![Australian Government]

MSL912001A Work within a laboratory/field workplace (induction)

Revision Number: 1

![Industry Skills Councils - Creating Australia's Future]

MSL912001A Work within a laboratory/field workplace (induction)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the induction of an employee into scientific/technical work within an enterprise.

Application of the Unit

Application of the unit	This unit of competency is applicable to samplers/testers, production operators and field assistants working in all industry sectors.
	Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Work within enterprise structure and culture	1.1. Demonstrate broad knowledge of enterprise business ethics, goals, products and/or scientific/technical services 1.2. Identify key enterprise sites and functions and their contribution to product range and quality
2. Work in accordance with workplace agreements and/or legislative requirements	2.1. Locate key workplace information and apply it correctly 2.2. Follow enterprise policy and procedures relating to employment, security, confidentiality and reporting lines 2.3. Perform all work activities in accordance with relevant environmental management procedures, including sustainable energy principles and work practices
3. Provide scientific/technical support	3.1. Identify workplace roles and responsibilities of scientific/technical personnel 3.2. Identify typical tasks and calendar of events in work area 3.3. Recognise and locate the equipment and resources required for everyday work 3.4. Interpret work instructions correctly and seek clarification if necessary 3.5. Follow work instructions to perform scientific/technical tasks safely and efficiently 3.6. Maintain own work area, equipment and materials in a safe and organised manner according to enterprise policy and procedures
4. Organise daily work efficiently	4.1. Assess and prioritise work load according to level of responsibility 4.2. Advise supervisor if additional resources or support are required to improve performance 4.3. Undertake duties in a positive manner to enhance workplace cooperation and efficiency
5. Accept responsibility for quality of own work	5.1. Monitor and adjust work practices to ensure that the quality of outputs is maintained 5.2. Identify and report opportunities for improvements in procedures, processes and equipment in work area
6. Identify own learning needs	6.1. Identify career options and training opportunities in the enterprise

ELEMENT	PERFORMANCE CRITERIA
	6.2. Consult appropriate personnel to identify own learning needs for future work requirements and career aspirations

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- using personal protective clothing, equipment and containment facilities as required
- following work instructions to complete tasks within the required timeframe
- working ethically
- working efficiently when alone and with others
- maintaining required quality of work outputs
- complying with legislative and enterprise requirements in everyday work

Required knowledge

Required knowledge includes:

- enterprise objectives, product and service range
- enterprise structure and reporting lines
- role of quality assurance and/or scientific/technical services in the enterprise
- own role, rights, responsibilities and key tasks
- workplace procedures that govern personal work, health, safety and environment
- basic ethical values and principles, such as respect for the law, responsibility, courtesy, diligence and confidentiality
- use and names of equipment, materials and other resources relevant to work function
- relevant health, safety and environment requirements

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors should ensure that candidates can: • follow workplace procedures to complete tasks within the required timeframe • efficiently organise own daily work • accept responsibility for quality of own work.
Context of and specific resources for assessment	This unit of competency is to be assessed in the workplace or simulated workplace environment. This unit of competency may be assessed with: • *MSL922001A Record and present data* • *MSL952001A Collect routine site samples* • *MSL972001A Conduct routine site measurements*. Resources may include: • relevant documentation, such as enterprise SOPs, legal/regulatory requirements and codes of practice • organisational charts and flow diagrams showing links between enterprise functions and/or production processes • employment, training and career information.
Method of assessment	The following assessment methods are suggested: • observation of candidate performing a range of scientific/technical tasks • feedback from peers and supervisors • oral or written questioning to check underpinning knowledge • review of workplace documentation completed by the candidate. In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Where applicable, reasonable adjustment must be made to work environments and training situations to

