



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM45B Develop site safety plan

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the development of a site safety plan for a waste management environment.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Review site safety requirements	1.1 Obtain and review all <i>details of site and site requirements</i> to determine specific safety requirements 1.2 Identify all <i>site safety requirements</i> in accordance with <i>company</i> , OHS and <i>relevant legislative requirements</i>
2 Develop site safety plan	2.1 Include on-site safety plan all safety information necessary to ensure the safety of all personnel and the general public 2.2 Ensure safety plan clearly classifies and identifies all <i>site areas</i> (e.g. evacuation area, First Aid, restricted areas and level of danger) 2.3 Identify exact locations of all First Aid and emergency facilities (e.g. eye baths, fire extinguishers, breathing apparatus, First Aid kits) on-site safety plan 2.4 Ensure that all wastes on site (including dangerous and hazardous wastes) are clearly identified on-site safety plan by location and type 2.5 Identify all necessary <i>personal protective equipment (PPE)</i> requirements (e.g. hard hat, hearing protection, gloves) for specific site areas in site safety plan
3 Communicate site safety plan to personnel	3.1 Communicate site safety plan promptly and clearly to all relevant personnel in accordance with company, OHS and other legislative requirements 3.2 Confirm personnel's understanding of all aspects of the site safety plan through questioning and observation 3.3 Provide opportunities for personnel to ask questions or obtain clarification on-site safety plan 3.4 Display site safety plan in personnel work areas to ensure availability for immediate referral
4 Document site safety plan	4.1 Document site safety plan in accordance with company, OHS and other legislative requirements and in a format understandable to all personnel

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Correct identification of all site safety requirements.
- Accurate classification of all site areas (including evacuation area, First Aid, restricted areas and level of danger).
- Ability to specify all necessary PPE required to undertake work safely in each site area.
- Understanding of all relevant OHS requirement and duty of care to provide safe environment for personnel and general public.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- OHS requirements.
- Site safety plan requirements.
- Components, features and layout of a site safety plan.
- Standard symbols, terms and abbreviations used in site safety plans.
- Company policy and procedures in relation to safety.
- Site environment.
- Personnel work requirements and company site operations.
- Duty of care to personnel and general public.
- Personal protective equipment types and uses.
- OHS hierarchy of control.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- communication including listening, questioning, giving clear instructions, answering questions, obtaining feedback
- reading and interpreting work requirements
- preparing a clear, detailed and accurate site safety plan (including drawing simple site maps)
- identification of waste types and level of associated danger
- identification of potential risks and hazards in the work environment
- communicating and explaining site safety plan to personnel.

Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function, for example PRMCMN301A Contribute to workplace safety arrangements.

Resources required to assess this unit

The following resources should be available:

- range of waste types/streams for identification
- OHS requirements
- work environment in which to identify range of potential risks and hazards.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the field and reviewing the development of a site safety plan. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Assessment requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the development of a site safety plan.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

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|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	2	Discuss with colleagues, clients and relevant personnel all aspects of site safety plan.
How can information be collected, analysed and organised ?	3	Gather, analyse and organise information from a number of sources (including relevant legislation and company requirements) to determine priorities utilising existing practices and recommend action.
How are activities planned and organised ?	2	Plan and organise meetings and communicate opportunities with relevant personnel to discuss site safety plan.
How can teamwork be applied?	2	Work cooperatively with colleagues or in project teams to develop site safety plan.
How can the use of mathematical ideas and techniques be applied?	1	Use relevant numerical calculations accurately.
How can problem-solving skills be applied?	2	Identify and solve risk elements in the development of a site safety plan.
How can the use of technology be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

Company requirements are found in briefing documents, letters, quality assurance documents, tender/contract documents and verbal or written instructions.

Details of site and site requirements will include all necessary detail to ascertain safety requirements. Such information may include:

- areas allowing access to general public
- company and site OHS requirements
- number of personnel on site
- potential risks and hazards/level of risk
- wastes incoming/present at the site
- work schedule.

Emergency and PPE must include:

- appropriate footwear
- communications equipment
- eye protection
- eyewash kit
- fire extinguishers
- First Aid kit
- gloves
- overalls and protective clothing.

Emergency and PPE could also include:

- breathing apparatus
- emergency procedure guides
- face shield/mask
- hard hat
- hearing protection
- material safety data sheets (MSDS)
- spill kit.

Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- organisational procedures
- relevant state/territory regulations.

Relevant legislation and codes cover state and federal industry codes of conduct, occupational health and safety legislation, Australian Standards and environmental protection legislation.

Site areas may include evacuation area, First Aid bay, general public access areas and restricted areas.

Site safety requirements will include all necessary requirements to ensure the safety of all personnel, equipment, structures, environment and general public. Site safety requirements could also include:

- awareness of potential risks and hazards
- communications requirement
- confined spaces awareness
- emergency procedure guides
- emergency response equipment (e.g. First Aid kit, fire fighting equipment)
- emergency shut-down and lock-out procedures
- evacuation area
- First Aid
- induction
- PPE requirements
- site security
- training

- warning signs and barriers.
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Unit Sector(s)

Not Applicable