



**Australian Government**

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

# **TLIO5006A Plan and manage security procedures for transferring and transporting dangerous goods**

Release: 1

## **TLIO5006A Plan and manage security procedures for transferring and transporting dangerous goods**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit Descriptor

This unit involves the skills and knowledge required to plan and manage security procedures for transferring and transporting dangerous goods in accordance with relevant regulatory requirements and workplace procedures, including the current ADG Code. This includes clarifying the movements of hazardous or high risk goods; implementing procedures for loading, unloading or goods movement activities; checking and monitoring personnel and goods within the work area; coordinating responses on security incidents/emergencies; carrying out surveillance of work areas; and reviewing and completing goods transfer operations in accordance with workplace requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

## Application of the Unit

### Application of the Unit

Work must be must be carried out in compliance with the relevant Australian regulations, standards and codes of practice, including the ADG Code.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and who provide 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
<b>1 Clarify movements of hazardous or high risk goods</b>	<p>1.1 Transport schedule details, nature of risk, special precautions and procedures are planned with line managers, supervisory staff and loaders</p> <p>1.2 Where applicable, appropriate permits and licences for transfer site/transport route are obtained/confirmed or exemptions sought</p> <p>1.3 Potential risks or hazards are identified, assessed and processes planned to manage risk</p> <p>1.4 Information collected is checked against workplace procedures and relevant regulatory framework</p> <p>1.5 Activities requiring special approval or workplace procedure changes are authorised and/or approvals obtained</p> <p>1.6 Security procedures are communicated to relevant parties</p>
<b>2 Implement procedures for loading, unloading or goods movement activities</b>	<p>2.1 Advice is provided to relevant emergency response groups (internal and/or external) or other affected personnel or contractors</p> <p>2.2 Procedures to control movement of equipment and personnel within the goods movement area in relation to the identified risks are initiated</p> <p>2.3 Security procedures are monitored and maintained with action taken to modify procedures when necessary</p> <p>2.4 Goods are moved within relevant enterprise procedures and statutory regulations</p>
<b>3 Check and monitor personnel and goods within the work area</b>	<p>3.1 Personnel and vehicles are checked in accordance with enterprise operational procedures and statutory authority regulations</p> <p>3.2 Receival and delivery of consignment is recorded in accordance with enterprise operational procedures to ensure identification of carrier, vehicle, consignment, receiver and documentation</p>
<b>4 Coordinate responses on security incidents/emergencies</b>	<p>4.1 Security incidents are dealt with in accordance with statutory authority regulations and workplace operational procedures</p> <p>4.2 When reports of incidents are communicated, the intended message is transmitted in a concise style that conforms to enterprise policy</p> <p>4.3 Potential security risks are observed and reported in accordance with operational procedures</p>
<b>5 Carry out surveillance of work areas</b>	<p>5.1 Surveillance of work areas is in accordance with workplace operational procedures and regulatory requirements</p> <p>5.2 Buildings and vehicles are appropriately secured</p> <p>5.3 Personnel and vehicles are authorised to be in a secured area in accordance with workplace security procedures</p> <p>5.4 Checks are made to ensure that storage areas and consignments are secure</p>

**ELEMENT**

**PERFORMANCE CRITERIA**

5.5 Measures are taken to confirm that equipment is secure in accordance with workplace procedures

## **ELEMENT**

## **PERFORMANCE CRITERIA**

### **6 Review and complete goods transfer operation**

- 6.1 Activities completed are checked against operational plan
- 6.2 Relevant documentation is completed
- 6.3 Specialised equipment used for the process is maintained and stored
- 6.4 Worksite is checked and returned to operational status

## **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 regulations and codes concerning the handling, transfer and transport of dangerous goods, including the current Australian Dangerous Goods Code
- Licence and permit requirements applicable to dangerous goods and hazardous substances
- Application of relevant Australian and international standards and associated certification requirements
- Relevant OH&S and environmental protection procedures and regulations
- Workplace procedures for planning and managing security for transferring and transporting dangerous goods and hazardous substances
- Security problems that may occur when transferring and transporting dangerous goods and hazardous substances and action that can be taken to report or resolve the problems
- Hazards that may exist when transferring and transporting dangerous goods and hazardous substances and ways of controlling the risks involved
- Focus of operation of work systems, resources, management and workplace operating systems
- Equipment applications, capacities, configurations, safety hazards and control
- Quality and customer service standards, policies and procedures
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity
- Relevant workplace documentation procedures
- Visual inspection procedures

#### **Required skills:**

- Communicate effectively with others when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- Read and interpret instructions, procedures, information and regulations relevant to the planning and managing of security procedures for the transfer and transport of dangerous

**Required skills:**

goods and hazardous substances



### **Required skills:**

- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the planning and managing of security procedures for the transfer and transport of dangerous goods and hazardous substances
- Operate electronic communication equipment to required protocol
- Provide leadership and work collaboratively with others when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances in accordance with regulatory requirements and workplace procedures
- Identify the factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- Implement contingency plans for unanticipated situations that may occur when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- Suggest improvements to housekeeping and workplace operations and negotiate changes
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan and organise systems and activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Provide customer and client service
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and apply appropriate technology, information systems and procedures
- 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

## EVIDENCE GUIDE

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:
  - assessing security risks arising from the nature of the load
  - planning and implementing procedures for the safe and efficient loading/unloading and movement of dangerous goods
  - demonstrating knowledge of security procedures required if security measures change
  - determining (any) required permits and licensing requirements
  - identifying job and site hazards and planning work to minimise risks
  - selecting appropriate equipment and work systems to maintain the security of loads within requirements for safe handling and protection of goods, transport, personnel and the public

### **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,

## EVIDENCE GUIDE

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.

