



Australian Government

Department of Education, Employment and Workplace Relations

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Revision Number: 1

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the basic skills and knowledge required to fulfil personal safety and social responsibilities on board a commercial ocean-going vessel. This includes following and applying established maritime safe working practices and procedures and hazard control strategies, communicating and interacting effectively with others in the course of shipboard duties, performing allocated duties, observing of expected standards of work and behaviour and following established emergency response procedures.

This unit incorporates the content of the previous four units *TDMMF701B Observe safe working practices*, *TDMML201A Contribute to effective human relationships on board a vessel*, *TDMME101A Understand orders and be understood in relation to shipboard duties* and *TDMMF801B Comply with emergency procedures* as it applies to ocean-going vessels. It aligns with the AMSA approved course: *SC004 Personal Safety and Social Responsibilities*

Application of the Unit

<p>Application of the unit</p>	<p>The unit covers mandatory requirements in basic personal safety and social responsibilities, including emergency procedures on ocean-going vessels and has applications in qualifications for Integrated Ratings, Watchkeeper, Master (Less than 500 GT) and Master (Unlimited), Engineer Watchkeepers and Chief Engineers, i.e. Certificate III in Transport&Distribution(Maritime Operations - Integrated Rating), Diploma of Transport&Distribution(Maritime Operations - Deck Watchkeeper), Advanced Diploma of Transport&Distribution(Maritime Operations - Master Unlimited), Diploma of Transport&Distribution(Marine Engineering - Engineer Watchkeeper), Advanced Diploma of Transport&Distribution(Marine Engineering Class 1). Advanced Diploma of Transport&Distribution(Marine Engineering Class 2).</p>
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Licensing/Regulatory Information

<p>Licensing/legislative requirements</p>	<p>The unit is consistent with the relevant maritime regulations describing mandatory minimum requirements for basic personal safety and social responsibilities, including emergency procedures on ocean-going vessels. This includes applicable sections of STCW 95 and AMSA certification and regulatory requirements under Marine Orders Part 3, Seagoing Qualifications, Issue 6.</p>
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Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.</i>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<ul style="list-style-type: none"> • • Follow workplace procedures for hazard identification and risk control • 	<ul style="list-style-type: none"> a Safety regulations and established vessel's safety and hazard control practices and procedures are obtained, interpreted and applied to work activities b Workplace procedures for OH&S and related work instructions for controlling risks on board a vessel are accurately followed
<p>ELEMENT</p>	<p>PERFORMANCE CRITERIA</p>
<ul style="list-style-type: none"> • • Follow workplace procedures for hazard identification and risk control • (continued) • 	<ul style="list-style-type: none"> c Workplace procedures for dealing with shipboard accidents, fire and emergencies are interpreted and followed d Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, vessel and the environment e Where relevant, procedures and precautions necessary for entry into a pump room, fuel tanks or other confined spaces on a vessel are correctly followed f Personal protective clothing and equipment is correctly used as per established shipboard safety practices and procedures

ELEMENT	PERFORMANCE CRITERIA
<ul style="list-style-type: none"> • • Contribute to arrangements for the management of OH&S 	<ul style="list-style-type: none"> a OH&S issues and identified safety hazards are raised with designated personnel b A contribution is made to participative arrangements for OH&S management in the workplace within limits of personal responsibilities c OH&S issues are raised with designated personnel.
<ul style="list-style-type: none"> • • Complete OH&S records 	<ul style="list-style-type: none"> a OH&S records for self are correctly completed b Legal requirements for the maintenance of records of occupational injury and diseases are followed
<p>4 Contribute to the effective human relationships</p>	<ul style="list-style-type: none"> a Personal responsibilities on board a vessel are fulfilled b A effective contribution is made to the achievement of a harmonious working environment on board a vessel c Assistance and encouragement are provided to others in workplace activities d A contribution is made to the resolution of conflicts by participating in mediation and negotiations fairly, honestly and effectively e Appropriate action is taken to avoid and prevent harassment of others and to respect the religious and cultural habits of other crew members f Appropriate standards of hygiene and cleanliness are maintained to the standards required when living in a shipboard community g Credit for achievements is appropriately shared with others in the crew h Appropriate precautions are taken to avoid contributing to the spread of AIDS and other communicable diseases i A good example is provided to others of a responsible, fair, sympathetic, equitable and diligent member of the shipboard

