



**Australian Government**

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

# **TLIPC1001A Demonstrate care and apply safe practices at work**

**Release: 1**

## **TLIPC1001A Demonstrate care and apply safe practices at work**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit covers the skills and knowledge required to understand, apply and satisfy safe work practices in an industry. It includes following workplace occupational health and safety (OH&S) procedures; maintaining personal well-being; reporting on safety of self and others; and dealing with emergency situations. It may apply to OH&S requirements and/or internal workplace policies and procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

#### **Application of the Unit**

The unit has applications across industries. When delivered/assessed as part of a qualification, the unit will be customised to ensure its relevance to the real or simulated work activities. The workplace environment may include a school classroom or workshop equipped with the appropriate workplace equipment, RTO premises, or an enterprise environment where a high level of supervision exists.

### **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 Follow workplace OH&amp;S procedures</b>	<p>1.1 Relevant OH&amp;S, workplace hazard control procedures and safe work practices are identified, interpreted and applied to work</p> <p>1.2 Workplace procedures for reporting hazards are identified and adhered to in a prompt and efficient manner</p> <p>1.3 All relevant work activities are undertaken in a safe manner according to OH&amp;S guidelines, enterprise policies and procedures</p> <p>1.4 The work area is assessed regularly and procedures to report, remove or minimise potential hazards are followed</p> <p>1.5 Personal protection clothing and equipment is correctly used in accordance with established safety and workplace procedures</p>
<b>2 Maintain personal well-being in the workplace</b>	<p>2.1 Risks to personal well-being which may affect safe performance in the workplace are identified and strategies to prevent them are put into place</p> <p>2.2 Procedures for maintaining a tidy and clean personal work area are identified, interpreted and followed</p>
<b>3 Be aware of and report on safety of self and others</b>	<p>3.1 Situations which may endanger the individual or other workers are identified and corrected or reported</p> <p>3.2 Incidents and injuries to self or others on the job are dealt with in a timely manner and reported to appropriate persons</p> <p>3.3 Participative arrangements to foster safe working practices are contributed to, as appropriate</p>
<b>4 Deal with emergency situations</b>	<p>4.1 Emergency situations are recognised and required action is taken within scope of individual responsibility</p> <p>4.2 Emergency procedures are followed in accordance with organisational procedures</p> <p>4.3 Assistance from colleagues and/or other authorities is sought where appropriate</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:

- Applicable national, state and territory regulations
- Procedures related to OH&S to be followed in the work area concerned

## REQUIRED KNOWLEDGE AND SKILLS

- Workplace hazards and ways to minimise or remove them
- Workplace equipment, materials, housekeeping equipment and the processes and precautions for their use
- Personal protective equipment relevant to the job and job context
- Appropriate hygiene and safety standards

### Required skills:

- Use basic interpersonal and communication skills (including listening and questioning, receiving feedback)
- Report workplace hazards and occupational health and safety incidents and related action
- Solve or report problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- Use required personal protective equipment and clothing and other equipment required when following OH&S procedures
- Recognise limitations and ask for help

## 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

## EVIDENCE GUIDE

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.

Hazard control procedures may include:

- emergency, fire and accident procedures
- hazard identification and removal or, if this is not possible, establish a hazard control
- use of personal protective equipment
- relevant manufacturers guidelines relating to the operation and use of equipment
- OH&S regulations
- safe use of mechanical, pneumatic, hydraulic and/or electrical equipment
- safe use of chemicals and toxic substances

Workplace hazards may include:

- untidy work conditions including poor hygiene practices and unnecessary obstacles and equipment in work areas
- sharp instruments, knives or equipment
- noise
- hot substances and equipment (stoves, ovens, etc.)

## RANGE STATEMENT

	<ul style="list-style-type: none"><li>• electricity and water</li><li>• electrical equipment</li><li>• being careless when using cutting equipment or dealing with heat or hot surfaces</li><li>• damaged equipment</li><li>• moving machinery</li><li>• materials handling</li><li>• gases and liquids under pressure</li><li>• working at heights</li><li>• confined spaces</li><li>• inappropriate lifting practices</li><li>• dangerous floor surfaces</li><li>• movements of equipment, goods, vehicles</li><li>• chemicals and other harmful substances including fumes and dust</li><li>• toxic substances</li><li>• damaged packing material and containers</li><li>• inflammable materials and fire hazards</li><li>• waste management and disposal</li><li>• extremes in weather conditions</li><li>• unsuitable lighting levels</li><li>• water hazards</li><li>• dangerous storage areas</li></ul>
Safe work practices may include, but are not limited to:	<ul style="list-style-type: none"><li>• manual handling procedures</li><li>• correct posture</li><li>• safe lifting and bending</li><li>• using appropriate personal protective equipment</li><li>• good hygiene and health maintenance</li></ul>
Risk to personal well-being are actions by an individual which affect their ability to work safely and may include:	<ul style="list-style-type: none"><li>• smoking, alcohol and drug use</li><li>• lack of sleep</li><li>• poor diet</li><li>• lack of exercise</li><li>• stress</li><li>• not using appropriate methods when lifting or moving heavy objects</li><li>• not wearing proper personal protective equipment</li></ul>
Personal protection clothing and equipment may include but are not limited to:	<ul style="list-style-type: none"><li>• gloves</li><li>• masks</li><li>• aprons</li><li>• hair covering</li></ul>

## RANGE STATEMENT

- uniform
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - high visibility clothing
- Appropriate persons may include:
- workplace personnel
  - supervisors
  - team leaders
  - management
  - OH&S personnel
  - other persons authorised or nominated by the organisation
- Emergency situations may include:
- accidents, including those that do not result in injury
  - overheating equipment
  - injuries such as cuts, scalds, burns
  - health conditions such as fainting, asthma attacks, allergic reactions
  - spills and leakages of harmful gas and liquids
  - structural failures and breakages
  - robbery
  - fire
  - flooding
  - power failures or shorts
- Participative arrangements may include:
- workplace meetings
  - suggestion schemes
  - regular communications with team leaders
  - information sessions
- Information and documents may include:
- applicable national, state and territory regulations
  - standard operating procedures applicable to work role
  - quality standards applicable to work role
- Applicable legislation, regulations and codes may include:
- applicable national, state and territory regulations
  - relevant Australian Standards and related requirements
  - relevant state/territory OH&S legislation
  - relevant state/territory environmental protection legislation

## Unit Sector(s)

Not Applicable



## Competency Field

Competency Field

PC - Pathways Certificate