



Australian Government

Department of Education, Employment and Workplace Relations

TLIP4003A Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Release: 1

TLIP4003A Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement, maintain and evaluate dangerous goods transport procedures within the workplace in accordance with relevant regulatory requirements and workplace procedures. This includes implementing a policy framework for the transport and storage of dangerous goods; establishing and maintaining procedures for identifying hazards and risks; establishing and maintaining assessment procedures for monitoring conformance and controlling risks; implementing and monitoring procedures for maintaining dangerous goods records; and evaluating the implementation of dangerous goods transport policies, procedures and programs within the workplace. 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 relevant Australian regulations, standards and codes of practice, including the current Australian Dangerous Goods Code (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
1 Implement a policy framework for the transport and storage of dangerous goods	<p>1.1 Policies are developed to implement the current ADG Code and dangerous goods transport and storage regulations consistent with overall workplace policies</p> <p>1.2 Responsibilities and duties for the transport and storage of dangerous goods are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions</p> <p>1.3 Licensing requirements for employees (where relevant) are confirmed</p> <p>1.4 Consultative processes are developed and implemented</p> <p>1.5 Emergency incident/accident procedures are developed and implemented</p> <p>1.6 Information, instruction and training on dangerous goods transport and storage procedures are provided to enable employees to effectively implement the required systems and processes</p>
2 Establish and maintain procedures for identifying hazards and risks	<p>2.1 Hazards in the work area are identified and confirmed</p> <p>2.2 Procedures for ongoing identification of hazards and risks are developed and integrated within work systems</p> <p>2.3 Hazard identification is addressed at the planning, design and evaluation stages of any workplace change</p> <p>2.4 A maintenance and inspection program is instituted to confirm that vehicles, equipment and storage areas comply with regulatory and enterprise requirements</p>
3 Establish and maintain assessment procedures for monitoring conformance and controlling risks	<p>3.1 Ongoing system for the control of risks, based on a hierarchy of control is developed and integrated within general work procedures</p> <p>3.2 Measures to control assessed risks and monitor conformance are developed and implemented, in accordance with the current ADG Code, relevant dangerous goods transport regulations, code of practice and priorities identified in the workplace</p> <p>3.3 Non-conformance is investigated and procedures for rectification instituted</p> <p>3.4 Inadequacies in dangerous goods transport procedures are identified and measures are implemented to improve workplace practice</p>
4 Implement and monitor procedures for maintaining dangerous goods records	<p>4.1 A dangerous goods records system is established in accordance with relevant legislative framework</p> <p>4.2 Accurate and legible records for operation within the workplace are completed in accordance with the current ADG Code, dangerous goods transport enterprise policies and legislative requirements</p>
5 Evaluate the implementation of	<p>5.1 The effectiveness of the dangerous goods transport policies, procedures and programs is assessed</p>

ELEMENT

dangerous goods transport policies, procedures and programs within the workplace

PERFORMANCE CRITERIA

- 5.2 Improvements to dangerous goods transport procedures are identified and implemented
- 5.3 Compliance with the current ADG Code, dangerous goods transport regulations and codes of practice is assessed to ensure legal requirements are maintained as a minimum and exceeded where possible

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Regulations and codes concerning the transport of goods and freight
- Current ADG Code and relevant Australian Standards applicable to dangerous goods and hazardous substances
- Relevant OH&S and environmental protection procedures and regulations
- Workplace processes for implementing, maintaining and evaluating dangerous goods transport procedures
- Problems that may occur during the transport of dangerous goods and hazardous substances and action that can be taken to report or resolve the problems
- Hazards that may exist during the transport of dangerous goods and hazardous substances and ways of controlling the risks involved
- Focus of operation of dangerous goods transport systems, resources, management and workplace operating systems
- Equipment applications, capacities, configurations, safety hazards and control
- Regulatory, licence and permit requirements for dangerous goods transport
- Quality and customer service standards, policies and procedures
- Application of relevant Australian and international standards and associated certification requirements
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity
- Relevant workplace documentation procedures