ELEMENT	PERFORMANCE CRITERIA
	team

ELEMENT	PERFORMANCE CRITERIA
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<ul style="list-style-type: none"> • • Observe standards of work and behaviour 	<ul style="list-style-type: none"> a Work is carried out as per established performance standards b Feedback on assessed work performance is acknowledged and acted upon c Personal skills and knowledge are developed through on-board training and other means to ensure an effective contribution to shipboard work activities d Employment conditions are known, interpreted and followed e Individual rights and responsibilities on board a vessel are interpreted and fulfilled f Drug and alcohol abuse on board vessel is avoided g Appropriate precautions are taken to prevent pollution of the marine environment
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<ul style="list-style-type: none"> • • Communicate with officers, crew and others 	<ul style="list-style-type: none"> a Orders are attended to, interpreted and implemented b Effective listening skills are demonstrated c Questions are used to gain additional information d Verbal and written communication with others in the performance of duties is clear and precise and uses the standard nautical vocabulary e Misunderstandings in communications are avoided using appropriate confirmation techniques and established practice f Appropriate techniques are used when communicating with others in multilingual crew to ensure that communication is effective and messages are clearly understood
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ELEMENT	PERFORMANCE CRITERIA
	g Various forms of non-verbal communication are appropriately used when working and communicating with others in the course of shipboard duties
<ul style="list-style-type: none"> • • Participate in work group discussions • 	<ul style="list-style-type: none"> a Responses are sought and provided to others in the group b Constructive contributions are made in terms of the process involved c Goals and outcomes are communicated and recorded
<ul style="list-style-type: none"> • • Follow established emergency procedures 	<ul style="list-style-type: none"> a Emergency situations are correctly recognised and identified b Correct action is taken on discovery of an actual or potential emergency c Information given on raising alarm is prompt, accurate, complete and clear

ELEMENT	PERFORMANCE CRITERIA
<ul style="list-style-type: none"> • • • • Follow established emergency procedures (continued) 	<ul style="list-style-type: none"> d Vessel's contingency plans for emergency response are interpreted and implemented in real and simulated emergency situations e Escape routes and internal and external communications and alarm systems are correctly used in real and simulated emergency situations f Emergency communications and alarm signals and systems are recognised and interpreted and required action implemented g Planned damage control procedures for dealing with damage to the vessel and its hull are implemented

ELEMENT	PERFORMANCE CRITERIA
<ul style="list-style-type: none"> • • Follow basic procedures for the use of lifesaving appliances 	<ul style="list-style-type: none"> a Participation in lifesaving drills confirms readiness to correctly carry out lifesaving procedures and use lifesaving appliances b Basic procedures for the use of various shipboard lifesaving appliances are followed as per regulatory requirements, manufacturer's instructions and company requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 Relevant sections of applicable maritime regulations
- 2 ISM Code and other safety management system procedures
- 3 The provisions of OH&S Acts, regulations and codes of practice relevant to vessel operations
- 4 The ways in which OH&S is managed on the vessel, for example:
 - a policies
 - b procedures
 - c plant and equipment operation and maintenance
 - d hazard identification
 - e risk assessment and control
 - f OH&S instruction and training
 - g provision of OH&S information

REQUIRED KNOWLEDGE

- 5 Hazards and causes of shipboard accidents
- 6 The preferred order of ways to control risks on a vessel (known as the hierarchy of control);
- 7 Procedures with respect to entry into an enclosed space
- 8 Workplace OH&S procedures relevant to the work being undertaken, including procedures for:
 - a recognising and reporting on hazards, for example, work area inspections
 - b work operations to control risks, for example, permit to work systems and isolation procedures
 - c responding to accidents, fires and emergencies
 - d raising OH&S issues
 - e employee participation in OH&S management, for example, consultative or OH&S committees and joint employer/employee inspections
- 9 Designated personnel responsible for OH&S on board a vessel
- 10 The meaning of OH&S symbols found on signs and labels on board a vessel
- 11 Regulatory requirements for shipboard emergency drills and musters
- 12 Types of emergency situations that may occur on a vessel and required individual and crew response when various actual or potential emergency situations are identified
- 13 Emergency alarm signals and systems in use on vessels and procedures to be followed when an emergency alarm is raised
- 14 Emergency and personal safety and survival equipment available on a vessel and procedures for their use
- 15 Escape routes and internal and external communications systems and alarms on board a vessel
- 16 Potential sources of marine pollution by a vessel
- 17 Effects of various types of pollution of the marine environment

- Procedures and processes for disposal of operational wastes on a vessel
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- 19 Precautions and procedures to prevent accidental pollution during vessel operations
- 20 Anti-discrimination and harassment policies and regulations
- 21 Personnel responsibilities, obligations and entitlements as per relevant industrial relations requirements
- 22 Instructions, standards and procedures for social behaviour, shipboard work and emergency situations
- 23 Principles of effective social interaction and teamwork on board a vessel
- 24 Conflict resolution and mediation strategies and techniques used on board a vessel
- 25 Appropriate standards of hygiene and cleanliness required when living in an on-board community
- 26 The dangers of drug and alcohol abuse on board ship
- 27 The dangers of AIDS and other venereal diseases
- 28 Basic written, verbal and non-verbal communication practices, protocols and procedures for communicating with others on board a vessel
- 29 Standard nautical vocabulary as per the 'IMO Standard Marine Communication Phrases' publication
- 30 Techniques for communicating effectively with other members of a multilingual crew
- 31 Barriers to effective communication and how to overcome them

