



Australian Government

Department of Education, Employment and Workplace Relations

TLIF4014A Develop and maintain a safe workplace

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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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. A range of opportunities may be used to develop awareness and practice of OH&S policies and procedures, to support the development of OH&S and risk management systems, and to encourage the achievement of the organisation's OH&S goals and related key performance objectives.

Work generally involves responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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
1 Plan and implement safety requirements	<p>1.1 Health and safety risk assessments are made as part of all production planning exercises</p> <p>1.2 Policy and procedures are developed to implement requirements for a safe workplace</p> <p>1.3 Work practices are planned with colleagues to ensure compliance with workplace and environmental legislation and standards</p> <p>1.4 Safe operating procedures are documented and communicated</p> <p>1.5 Work practices are implemented in accordance with requirements specified in legislation and standards for safe workplaces and environments</p> <p>1.6 Effective induction and supervision is provided to support colleagues in managing their organisational responsibilities</p> <p>1.7 Purchasing policy for the provision of goods and services is informed by OH&S considerations</p>
2 Inform and train personnel on OH&S legislation, codes and standards	<p>2.1 Legislation, standards and the organisation's policies and practices relevant to the creation and maintenance of a safe workplace and environment are made available to individuals/teams</p> <p>2.2 Arrangements are made to provide information in a language, style and format which is understood by colleagues</p> <p>2.3 An OH&S training program is developed and implemented to identify and fulfil employees' OH&S training needs as part of the workplace's general training program</p> <p>2.4 Individuals/teams know their legal responsibility for maintaining a safe workplace and environment</p> <p>2.5 The implications of an unsafe workplace and environment are clear to all within the workplace</p>
3 Establish and maintain procedures for assessing and controlling safety risks	<p>3.1 Safety risks presented by identified hazards are correctly assessed in accordance with OH&S legislation and codes of practice</p> <p>3.2 Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility</p> <p>3.3 Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased</p> <p>3.4 Measures to control assessed safety risks are developed and implemented in accordance with the hierarchy of control, relevant OH&S legislation, codes of practice and trends identified from the OH&S records system</p>

ELEMENT	PERFORMANCE CRITERIA
4 Monitor, adjust and report safety performance	<p>3.5 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility</p> <p>3.6 Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included</p> <p>4.1 Hazards are identified, assessed and prioritised for action</p> <p>4.2 Controls are selected to minimise risks to health and safety</p> <p>4.3 Waste recycling, reduction and disposal is carried out within legislative and organisational requirements</p> <p>4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated persons/groups</p> <p>4.5 Individuals/teams are informed of improvements and alterations to occupational health and safety procedures in the workplace</p> <p>4.6 Systems, records and reporting procedures are maintained according to legislative requirements</p>
5 Evaluate the occupational health and safety system and related policies, procedures and programs	<p>5.1 The effectiveness of the OH&S system and related policies, procedures and programs is assessed according to the workplace's aims with respect to OH&S.</p> <p>5.2 Improvements to the OH&S system are developed and implemented to ensure more effective achievement of the workplace's organisation's aims with respect to OH&S policies and objectives.</p> <p>5.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures</p>
6 Investigate and report non-conformance	<p>6.1 Compliance with OH&S legislation and codes of practice is assessed to ensure that legal OH&S standards are maintained as a minimum</p> <p>6.2 Non-conformance is investigated and dealt with according to legislative requirements</p> <p>6.3 Colleagues are supported to acquire and apply competencies to meet legislative requirements and the associated standards</p> <p>6.4 Changes to operations and practices are implemented to ensure that non-conformance is not repeated</p>
7 Establish and maintain a system for OH&S records	<p>7.1 A system for keeping OH&S records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility, including provision for relevant workplace OH&S reports to be submitted to management</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 regulatory and code requirements
- Relevant OH&S and environmental protection policies and procedures
- Workplace protocols and procedures for the management of personal work priorities and professional development
- The systems of risk control recognising the significance of OH&S for effective workplace operation
- Workplace business policies and plans related to OH&S issues
- The significance of other management systems and procedures for OH&S
- Hazards and associated safety risks that exist in the workplace
- The range of control measures available for these safety risks
- Considerations for choosing between different control measures
- How to identify when expert advice is needed
- Elements of an effective OH&S management system
- Principles of risk management
- Appropriate links to other management systems, for example contractors, maintenance and purchasing
- The role of technical information and experts in designing hazard control measures, monitoring systems and health surveillance procedures
- The hierarchy of hazard and risk control measures
- Arrangements for participation and consultation over OH&S
- Incident and accident investigation arrangements
- Training, coaching and mentoring approaches appropriate for use in OH&S training programs
- Typical problems that can occur when managing OH&S systems and related action that can be taken

