



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **NWP201B Follow defined OHS procedures and regulatory requirements**

**Revision Number: 2**

## **NWP201B Follow defined OHS procedures and regulatory requirements**

### **Modification History**

NWP201B Release 2: Layout adjusted. No changes to content.

NWP201B Release 1: Primary release.

### **Unit Descriptor**

This unit of competency describes the outcomes required to follow defined OHS procedures and regulatory requirements related to the work being undertaken in order to ensure one's own safety and that of others in the workplace.

### **Application of the Unit**

This unit supports the attainment of skills and knowledge required for all operators within the water industry to be able to understand and apply OHS policies and processes within the workplace.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit of competency 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 Apply workplace OHS procedures.	1.1 Recognise and understand <i>workplace OHS policies and procedures</i> . 1.2 Apply OHS policies and procedures in designated workplaces. 1.3 Identify <i>personnel with OHS responsibilities</i> and apply workplace procedures for managing OHS.
2 Follow workplace procedures for hazard identification and risk control.	2.1 Identify <i>potential hazards relating to specific jobs</i> and roles within the workplace and consider and assess control measures. 2.2 Recognise hazards in relation to specific work or work areas and report them to designated personnel according to workplace procedures. 2.3 Follow <i>workplace procedures</i> and work instructions for controlling risks. 2.4 Follow workplace procedures for dealing with incidents, accidents and emergencies and complete appropriate reporting.
3 Contribute to participative arrangements for the management of OHS.	3.1 Raise OHS issues with designated personnel according to workplace procedures and relevant OHS legislation. 3.2 Make contributions to participative arrangements for OHS management in the workplace within organisational procedures and scope of work responsibilities.

## Required Skills and Knowledge

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

### Required skills:

- interpret and apply relevant legislative responsibilities
- interpret and apply safety systems
- identify and report hazards
- work effectively as part of a team
- apply personal risk control strategies
- communicate effectively in the workplace
- use literacy skills in regard to verbal and written communication in the workplace
- complete basic workplace records and reports

### Required knowledge:

- relevant legislative and statutory requirements and responsibilities
- site and equipment safety systems
- reporting procedures
- manual handling procedures
- personal safety measures
- workplace hazards
- risk control procedures
- signs and symbols in the workplace
- water hazardous agents and preventative strategies

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The candidate should demonstrate the ability to follow defined OHS procedures and regulatory requirements related to the work being undertaken in order to ensure one's own safety and that of others in the workplace including:

- following procedures for health and safety, risk control and hazard management for a range of tasks falling within the job role
- recording and reporting a hypothetical workplace accident according to enterprise and workplace procedures
- selecting, checking, using and maintaining personal protective equipment, for example that required to enter a confined space

### **Context of and specific resources for assessment**

Access to the workplace and resources, including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations
- access to a range of work locations, activities and equipment which require demonstration of OHS procedures compliance

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence only taken at the point when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning

experience must include a combination of direct, indirect and supplementary evidence

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

## 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. Add any 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.

***Workplace OHS policies and procedures*** may be informed by and address:

- relevant federal and state or territory OHS legislation and regulations
- codes of practice, associated standards and guidance material
- documented organisational policies, manuals and induction programs

***Personnel with OHS responsibilities*** may include:

- team leaders and workplace supervisors
- nominated OHS representatives
- members of OHS workplace committees.

***Potential hazards relating to specific jobs*** will vary according to the operations of the workplace and nature of work being undertaken. It is important that the scope of work and risks are canvassed. Potential risks may include:

- those associated with working:
  - in confined spaces
  - at height
  - with hazardous substances
  - with electricity
  - with plant and equipment
- specific hazards relating to the water industry, including:
  - engulfment hazards
  - hygiene (wastewater treatment)
  - needles in public recreation areas (dams)

***Workplace procedures*** may include:

- hazard policies and procedures
- emergency, fire and accident procedures
- senior first aid
- practical emergency response techniques
- basic incident management
- procedures for the use of personal protective clothing and equipment
- hazard identification and issue resolution procedures
- tag-out
- lock-out
- confined space entry permits
- job procedures and work instructions
- job evaluation safety analysis (JESA)
- job safety analysis (JSA)

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Common