EVIDENCE GUIDE	
	accommodate ethnicity, age, gender, demographics and disability.
	Access must be provided to appropriate learning and/or assessment support when required.
	The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.
This competency in practice	Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.
	Environmental
	At the start of an induction program, the supervisor asks two new laboratory assistants to introduce themselves to all the staff individually and find out about three major tasks that each person regularly performs. In addition, they watch the company's induction video, complete the necessary paperwork and are assigned a locker and safety equipment. At the end of the day, they report back to the supervisor. On Day Two, the supervisor assigns them to an experienced technician and asks them to shadow him/her. At the end of the day the new assistants are asked to describe two tests they have observed and outline some of the major safety issues involved with each one. On Day Three, they begin bench work by helping to conduct routine tests, such as titrations of industrial waste water samples under guidance of a technician.
	Manufacturing
	A laboratory assistant was required to complete the company's induction program during their first week of employment. The assistant completed the following activities:
	• met with all laboratory staff and discussed their roles and duties
	• prepared their own organisational flow chart for the laboratory and recorded the contact details and key function of each staff member
	• talked to the laboratory manager about the company's products and services and the laboratory's role in quality assurance

EVIDENCE GUIDE	
	- read through the induction booklet's summary of key company policies, procedures, emergency and risk management plans - talked to the safety officer about OHS risks in the laboratory and the location of key safety equipment and information - prepared a plan of the layout of the company site with location of key buildings and services - shadowed several technicians to observe their daily routines - prepared a weekly work plan in conjunction with the supervisor.

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.	
Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements	Standards, codes, procedures and/or enterprise requirements may include:
	• Australian and international standards, such as:
	  • AS/NZS 2243 Set:2006 Safety in laboratories set
	  • AS/NZS ISO 14000 Set:2005 Environmental management standards set
	  • AS/NZS ISO 9000 Set:2008 Quality management systems set
	• Australian code of good manufacturing practice for medicinal products (GMP)
	• Australian Dangerous Goods Code
	• Human Rights and Equal Opportunity Commission Act 1986
	• occupational health and safety (OHS) national standards and codes of practice
	• principles of good laboratory practice (GLP)

Business ethics	Business ethics may include: • following enterprise policy and procedures • behaving honestly and openly • respecting others and treating them with courtesy and impartiality • working diligently and responsibly • ensuring confidentiality of information, including client identification and test results
Enterprise sites	Enterprise sites may include: • laboratories • head office functions

RANGE STATEMENT

	• production or processing plants • supplier services and consultancy services
Key functions	Key functions may include: • production • packaging, warehouse and distribution • quality assurance • purchasing, sales and marketing • human resources (personnel, training and employee relations)
Sources of workplace information	Sources of workplace information may include: • notice boards, public address or paging systems • standard operating procedures (SOPs), manuals, work instructions, signs and notices • material safety data sheets (MSDS) • telephone or contract details, email systems and websites • emergency exits, routes and collection points • enterprise recording and reporting procedures, quality manuals, equipment and operating/technical manuals • test methods (validated and authorised) • schematics, workflows, laboratory layouts and production and laboratory schedules
Workplace agreements, policies and procedures	Workplace agreements, policies and procedures may include: • industrial awards, enterprise bargaining agreements and individual contracts • emergencies, accidents and incidents • incident and accident/injury reports • health, safety and environment • quality assurance • customer services
Legislative requirements	Legislative requirements may involve: • OHS • workers compensation • equal employment, anti-discrimination and anti-harassment • ethics, copyright, intellectual property and

RANGE STATEMENT

	privacy • environmental protection
Sustainable energy principles and work practices	Sustainable energy principles and work practices may include: • examining work practices that involve excessive use of electricity, gas and/or water • switching off equipment when not in use • regularly cleaning filters • recycling and reusing materials wherever feasible • minimising waste
Scientific and technical support	Scientific and technical support may include: • routine site sampling of raw materials and products • packaging, labelling, storing and transporting samples • visual inspection of products and packaging • routine site measurements that take a short time and involve a narrow range of variables or easily recognised control limits • cleaning of equipment • housekeeping of work areas
Equipment and resources	Equipment and resources will vary according to: • the scope and nature of the enterprise's products, and scientific/technical functions and services
Occupational health and safety (OHS) and environmental management requirements	OHS and environmental management requirements • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and

RANGE STATEMENT	
	Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Communication/organisation

Competency field

Competency field	

Co-requisite units

Co-requisite units		