TLIO3016A Apply and monitor workplace security procedures

Release: 1

INDUSTRY
SKILLS
COUNCILS
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TLIO3016A Apply and monitor workplace security procedures

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to apply and monitor security procedures in workplaces in the postal, warehousing, stevedoring, transport, distribution and allied industries in accordance with workplace and regulatory requirements. This includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit	Work must be carried out in compliance with the regulations and workplace requirements pertaining to the security procedures in the workplace.
	Work is performed under some supervision, generally within a team environment.
	Work involves the application of workplace procedures and regulatory requirements to security operations as part of work activities in the postal, warehousing, stevedoring, transport, distribution and allied industries.

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 Check and monitor personnel and goods entering the existing worksite	1.1 The entry and/or exit of personnel and vehicles are checked in accordance with workplace operational procedures and statutory authority regulations to prevent improper entry or unlawful removal of goods and cargo
	1.2 Potential breaches of security which may cause goods to be at risk are observed and reported promptly to designated personnel in accordance with workplace procedures
2 Carry out surveillance of work areas	2.1 Surveillance of work areas is in accordance with workplace procedures and regulatory requirements
	2.2 Breaches of security are identified and action is initiated and/or the incident reported in accordance with workplace procedures and regulatory requirements
3 Deal and write reports on security incidents emergencies	3.1 Security incidents/emergencies are dealt with in accordance with regulations and site operational procedures
	3.2 Appropriate police/security/emergency services are contacted, if required, in accordance with workplace procedures
	3.3 Written reports of incidents/emergencies communicate intended message in accordance with workplace requirements
4 Complete required documentation	4.1 Surveillance documentation and reports are completed and files despatched in accordance with workplace procedures and regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Australian and international codes and regulations relevant to the security arrangements during the transfer of cargo, freight and mail
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace security procedures and policies when transferring cargo/freight/mail
- Focus of operation of work systems, equipment, management and site operating systems for the secure transfer of cargo/freight/mail
- Security problems that may occur when transferring cargo, freight and mail and appropriate action that can be taken to resolve or avoid the problems
- Site layout and operating procedures

REQUIRED KNOWLEDGE AND SKILLS

- Types of hazardous cargo and special handling procedures
- The marking and numbering systems for cargo/freight/mail
- Relevant bond, quarantine or other legislative requirements

Required skills:

- Communicate effectively with others when applying and monitoring security procedures for cargo, freight and mail
- Read and interpret instructions, procedures and information relevant to the security of cargo, freight and mail
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the security of cargo, freight and mail
- Receive, acknowledge and send messages with available communications equipment
- Work collaboratively with others when applying and monitoring security procedures for cargo, freight and mail
- 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 applying and monitoring security procedures for cargo, freight and mail in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when applying and monitoring security procedures for cargo, freight and mail
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan own work 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
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Identify, select and use relevant equipment, processes and procedures when maintaining security during the transfer of cargo, freight and mail
- 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/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

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.

Work may be conducted:	• in a range of work environments • by day or night
Workplaces may comprise:	• large, medium or small worksites
Customers may be:	• internal or external
Work may be conducted in:	• limited or restricted spaces • exposed conditions • controlled or open environments
Hazards may include:	• vehicular traffic and pedestrians • dust and vapours • chemicals and hazardous or other dangerous materials • humidity, air temperature • lighting conditions • movements of equipment, goods, and materials • noise
Security procedures for high value goods may include:	• identification codes/marks/numbers identified and recorded • goods to be secured are tallied • storage location matches product characteristics including fire risks, weather damage or requirements workplace • reporting of shortages and damage
Recording procedures for the receipt/delivery of cargo/freight/mail etc. may include:	• carrier and vehicle registration • cargo/freight/mail, including marks/numbers/identification codes • cargo/freight/mail documentation • number of pallets • gate pass and time of exit
Documentation may include:	• export receival advice • customs clearance • gate pass/VMO clearance
Depending on workplace context, authorised personnel seeking entry to terminal/wharf/workplace may include:	• carriers • customs • officers of the Australian Quarantine and Inspection Service • port authority • shipping agents • employees of related industries

RANGE STATEMENT

	• work crews • union representatives • contractors • site visitors • contractors • official representatives
Personal protective equipment may include:	• gloves • safety headwear and footwear • safety glasses • two-way radios • protective clothing • high visibility clothing
Communication in the work area may include:	• phone • fax • email • electronic data transfer (EDI) • RF systems • radio • oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Surveillance areas may include:	• buildings, gates and perimeter fence • personnel and property are authorised to be in a secured area • customers, visitors and contractors are safe • monies, premises and equipment are secure
Information/documents may include:	• workplace policies, operating procedures and practices • goods identification numbers and codes • manifests, consignment notes, bar codes, and container identification/serial number • Australian and international codes of practice and regulations relevant to the secure transfer of cargo/freight/mail/parcels including ADG Code • dangerous goods declarations and material safety data sheets (where applicable) • quality assurance procedures • induction documentation • competency standards and training materials

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RANGE STATEMENT

	• job specifications and procedures
	• award, enterprise bargaining agreement or other industrial arrangements
	• codes of practice, including national standards for manual handling and the industry safety code
	• supplier and or/client instructions'
	• HAZCHEM chart/MSDS
	• safety observation feedback program
	• emergency procedures
Applicable regulations and legislation may include:	• relevant codes and regulations for the transfer of cargo/freight/mail
	• Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
	• Australian and International Dangerous Goods Codes
	• Australian Marine Orders and the International Maritime Dangerous Goods Code
	• IATA Dangerous Goods by Air regulations
	• Australian and International Explosives Codes
	• licence, patent or copyright arrangements
	• water and road use and licence arrangements
	• export/import/quarantine/bond requirements
	• marine orders
	• relevant state/territory OH&S and environmental protection legislation
	• workplace relations regulations
	• workers compensation regulations
	• equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

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Competency Field

Competency Field   O - Security

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