Required skills:

- Communicate effectively with others when implementing, maintaining and evaluating dangerous goods transport procedures

Required skills:

- Read and interpret instructions, procedures, information and manuals relevant to the implementation, maintenance and evaluation of dangerous goods transport procedures
- Manage and prioritise work and coordinate self and others in relation to workplace activities
- Complete documentation related to the implementation, maintenance and evaluation of dangerous goods transport procedures
- Operate electronic communication equipment to required protocol
- Provide leadership and work collaboratively with others when implementing, maintaining and evaluating dangerous goods transport procedures
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems, faults or malfunctions that may be identified when implementing, maintaining and evaluating dangerous goods transport procedures in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations when implementing, maintaining and evaluating dangerous goods transport procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Identify the factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when implementing, maintaining and evaluating dangerous goods transport procedures
- Plan and organise systems and activities
- Monitor work activities in terms of planned schedule
- Modify activities to cater for variations in workplace contexts and environment
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Provide customer and client service
- 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 guidelines for this Training Package.

EVIDENCE GUIDE

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:
 - implementing and monitoring policies and processes for the transport of dangerous goods
 - suggesting improvements to dangerous goods transport procedures and negotiating changes where required
 - demonstrating knowledge of the hierarchy of control and its implementation in the workplace
 - liaising with authorities, drivers, line managers and customers to ensure that policies and procedures are meeting required needs
 - identifying requirements of tasks and organising planning, job completion and evaluation stages
 - mediating and resolving issues surrounding the transport of dangerous goods, maximising positive outcomes for the workplace and the individuals within it

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.

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|--|---|
| Work may be undertaken: | <ul style="list-style-type: none">• in various work environments in the warehousing, storage, transport and distribution industries |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Operations may be conducted: | <ul style="list-style-type: none">• by day or night• in all weather conditions |
| The workplace environment may involve: | <ul style="list-style-type: none">• twenty-four hour operation• single and multi-site location• large, medium and small workplaces |
| Plans for dangerous goods transport procedures may encompass consideration of: | <ul style="list-style-type: none">• approved transfer site• positioning of vehicle when loading/unloading• safe operating and driving procedures• specification of required personal protection and emergency equipment• specification of required transfer equipment/assemblies• permitted ullage and filling ratios and or carrying capacities• segregation and/or storage requirements• emergency/incident/breakdown procedures• customer requirements |
| Classes of dangerous goods are: | <ul style="list-style-type: none">• as defined in the respective Australian codes |
| Policies and procedures for the transportation of dangerous goods must: | <ul style="list-style-type: none">• conform to relevant legislative framework and guidance material |
| Hazards may include: | <ul style="list-style-type: none">• hazardous or dangerous materials• contamination of, or from, materials being handled• noise, light, energy sources• stationary and moving machinery, parts or components• service lines |

RANGE STATEMENT

- spill, leakages, ruptures
- dust/vapours

RANGE STATEMENT

- 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 transfer/transport equipment
 - incident/accident/breakdown procedures
 - additional gear and equipment
 - noise restrictions
 - hours of operation
 - authorities and permits
- Consultative processes may involve:
- employees, supervisors and managers
 - supplier instructions
 - equipment manufacturers and suppliers
 - contractors
 - industrial relations and OH&S specialists
 - other professional or technical staff
- Communications systems may involve:
- fixed and mobile telephone
 - radio
 - fax
 - email
 - electronic data transfer of information
 - mail and internal memo
- Personal protective equipment may include but is not limited to:
- gloves
 - safety clothing
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - face mask, respirators and breathing apparatus
 - 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:
- all relevant Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG Code

RANGE STATEMENT

- goods identification numbers and codes, including current ADG code 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
 - regulations and codes of practice related to transport 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, transfer 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
- Applicable procedures and codes may include:

RANGE STATEMENT

- licence, patent or copyright arrangements
- relevant workplace relations legislation
- workplace relations regulations
- 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 P - Administration and Finance