



Australian Government

TLIF5022 Develop and manage fitness for work policy and procedures

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 manage fitness for work policy and procedures in an organisation.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, related policy and procedures; and acting appropriately to reports on the implementation of fitness for work policy and any identified breaches of associated regulations. It also includes ensuring that the operation's systems are compliant with regulations and organisational policy; and establishing, implementing, monitoring and communicating fitness for work programs.

This unit applies to people with the responsibility for rail operations management.

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 describe the essential outcomes.

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

1 Identify or confirm regulatory requirements and organisational

1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within the organisation are identified and interpreted

responsibilities

- 1.2 National health assessment standards for rail safety workers and/or other applicable standards are accessed and interpreted
- 1.3 Current regulatory requirements, obligations and responsibilities regarding the use of drugs and alcohol by rail safety workers are identified and interpreted
- 1.4 Current regulatory requirements, obligations and responsibilities regarding fatigue management of rail safety workers are identified and interpreted
- 1.5 Risk-based approach is taken to developing programs that meet regulatory requirements

2 Establish and implement a fitness for work policy and procedures

- 2.1 Organisational fitness for work implementation plan is developed and/or reviewed and implemented in conjunction with relevant personnel
- 2.2 Organisational fatigue management policy and procedures are developed and/or reviewed and implemented
- 2.3 Policy and procedures related to drug and alcohol testing are developed and/or reviewed and implemented
- 2.4 Fitness for work policy and procedures are aligned to organisational return-to-work policy and procedures
- 2.5 Risk management approach is taken to identifying medical requirements for categories of rail safety workers
- 2.6 Fitness for work risk management system implementation plan and related policy and procedures are distributed and presented to relevant organisational personnel for implementation

3 Monitor implementation of fitness for work policy and procedures

- 3.1 Reports from designated personnel on the implementation of the organisation's fitness for work risk management system implementation plan and related policies and procedures are received and interpreted
- 3.2 Reports on accidents and safety incidents are reviewed to identify the extent to which a breach of the fitness for work procedures might have been a contributing factor
- 3.3 Organisational activities are monitored and changes to

organisation's fitness for work risk management system and procedures are identified, and appropriate action is taken to make the necessary adjustments

4 Act upon identified breaches of fitness for work policy

- 4.1 Identified or reported breaches of fitness for work policy are investigated in accordance with organisational procedures and regulatory requirements
- 4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fitness for work policy are provided with appropriate feedback and information to avoid any recurrence of the breakdown in planned processes
- 4.3 Where organisational procedures or culture are found to have contributed to a breach in fitness for work policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid any recurrence of the breakdown
- 4.4 Reports on breaches of fitness for work policy are prepared and submitted to designated personnel in accordance with organisational procedures and/or regulatory requirements

5 Ensure operations systems are compliant with fitness for work policy and regulations

- 5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisation's fitness for work policy and regulations
- 5.2 Changes are made to operations systems and standard operating procedures to ensure they are compliant as required
- 5.3 Supplier and/or subcontractor operations systems and standard operating procedures are reviewed to ensure they are compliant with fitness for work policy and regulations, in accordance with legislated requirements

6 Identify required resources and operational systems

- 6.1 Resources to support the implementation of the organisation's fitness for work risk management system are identified and submitted to appropriate authority
- 6.2 Organisation's fitness for work risk management systems resources are periodically reviewed and appropriate changes are made or requested

7 Communicate fitness for work policy and

- 7.1 Appropriate personnel affected by organisational fitness for work policy and procedures are identified

procedures

- 7.2 Organisational fitness for work policy and procedures are communicated to appropriate personnel using effective strategies
- 7.3 Team leaders, supervisory and training staff are provided with adequate resources to deliver organisational fitness for work communications strategies

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5022A Develop and manage fitness for work policy and procedures.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>