures**.
- 2.2 Workplace procedures and work instructions for controlling risks are followed accurately.
- 2.3 Workplace procedures for dealing with accidents, fire and **emergencies** are followed whenever necessary within the scope of responsibilities and competencies.

3. Contribute to management of OHS in the workplace

- 3.1 OHS issues are raised with designated personnel in accordance with workplace procedures and relevant OHS legislation.
- 3.2 **Contributions to OHS in the workplace** are made within organisational procedures and scope of responsibilities.
- 3.3 A **proactive approach to OHS in the workplace** is demonstrated.

Required Skills and Knowledge

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

Required Skills

- identifying risks and hazards
- verbal communication skills
- filling in accident and incident forms
- participating in group meetings and sharing information with others
- interpreting OHS signs and symbols
- deciding appropriate action in emergencies by utilising basic problem-solving techniques
- using two-way radio if relevant to workplace requirements

Required Knowledge

- council procedures relating to hazards, fires, emergencies, accidents and risk control
- meaning of OHS signs and symbols relevant to area of work

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- follow defined OHS policies and procedures in the workplace
- recognise and report hazards and potential hazards in the workplace
- identify and follow all relevant workplace procedures, including OHS and emergency procedures
- contribute actively to management of OHS in the workplace

Context of assessment

On the job or in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables.

Resource implications

Access to a real or simulated workplace environment where:

- hazards are replicated for the purpose of identification
- workplace OHS procedures documentation is provided

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 in the Performance Criteria is detailed below.

| | |
|--|--|
| <i>Relevant workplace procedures</i> may include: | <ul style="list-style-type: none"> • hazard procedures • emergency procedures • accident and incident procedures • procedures for use of personal protective equipment • reporting procedures for accidents, incidents, hazards and emergencies • risk control |
| <i>Hazards</i> may include: | <ul style="list-style-type: none"> • damaged or broken furniture and fittings • spillages • damaged or worn equipment • items blocking exits • cords or ropes across walkways • items of equipment in areas of pedestrian traffic • slippery surfaces • breakages • heavy lifting |
| <i>Emergencies</i> may include: | <ul style="list-style-type: none"> • chemical spills • fires • bomb scares • armed robberies |
| <i>Contributions to OHS in the workplace</i> may include: | <ul style="list-style-type: none"> • OHS committees • team or work group meetings where OHS information is discussed and shared with colleagues • attendance at OHS seminars where continuous learning and development in OHS matters is developed • participating in continuous improvement processes |
| <i>Work area</i> may include: | <ul style="list-style-type: none"> • desk • office, including closed door or open plan style • indoor or outdoor location • immediate workstation space, including computer equipment and filing and storage areas • reception area |
| <i>A proactive approach to OHS in the workplace</i> may be demonstrated by: | <ul style="list-style-type: none"> • identifying opportunities to avoid hazards that are not obvious to others • initiating changes to procedures and processes to avoid or reduce the risk of hazards in the workplace |

Unit Sector(s)

Common