



Australian Government

TLIF0024 Develop and maintain a safe workplace

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and maintain a safe workplace.

It includes planning and implementing safety requirements; informing and training workers on work health safety (WHS)/occupational health and safety (OHS) legislation, codes of practice and industry standards; and establishing and maintaining procedures for assessing and controlling safety risks. It also includes monitoring, adjusting and reporting safety performance, and evaluating the WHS/OHS system and related policies, procedures and programs.

Work involves discretion and judgement in developing and maintaining a safe workplace. Work is performed under minimum supervision with general guidance on progress and outcomes of work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan and implement safety requirements

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 WHS/OHS risk assessments are made as part of planning exercises

- 1.2 Policies and procedures are developed to implement requirements for a safe workplace
 - 1.3 Work practices are planned with colleagues to ensure compliance with workplace and environmental legislation and industry standards
 - 1.4 Safe operating procedures are documented and communicated to workers
 - 1.5 Work practices are implemented in accordance with requirements specified in legislation and standards for safe workplaces and environments
 - 1.6 Effective induction and supervision are provided to support workers in managing their organisational responsibilities
 - 1.7 Purchasing policies for providing goods and services are informed by WHS/OHS considerations
- 2 Inform and train workers on WHS/OHS legislation, codes of practice and industry standards**
 - 2.1 Legislation, industry standards and organisational policies and practices relevant to creating and maintaining a safe workplace and environment are made available to workers
 - 2.2 Arrangements are made to provide information in a language, style and format that is understood by workers
 - 2.3 WHS/OHS training program is developed and implemented to identify and fulfil workers WHS/OHS training needs as part of the organisational general training program
 - 2.4 Workers are informed of their legal responsibility for maintaining a safe workplace and environment
 - 2.5 Implications of an unsafe workplace and environment are made clear to all within the workplace
- 3 Establish and maintain procedures for assessing and controlling safety risks**
 - 3.1 Identified hazards are correctly assessed in accordance with WHS/OHS legislation and codes of practice
 - 3.2 Activities are monitored to ensure procedure is adopted effectively throughout area of managerial responsibility
 - 3.3 Risk assessment is conducted at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure risk is not increased
 - 3.4 Measures to control assessed safety risks are developed and implemented in accordance with the hierarchy of controls, relevant WHS/OHS legislation, codes of practice and

	trends identified from the WHS/OHS records system
	3.5 Activities are monitored to ensure risk control procedure is adopted effectively throughout area of managerial responsibility
	3.6 Risk control is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure adequate risk control measures are included
4 Monitor, adjust and report safety performance	4.1 Hazards are identified, assessed and prioritised for action
	4.2 Controls are selected to minimise risks to health and safety
	4.3 Waste recycling, reduction and disposal are carried out within legislative and organisational requirements
	4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated workers
	4.5 Workers are informed of improvements and alterations to WHS/OHS procedures in the workplace
	4.6 Systems, records and reporting procedures are maintained according to legislative requirements
5 Evaluate WHS/OHS system and related policies, procedures and programs	5.1 Effectiveness of the WHS/OHS system and related policies, procedures and programs are assessed in accordance with workplace WHS/OHS aims
	5.2 Improvements to the WHS/OHS system are developed and implemented to ensure effective workplace WHS/OHS aims and organisational policies and objectives are achieved
	5.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of controls, and resources enabling implementation of new control measures are sought and/or provided in accordance with appropriate procedures
6 Investigate and report non-conformance	6.1 Conformance with WHS/OHS legislation and codes of practice is assessed to ensure legal WHS/OHS standards are maintained
	6.2 Non-conformances are investigated and dealt with in accordance with legislative requirements

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| | 6.3 | Workers are supported to acquire and apply competencies to meet legislative requirements and associated standards |
| | 6.4 | Changes to operations and practices are implemented to ensure non-conformance is not repeated |
| 7 Establish and maintain a WHS/OHS records system | 7.1 | WHS/OHS record requirements are confirmed to identify patterns of occupational injury and disease within area of managerial responsibility |
| | 7.2 | WHS/OHS records system is set up to meet WHS/OHS record requirements |
| | 7.3 | Workers are trained in the use of the WHS/OHS records system |
| | 7.4 | Changes are made to the WHS/OHS records system to ensure effective achievement of workplace WHS/OHS aims |
| | 7.5 | WHS/OHS records are used as the basis for developing and submitting relevant workplace WHS/OHS reports to management |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4014 Develop and maintain a safe workplace.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