Required skills:

- Communicate effectively with others when establishing a safe workplace
- Read and interpret instructions, procedures, information, labels and signs relevant to developing and maintaining a safe workplace
- Interpret and follow operational instructions and prioritise work

Required skills:

- Complete documentation related to developing and maintaining a safe workplace
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when developing and maintaining a safe workplace
- Analyse the working environment in order to identify hazards, assess safety risks and design and implement appropriate OH&S management systems
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when developing and maintaining a safe workplace in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan work activities, including predicting consequences and identifying improvements
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and appropriately apply technology, information systems and procedures to improve OH&S compliance, information systems and reporting requirements
- 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

EVIDENCE GUIDE

- Context of and specific resources for assessment**
- relevant legislation and workplace procedures
 - other relevant aspects of the range statement
 - 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/or 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 equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- Method of assessment**
- Assessment of this unit must be undertaken by a registered training organisation
 - 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 at the registered training organisation, 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.

The workplace environment may involve twenty-four hour operation and may include:

- single and multi-site location
- large, medium and/or small companies

Services, products, risks, work systems and requirements may:

- potentially vary across different sections of the workplace

RANGE STATEMENT

- Operations involve:
- internal and external customer/supplier contact and coordination
- Work priorities and professional development are:
- directed at maximising achievement of the individual in accordance with the enterprises objectives and strategic plans
- Workplace hazards may include but are not restricted to:
- moving heavy loads in an unsafe work environment
 - unsecured machinery, components or repaired equipment
 - slippery floors
 - welding equipment
 - sharp tools and implements
 - power tools
 - moving and rotating machinery
 - flammable liquids, vapours and fuel
 - faulty machinery, handling equipment and lifting gear
 - using equipment beyond safe working limits
 - poor housekeeping procedures
 - non-compliance with safe working procedures
 - electrical wiring and systems, including exposed electrical circuits
 - working at heights and in confined spaces
 - toxic gases and substances
 - chemicals and other harmful substances
 - damaged goods, pallets and containers
 - dangerous/hazardous goods
- Training activities may include:
- attendance at formal education/training programs
 - completion of internal short training programs
 - attendances at relevant conferences, seminars and workshops
 - reading of relevant journals and literature
 - coaching/mentoring on the job
 - workplace training projects
- Consultative processes may involve:
- OH&S specialists
 - trainers
 - other employees and supervisors
 - management
 - union representatives
 - manufacturers representatives
 - supplier representatives
 - customers/clients
 - other maintenance, professional or technical staff

RANGE STATEMENT

Depending on the type of organisation concerned and the local terminology used, workplace plans/procedures may include:

- company plans/procedures
- enterprise plans/procedures
- organisational plans/procedures
- established plans/procedures

Information/documentation may include:

- workplace OH&S procedures and policies
- workplace OH&S management system including hazard/safety risk control strategies
- OH&S training notes and materials
- journals and work-related literature concerning OH&S
- competency standards
- customer/client instructions
- customer service standards and procedures
- workplace products and services information
- quality assurance standards and procedures
- relevant agreements, codes of practice including the national standards for services and operations
- manufacturers/suppliers' specifications, advice, recommended procedures, policies and instructions
- workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information
- legislation, regulations and related documentation relevant to business operations
- regulations and policies relating to minimising risks to the environment and ensuring compliance with OH&S requirements
- emergency procedures

Applicable regulations and legislation may include:

- relevant regulations, standards and codes of practice
- trading regulations relevant to business operations
- relevant Australian and state/territory OH&S legislation including regulations and codes of practice relating to hazards present in the workplace or industry, including:
 - general duty of care under OH&S legislation and common law
 - requirements for the maintenance and confidentiality of records of occupational injury and disease
 - requirements for provision of OH&S information and training
 - provisions relating to health and safety representatives and/or OH&S committees
 - provisions relating to OH&S issue resolution

RANGE STATEMENT

- environmental protection regulations
- hazardous substances and dangerous goods codes
- relevant Australian standards and certification requirements

Unit Sector(s)

Not Applicable

Competency Field

Competency Field F - Safety Management