



**Australian Government**

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

# **TLIF3087A Follow occupational health, safety and environmental procedures in the rail industry**

**Release: 1**

## **TLIF3087A Follow occupational health, safety and environmental procedures in the rail industry**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit involves the skills and knowledge required to follow and apply occupational health, safety and environmental (OHS&E) procedures when carrying out work activities in the rail industry. It includes identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of OHS&E, and completing appropriate records.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

Work must be carried out in compliance with the relevant OHS&E regulations and procedures. Work is performed under some supervision generally in a team environment. It involves applying established OHS&E and hazard minimisation principles and procedures to the conduct of workplace activities.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit 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. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Follow workplace procedures for hazard identification and risk control</b>	<p>1.1 Workplace procedures for dealing with environmental incidents, accidents, fires and emergencies are known and followed</p> <p>1.2 Workplace procedures for OHS&amp;E and related work instructions for controlling risks in a workplace are followed</p> <p>1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment</p> <p>1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities</p> <p>1.5 Where applicable, personal protective clothing and equipment is correctly used in accordance with established safety practices and procedures</p> <p>1.6 Established emergency and contingency plans are followed in the event of an emergency</p> <p>1.7 Information on workplace OHS&amp;E policies, procedures and programs is stored in a readily accessible location and manner</p>
<b>2 Contribute to arrangements for the management of occupational health and safety</b>	<p>2.1 OH&amp;S issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant OH&amp;S legislation</p> <p>2.2 Contributions to OH&amp;S management in the workplace are made in accordance with workplace procedures and provisions of relevant legislation</p> <p>2.3 OH&amp;S issues are raised with designated personnel in accordance with workplace procedures and relevant OH&amp;S legislation</p> <p>2.4 Participative arrangements for OH&amp;S management in the workplace are contributed to within workplace procedures and scope of responsibilities and competencies</p>
<b>3 Implement environmental control procedures</b>	<p>3.1 Environmental protection measures are implemented or applied in accordance with organisational policies and procedures</p> <p>3.2 Where improvements to existing procedures are identified they are passed on to appropriate personnel</p>
<b>4 Complete OHS&amp;E records</b>	<p>4.1 OHS&amp;E records and reports are completed in accordance with organisational requirements</p>

## **Required Skills and Knowledge**

### **REQUIRED KNOWLEDGE AND SKILLS**

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

#### **Required knowledge:**

- Relevant OH&S procedures and guidelines
- Reporting procedures in regard to unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- Location and use of safety alarms and emergency communication systems
- Signs and signals used for OH&S warnings
- Relevant environmental protection regulations
- Workplace procedures and guidelines for the care of the environment during workplace operations
- Typical problems that can occur when caring for the environment
- Emergency and evacuation procedures
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

#### **Required skills:**

- Communicate effectively with others when following OHS&E procedures
- Read and comprehend simple statements in English
- Read and interpret relevant safety-related information, including workplace procedures and codes of practice
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to OHS&E in the workplace
- Operate electronic communication equipment in line with required protocol
- Work collaboratively with others when following OHS&E procedures
- Report and rectify within limits of own role problems, faults and malfunctions that may arise when following OHS&E procedures in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate potential hazards during work activities
- Work systematically with required attention to detail without injury to self or others, or damage to equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

## Evidence Guide

### EVIDENCE GUIDE

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

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

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and/or equipment, and/or
  - applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals

#### **Method of assessment**

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### 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.

<b>Work may be conducted in:</b>	<ul style="list-style-type: none"><li>• exposed conditions</li><li>• controlled or open environments</li></ul>
<b>Workplace hazards may include:</b>	<ul style="list-style-type: none"><li>• chemicals and other harmful substances</li><li>• movement of equipment, goods and vehicles</li><li>• toxic substances</li><li>• broken and damaged equipment</li><li>• inflammable materials and fire hazards</li><li>• lifting practices</li><li>• waste management and disposal</li><li>• extremes in weather conditions</li><li>• lighting levels</li><li>• trip and slip hazards</li><li>• water hazards</li><li>• traffic flows</li><li>• vehicle and equipment operation</li><li>• a range of storage areas</li></ul>
<b>Personnel in the work area may include:</b>	<ul style="list-style-type: none"><li>• site visitors</li><li>• OH&amp;S specialists</li><li>• union representatives</li><li>• contractors</li><li>• official representatives</li></ul>
<b>Participative arrangements may include:</b>	<ul style="list-style-type: none"><li>• formal and informal meetings that deal with OH&amp;S issues</li><li>• workplace OH&amp;S committees</li><li>• other committees, for example, consultative, planning and purchasing</li><li>• OH&amp;S representatives</li><li>• suggestions, requests, reports and concerns put forward by staff</li></ul>
<b>Communication in the work area may include:</b>	<ul style="list-style-type: none"><li>• telephone</li><li>• fax</li><li>• electronic, including email and internet</li><li>• radio</li></ul>
<b>Designated personnel may include:</b>	<ul style="list-style-type: none"><li>• workplace personnel</li><li>• supervisors</li><li>• team leaders</li><li>• management</li></ul>

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| <b>Personal protective equipment may include:</b>  | <ul style="list-style-type: none"><li>• occupational health and safety personnel</li><li>• other persons authorised or nominated by the organisation</li></ul>   |
| <b>Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:</b> | <ul style="list-style-type: none"><li>• gloves</li><li>• safety headwear and footwear</li><li>• safety glasses</li><li>• two-way radios</li><li>• high visibility clothing</li><li>• company procedures</li><li>• enterprise procedures</li><li>• organisational procedures</li><li>• established procedures</li></ul>             |
| <b>Information and documents may include:</b>  | <ul style="list-style-type: none"><li>• workplace OH&amp;S procedures and policies</li><li>• Australian Dangerous Goods (ADG) Code and material safety data sheets (MSDS)</li><li>• emergency procedures</li><li>• relevant legislation, regulations and related documentation</li></ul>   |
| <b>Applicable regulations and legislation may include:</b>   | <ul style="list-style-type: none"><li>• relevant state and territory OH&amp;S legislation and safety codes</li><li>• regulations and policies concerning noise, smoking, work station ergonomics and other critical OH&amp;S issues</li><li>• workplace relations regulations</li><li>• workers compensation regulations</li></ul> |

## Unit Sector(s)

Not applicable.

## Competency Field

F – Safety Management