MTMCOR204A Follow safe work policies and procedures

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

MTMCOR204A Follow safe work policies and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to work safely in a meat establishment.

Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, smallgoods plants, food services operations, wholesale and meat retail premises.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel	1.1. OH&S responsibilities are met according to *regulatory* and *workplace requirements*. 1.2. OH&S responsibilities of key personnel are recognised and explained.
2. Follow workplace OH&S policies and procedures	2.1. *Workplace OH*&*S policies*, *procedures and programs* are followed. 2.2. *Personal Protective Equipment* (*PPE*) is used, maintained and stored as appropriate.
3. Follow legal provisions related to OH&S	3.1. Relevant provisions of OH&S legislation and codes of practice are followed.
4. Contribute to OH&S	4.1. OH&S issues are raised with designated personnel in accordance with workplace requirements and relevant OH&S legislation. 4.2. *Participative arrangements for OH*&*S* are contributed to in the workplace within the organisational procedures and scope of responsibilities and competencies.
5. Follow workplace requirements for hazard identification and risk control	5.1. Hazards to health and safety in the work area are recognised and reported to designated personnel according to workplace requirements. 5.2. Workplace requirements for controlling risks to health and safety are accurately followed.
6. Follow emergency procedures	6.1. *Emergency procedures* are followed according to workplace requirements. 6.2. Appropriate reporting procedures for emergencies are followed according to workplace requirements.
7. Operate machinery safely	7.1. Machinery is operated according to safe work practices and procedures, where applicable. 7.2. Machinery is operated and maintained according to manufacturer specifications and workplace requirements, where applicable.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- work safely as an individual and as a member of a team
- select, organise and complete *routine explanations and reports* on OH&S issues
- demonstrate safe work practices in all activities at the *work site*
- follow workplace OH&S policies and procedures
- identify and apply relevant regulatory requirements as applicable
- identify and follow emergency procedures, including evacuation procedures, according to workplace requirements
- identify OH&S *hazards* in own work area and around general plant or worksite especially slips, falls and manual handling
- list hazards at the work site and control measures that have been put in place
- outline and observe own OH&S legal responsibilities
- outline the employer's OH&S legal requirements
- seek advice from more experienced colleagues or from manuals in order to operate new machinery and equipment safely
- use relevant *communication* skills

Required knowledge

Knowledge of:

- use, maintenance and storing of PPE required for different areas at the worksite, according to workplace requirements and manufacturer specifications
- ways of minimising manual handling hazards
- safe operating procedures for machinery at own work station
- procedures for reporting accidents at the work site
- functions of OH&S committees and representatives at the work site, as appropriate
- PPE that must be worn for different areas at the work site
- process for making suggestions for improvement

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	The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.
	These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.
	Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.
	All assessment must be conducted against Australian meat industry standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must include a demonstration of on-the-job competency while performing a task in the workplace.
Context of and specific resources for assessment	Assessment may involve simulation or actual demonstration of competency where competencies involve identifying, reacting to and reporting hazards.
Method of assessment	Recommended methods of assessment include:
	• assignment
	• quiz of underpinning knowledge
	• simulation
	• verified work log or diary
	• workplace demonstration
	• workplace project
	• workplace referee or third-party report of performance over time.
	Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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.

Regulatory requirements may include:	• Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Workplace requirements may include:	• emergency, fire and accident procedures • enterprise-specific procedures • hazard policy and procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Workplace OH&S policies,	• confined spaces entry permit

RANGE STATEMENT

procedures and programs may include:	• drug and alcohol policies and programs • emergency procedures • evacuation plans • hazardous substances policies and programs • manual handling policies and programs • noise reduction policies and programs • OH&S inspectors and audits checklists • OH&S policies and programs • sexual harassment policies and programs.
Personal Protective Equipment (***PPE***) may include:	• coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear.
Participative arrangements for OH&S may include:	• OH&S committees • OH&S representatives • workplace meetings.
Emergency procedures may include:	• accident and incident reporting and investigation procedures • evacuation plans • first aid procedures.
Routine explanations and reports may:	• be completed with the assistance of others • be directly related to own work and work area problem solving • be in English • be in everyday workplace language and include mathematical language and commonly used technical terms • be in languages other than English • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources

RANGE STATEMENT

	• include the use of visual aids (e.g. video, OH&S signs and other pictorial presentations).
Work site includes:	• immediate working area • overall workplace.
Hazards may include:	• alcohol abuse • chemicals • communicable diseases • confined spaces • dust • electrical faults • equipment malfunctions • excessive noise • extremes of temperatures • fatigue • hazards associated with knives • hazards associated with manual handling • poor or inadequate lighting • poor ventilation • radiation • stress • substances • use of illicit drugs • zoonotic diseases.
Communication may:	• be spoken, written, non-verbal and include signs and signals • be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties • include reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	

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Co-requisite units

Co-requisite units		

Competency field

Competency field	

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