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Receive and interpret oral and written orders and instructions
- 2 Interpret and apply established communication practices, including standard marine terms and phrases
- 3 Interpret and follow operational and emergency procedures and instructions

REQUIRED SKILLS

- 4 Recognise and interpret non-verbal communications
- 5 Communicate with multilingual crew where applicable using established techniques
- 6 Work and interact safely and collaboratively with others in the course of work activities
- 7 Contribute to effective human relationships on board a vessel
- 8 Respond appropriately to shipboard emergency situations
- 9 Contribute to the resolution of any interpersonal conflict
- 10 Recognise safety problems and hazards that may occur on a vessel and take appropriate action
- 11 Practise the required standards of hygiene and cleanliness required when living in an on-board community
- 12 Take action to avoid discrimination and harassment and report any identified incidents in accordance with policies and regulations
- 13 Identify interpersonal relationship problems that may arise during operations on a vessel and take appropriate action to resolve problems identified
- 14 Take appropriate precautions to prevent pollution of the marine environment
- 15 Use emergency and personal safety and survival equipment
- 16 Select and use appropriate communications equipment if required

Evidence Guide

Evidence Guide

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

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 this Training Package.

<p>1 Critical aspects of evidence required to demonstrate competency in this unit</p>	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a Respond to shipboard emergency situations b Take precautions to prevent pollution of the marine environment c Observe safe working practices d Communicate with other members of the vessel's crew e Contribute to effective human relationships on board a vessel
<p>2 Evidence required for demonstration of consistent performance</p>	<ul style="list-style-type: none"> a Performance is demonstrated consistently over a period of time and in a suitable range of contexts b Consistently applies underpinning knowledge and skills when: <ul style="list-style-type: none"> 1 responding to shipboard emergency situations 2 taking precautions to prevent pollution of the marine environment 3 observing safe working practices 4 communicating with other members of the vessel's crew 5 contributing to effective human relationships on board a vessel c Shows evidence of application of relevant workplace procedures, including: <ul style="list-style-type: none"> 1 ISM Code and associated vessel's safety management system and procedures

Evidence Guide

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- 2 OH&S legislation and regulations and hazard prevention policies and procedures
- 3 operational and emergency procedures
- 4 standards for social behaviour and shipboard work
- 5 on-board housekeeping processes
- 6 waste, pollution and recycling management processes
- d Action is taken promptly to report and/or rectify hazards, emergencies, safety risks, and interpersonal incidents and problems as per established procedures
- e Work is completed systematically with required attention to detail
- f Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions between crew and others

Evidence Guide (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Context of assessment
3

- a Assessment of competency must comply with the assessment requirements of the relevant maritime regulations
- b Assessment of this unit must be undertaken within relevant marine authority approved and audited arrangements by a registered training organisation:
 - 1 As a minimum, assessment of knowledge must be conducted through appropriate written/oral examinations
 - 2 Appropriate practical assessment must occur:
 - i at the registered training organisation; and/or
 - ii on an appropriate working or training vessel

Evidence Guide (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

4 Specific resources required for assessment

- Access is required to opportunities to:
- a participate in a range of practical and theoretical assignments, exercises, case studies and other assessments that demonstrate the skills and knowledge to observe personal safety and social responsibilities on board a vessel; and/or
 - b demonstrate observation of personal safety and social responsibilities in the course of work on an operational commercial or training vessel

Range Statement

Range Statement

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

VARIABLE

SCOPE

1. GENERAL CONTEXT

a. Work must be carried out:	1 in compliance with the relevant maritime and OH&S regulations
b. Work is performed:	1 either individually or in a team environment with some accountability for the safety of self and others

Range Statement

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

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| c. Work involves: | 1 the application of known and established regulations, practices and procedures to react in an appropriate manner during a shipboard emergency, to act appropriately with respect to personal and crew safety, and to be able to maintain good relations with others in a shipboard environment |
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2. WORKSITE ENVIRONMENT

a Vessel may include:	1 any Australian or international commercial vessel
b Work may be conducted:	1 in enclosed spaces, exposed conditions and controlled or open environment
c Safe working practices and hazard control strategies must be applied at all times, including:	<ul style="list-style-type: none"> 1 by day or night in both normal and emergency situations 2 under any permissible conditions of weather and loading 3 while underway 4 during berthing and unberthing operations 5 while anchoring or mooring 6 when slipped or in dry dock 7 when bunkering 8 during cargo, fishing or passenger operations

