



**Australian Government**

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

# **TLIF4065A Ensure compliance with Australian Dangerous Goods Code**

**Release: 1**

## **TLIF4065A Ensure compliance with Australian Dangerous Goods Code**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to ensure compliance with the current Australian Dangerous Goods Code (ADG code). It includes ensuring responsibilities for the handling and transport of dangerous goods are defined; managing performance and controlling risks; maintaining records; and evaluating effectiveness. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work may be undertaken in various contexts within the transport and distribution industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV or above.

### **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
<b>1 Ensure responsibilities for handling dangerous goods are defined</b>	<p>1.1 Responsibilities and duties for the transport and handling of dangerous goods are clearly defined, and allocated and included in job descriptions and duty statements for all relevant positions</p> <p>1.2 Any relevant licensing requirements for employees are confirmed</p>
<b>2 Manage performance and control risks</b>	<p>2.1 Ongoing system for the control of risks, based on a hierarchy of control is developed and integrated within general work procedures</p> <p>2.2 Measures to control assessed risks and monitor conformance are developed and implemented, in accordance with relevant dangerous goods transport regulations, code of practice and priorities identified in the workplace</p> <p>2.3 Non-conformance is investigated and procedures for rectification instituted</p> <p>2.4 Inadequacies in dangerous goods transport procedures are identified and measures are implemented to improve workplace practice</p>
<b>3 Maintain records</b>	<p>3.1 A dangerous goods records system is established in accordance with relevant legislative framework</p> <p>3.2 Accurate and legible records for operation within the workplace are completed in accordance with dangerous goods transport enterprise policies and legislative requirements</p>
<b>4 Evaluate effectiveness</b>	<p>4.1 Feedback about the effectiveness of the dangerous goods transport policies, procedures and programs is collected from the workgroup and provided to senior management</p> <p>4.2 Improvements to dangerous goods transport procedures are proposed to senior 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 sections of national and state or territory regulatory requirements and codes of practice, including detailed knowledge and understanding of the Australian Dangerous Goods Code, the conditions and the employees to whom it applies
- Relevant OH&S and environmental procedures and regulations particularly as they overlap

## REQUIRED KNOWLEDGE AND SKILLS

with the current ADG Code

- Operational procedures for safe transfer and storage of dangerous goods and hazardous materials
- Requirements for completing relevant documentation in line with requirements of the current ADG Code
- Code of practice for working collaboratively with others
- Procedures to be followed in the event of an emergency
- Procedures for managing and controlling hazardous situations when carrying out work activities

### Required skills:

- Communicate effectively with others when completing work activities, particularly in order to ensure their understanding of the current ADG Code and their responsibilities in relation to it
- Read and interpret the current ADG Code, related documents and procedures, and information materials provided as guidance notes
- Complete documentation related to work activities
- Work collaboratively with others to ensure compliance and safety
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Implement contingency plans for unplanned events, particularly to deal with any potential breaches of the current ADG Code
- Recognise hazards and apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities and engage others in the process
- Modify activities depending on differing operational contingencies, risk situations and environments
- Monitor work activities of team members in terms of planned schedule
- Select and use required personal protective clothing and 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** • The evidence required to demonstrate competency in

## EVIDENCE GUIDE

### and evidence required to demonstrate competency in this unit

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:

- complying with the applicable regulations and the current ADG Code
- complying with the relevant and current documentation for compliance of the current ADG Code
- demonstrating an understanding of the hierarchy of control
- demonstrating the using of effective communication techniques to give clear and accurate information in a form which is preferred and understood by the receiver

### 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/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.

Licensing requirements may include:

- specific licences to deal with named dangerous goods
- specific licences or permits required by states, territories or regions to transport dangerous goods into or through their jurisdiction

Documentation and records may include:

- regulations and codes of practice relevant to the current ADG code, including safeworking and local authority regulations and procedures
- relevant OH&S and environmental protection regulations
- workplace policies and procedures related to the current ADG code
- quality assurance procedures
- emergency procedures
- operations manuals, job specifications and induction documentation
- technical instructions
- dangerous goods declarations and material safety data sheets, where applicable
- goods manifest
- relevant Australian Standards and certification requirements

Applicable legislation and regulations may include:

- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances, specifically the ADG Code
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation

## Unit Sector(s)

Not Applicable

## **Competency Field**

**Competency Field**

F - Safety Management