- |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work may be undertaken:                                                               | <ul style="list-style-type: none"><li>• in various work environments in the warehousing, storage, transport and distribution industries</li></ul>                                                                                                                                                                                                                                                                                                                                                  |
| Customers may be:                                                                     | <ul style="list-style-type: none"><li>• internal or external</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Operations may be conducted:                                                          | <ul style="list-style-type: none"><li>• by day or night</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| The workplace environment may involve:                                                | <ul style="list-style-type: none"><li>• twenty-four hour operation</li><li>• single and multi-site location</li><li>• large, medium and small workplaces</li></ul>                                                                                                                                                                                                                                                                                                                                 |
| Indications of potential security risks may include:                                  | <ul style="list-style-type: none"><li>• consignment is unsealed</li><li>• consignment in unusual position</li><li>• consignment displays evidence of having been tampered with</li><li>• loose goods in the consignment</li><li>• consignment presents a potential fire hazard</li><li>• signs of possible security breaches</li></ul>                                                                                                                                                             |
| Plans for dangerous goods transfer/loading operations may encompass consideration of: | <ul style="list-style-type: none"><li>• approved transfer site</li><li>• positioning of vehicle</li><li>• safe operating procedures</li><li>• specification of required personal protection and emergency equipment</li><li>• specification of required transfer equipment/assemblies</li><li>• permitted ullage and filling ratios and/or carrying capacities</li><li>• segregation and/or storage requirements</li><li>• emergency/incident procedures</li><li>• customer requirements</li></ul> |
| Planning processes may require:                                                       | <ul style="list-style-type: none"><li>• application of problem solving and contingency management skills</li></ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| Security arrangements may be:                                                         | <ul style="list-style-type: none"><li>• routine or established for particular purposes</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                   |

## RANGE STATEMENT

- Classes of dangerous goods are as:
- defined in the respective Australian Codes
- Standard placarding, marking and signage for identified dangerous goods are as:
- required in the respective Australian Codes, including HAZCHEM codes
- Hazards may include:
- hazardous or dangerous materials/goods
  - contamination of, or from, materials being handled
  - noise, light, energy sources
  - stationary and moving machinery, parts or components
  - service lines
  - spill, leakages, ruptures
  - dust/vapours
  - ignition, fire and explosion
- Hazard management is consistent with:
- the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- Requirements for work may include:
- site restrictions and procedures
  - use of safety and personal protective equipment
  - communications equipment
  - specialised lifting, transfer and/or handling equipment
  - incident/accident/breakdown procedures
  - additional gear and equipment
  - authorities and permits
  - noise restrictions
  - hours of operation
- Consultative processes may involve:
- employees, supervisors and managers
  - suppliers, potential customers and existing clients
  - equipment manufacturers and suppliers
  - contractors
  - regulatory authorities and internal and external emergency services
  - dangerous goods and OH&S specialists
  - industrial relations specialists
  - other professional or technical staff
- Communications systems may involve:
- fixed and mobile telephone
  - radio
  - fax
  - email
  - electronic data transfer of information

## **RANGE STATEMENT**

- mail and internal memo

## RANGE STATEMENT

Personal protective equipment may include but is not limited to:

- gloves
- safety clothing
- safety glasses
- safety headwear and footwear
- two-way radios
- face mask and respirators
- high visibility clothing

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

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Documentation/records may include:

- Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances
- goods identification numbers and codes, including ADG and IMDG markings and HAZCHEM signs
- relevant codes of practice, including the Australian Dangerous Goods Code, the Australian Explosives Code, the Industry Safety Code, and National Standards for Manual Handling
- manifests, bar codes, goods and container identification/serial number
- manufacturers specifications, instructions and labelling advice including material safety data sheets
- workplace operating procedures, maintenance schedules and policies
- operations manuals, job specifications and procedures and induction documentation
- Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options
- supplier and/or client instructions
- relevant Australian Standards, criteria and certification requirements
- communications technology equipment and oral, aural or signed communications
- quality assurance and customer service standards and procedures
- emergency procedures
- relevant competency standards and training materials
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

## **RANGE STATEMENT**

Applicable procedures and codes may include:

- regulations and codes of practice related to loading/unloading of goods and manual handling including relevant road rules and mass and loading regulations
- 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
- relevant Australian Standards
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- transport licence or permit requirements and associated mass and loading regulations
- patent or copyright arrangements
- relevant workplace relations legislation
- equal opportunity legislation
- relevant workers compensation legislation
- equal opportunity, equal employment opportunity and affirmative action legislation

## **Unit Sector(s)**

Not Applicable

## **Competency Field**

**Competency Field**

O - Security