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

VARIABLE	SCOPE
<p>d Emergencies may include:</p>	<ol style="list-style-type: none"> 1 fire or explosion 2 collision 3 grounding 4 foundering 5 oil spill 6 accident involving dangerous goods 7 loss of propulsion power 8 loss of electrical power 9 loss of steering 10 flooding of vessel 11 loss of refrigeration 12 loss of water making ability or fresh water stowage 13 fuel oil, lubrication oil, steam and gas leaks 14 overheating and overspeed of machinery, governors, emergency trips 15 cyclones and other severe weather conditions
<p>e Shipboard emergency signals include:</p>	<ol style="list-style-type: none"> 1 general alarm 2 fire alarm 3 abandon ship signal

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

	4 CO ₂ alarm
	5 while anchoring or mooring
	6 when slipped or in dry dock
	7 when bunkering
	8 during cargo, fishing or passenger operations
f Workplace hazards may include:	1 moving heavy loads in an unsafe work environment
	2 unsecured machinery, components, cargo or repair equipment
	3 slippery deck
	4 welding equipment

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

VARIABLE	SCOPE
g Workplace hazards may include: (continued)	5 sharp tools and implements
	6 power tools
	7 moving and rotating machinery
	8 flammable liquids, vapours and fuel
	9 faulty machinery equipment handling equipment and lifting gear
	10 using equipment beyond safe working limits

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

	<ul style="list-style-type: none"> 11 poor housekeeping procedures 12 non-compliance with safe working procedures 13 electrical wiring and systems 14 hot pipes and valves (steam, fuel oil, lubricating oil) 15 cold pipes and valves (refrigeration and liquefied gas cargoes) 16 working at heights 17 exposed electrical circuits 18 toxic gases, chemicals and other harmful substances 19 damaged cargo and containers
<p>h Hazard identification may include activities associated with:</p>	<ul style="list-style-type: none"> 1 checking equipment or the work area before work commences and during work 2 workplace inspections 3 housekeeping
<p>i Personnel on board a vessel may include:</p>	<ul style="list-style-type: none"> 1 vessel's officers and crew 2 passengers 3 contractors 4 official representatives
<p>j OH&S participative arrangements</p>	<ul style="list-style-type: none"> 1 formal and informal meetings which include OH&S 2 participating on an OH&S committees

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

may include:	3 other committees for example: consultative, planning and purchasing
	4 participating as a health and safety representative on board a vessel
	5 making suggestions, requests, reports and concerns related to OH&S

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

VARIABLE	SCOPE
k Designated personnel may include:	1 vessel's officers 2 senior crew members 3 management OH&S personnel 4 other persons authorised or nominated by the company or vessel's officers to: <ul style="list-style-type: none"> i perform specified work ii approve specified work iii inspect specified work iv direct specified work
l Personal safety equipment may include:	1 ear muffs, gloves and safety boots 2 goggles (for chemical or solid dangers) 3 safety helmets

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

	<ul style="list-style-type: none"> 4 dust masks 5 breathing apparatus and respirators 6 safety harnesses
<p>m Documentation and records may include</p>	<ul style="list-style-type: none"> 1 relevant maritime regulations 2 company operational and emergency procedures 3 orders given by a master, skipper or a senior member of the crew 4 ISM Code and safety management system plans, procedures, checklists and instructions 5 safety management policies, emergency contingency plans and procedures 6 work and safety signs and symbols 7 records required under OH&S legislation, for example: <ul style="list-style-type: none"> i workers' compensation and rehabilitation records ii hazardous substances registers iii material safety data sheets iv major accident/injury notifications v manufacturer's and supplier's OH&S information vi OH&S audits and inspection reports

Range Statement (continued)

TDMMF5607A OBSERVE PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

VARIABLE	SCOPE
<p>m Documentation and records may include (continued)</p>	<ul style="list-style-type: none"> vii maintenance and testing reports viii workplace environmental monitoring and health surveillance records ix records of instruction and training x first aid/medical post records 8 machinery/equipment manuals 9 publications of standard marine communication terminology 10 industrial award requirements 11 anti-discrimination and equal employment policies and regulations 12 pollution control requirements
<p>n Applicable regulations and legislation may include:</p>	<ul style="list-style-type: none"> 1 relevant sections of Commonwealth, State and Territory and international maritime regulations 2 relevant international, Commonwealth, State and Territory OH&S legislation 3 SOLAS Convention 4 anti-discrimination and equal employment regulations 5 pollution control regulations

Unit Sector(s)

Not applicable.

Field

Field MF Operational Quality and Safety

Relationship to other units

Relationship to other units	The unit may be assessed in conjunction with other units that relate to the functions of the occupation(s) concerned.
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