



Australian Government

Department of Education, Employment and Workplace Relations

UEPOPS364A Ensure Compliance with Occupational Health and Safety policy and procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This unit deals with the skills and knowledge required to ensure defined Occupational Health and Safety policies and procedures related to the work are followed in order to ensure the individual's own safety and that of others in the workplace.

Application of the Unit

Application of the Unit 2)

This unit describes generic Occupational Health and Safety competencies applicable for employees with minimal supervisory responsibilities

This unit may be included in a work entry program such as Safety Induction training required to gain access to a workplace.

It involves application of relevant Occupational Health and Safety legislation and codes of practice, including duties and responsibilities of all parties under the general duty of care.

Licensing/Regulatory Information

License to practice 3)

The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, employment in the Electricity Generation industry is subject to regulations directly related to Occupational

License to practice 3)
Health and Safety.

Pre-Requisites

Prerequisite Unit(s) 4)

Competencies 4.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

Where pre-requisite pathways have been identified. All competencies in the Common Unit Group must be have been completed.

Common Unit Group

Unit Code	Unit Title
UEENEEE101A	Apply Occupational Health Safety regulations, codes and practices in the workplace

Literacy and numeracy skills 4.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following levels. A description of what each level entails is provided in Section 2.3.1 Language, Literacy and Numeracy.

Reading 3 Writing 3 Numeracy 3

Employability Skills Information

Employability Skills 5)

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged

Employability Skills

5)

will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a competency standard unit
 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	Provide information to the work group about the organisation's Occupational Health and Safety policies and procedures.	1.1	Relevant provisions of Occupational Health and Safety legislation and codes of practice are accurately and clearly explained to the workgroup.
		1.2	Workplace procedures for dealing with accidents, fires and emergencies are completed, whenever necessary, within scope of responsibilities and competencies.
		1.3	Responsibilities and duties of employees in relation to the relevant Occupational Health & Safety legislation are demonstrated in day-to-day actions.
		1.4	Information about identified hazards and the outcome of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group
		1.5	The workplace is maintained in a safe and clean condition following the enterprise procedures.
		1.6	Where appropriate, the teams and individuals roles and responsibilities within the team are identified, and, where required, assist in the provision of on-the-job training

ELEMENT	PERFORMANCE CRITERIA
2 Contribute to participative arrangements for Occupational Health and Safety in the workplace	<p>2.1 Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.</p> <p>2.2 Confirm Occupational Health and Safety issues are raised with designated personnel in accordance with workplace procedures and relevant Occupational Health and Safety legislation.</p>
3 Confirm the organisation's procedures for identifying hazards and assessing risks are followed	<p>3.1 Confirm that work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures</p> <p>3.2 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported</p> <p>3.3 Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel</p>
4 Implement the organisation's procedure for maintaining Occupational Health and Safety records	4.1 Occupational Health and Safety records for work area are accurately and legibly completed in accordance with workplace requirements for Occupational Health and Safety records

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of complying with Occupational Health and Safety policy and procedures.

The extent of the Essential Knowledge and Associated Skills required follows:

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Evidence shall show that knowledge has been acquired for safe working practices of:

T1 Relevant Occupational Health and Safety regulations

T2 Relevant statutory legislation

T3 Relevant enterprise/site safety procedures

T4 Enterprise /site emergency procedures and techniques

T5 Environmental legislation

T6 Participative arrangements including the reporting of Occupational Health and Safety issue

T7 Provision of Occupational Health and Safety instructions to others

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Specific skills needed to achieve the Performance Criteria:

T1 Apply relevant Occupational Health and Safety regulations

T2 Apply relevant statutory legislation

T3 Apply relevant enterprise/site safety procedures including identification of hazards and controlling of risks

T4 Apply enterprise /site emergency procedures and techniques

T5 Apply enterprise recording procedures

T6 Locate and/or identify relevant plant and equipment

T7 Apply enterprise recording procedures

T8 Communicate effectively.

Evidence Guide

EVIDENCE GUIDE

9) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the Range Statement of the competency standard unit and the Training Package Assessment Guidelines. The Evidence Guide forms an integral part of this competency standard unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment 9.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and, Regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment. Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit 9.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each Element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the “Assessment Guidelines – UEP12”. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
 - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
 - Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
 - Demonstrate an understanding of the Essential Knowledge and Associated Skills as described in 6) Essential Knowledge and Associated Skills of this unit
 - employability skills Conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedures
- Apply as a minimum, the following relative to the Elements and Performance Criteria of this competency standard unit on at least two occasions:
 - Evidence of recognition of potential hazards in the workplace.
 - Evidence that symbols are identified and used for Occupational Health and Safety signs.
 - Dealing with an unplanned event by drawing on Essential Knowledge and Skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

Context of and specific resources for assessment 9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this competency standard unit.

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of and specific resources for assessment, evidence should show demonstrated competency working: in confined spaces with different types of plant and equipment as well as different structural/construction types and method and in a variety of environments.

Method of assessment 9.4)

This unit shall be assessed by methods given in Section 1.3.00 Assessment Guidelines. Note: Competent performance with inherent safe working practices is expected in the Industry to which this competency standard unit applies. This requires that the specified Essential Knowledge and Associated Skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the Essential Knowledge and Skills described in this unit.

Concurrent assessment and relationship with other units 9.5)

Competency in this unit may be assessed concurrently with other

units that require the application and implementation of Occupational Health and Safety policies and procedures. Competence may need to be assessed in conjunction with units relating to communication competencies, particularly those relating to information provision.

Range Statement

RANGE STATEMENT

10) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance. Demonstration of competency requires that an individual will have the ability to comply with workplace procedures in hazard identification and risk control, observe safe practices during work operations and participate in arrangements for maintaining health and safety of all individuals in the workplace. In accordance with all relevant Occupational Health and Safety legislation, particularly general duty of care. Relevant workplace procedures will include hazard policies and procedures; emergency, fire and accident procedures; procedures for the use of personal protective clothing and equipment; hazard identification and issue resolution procedures; and job procedures and work instructions. Consultative arrangements could include Occupational Health and Safety Committees and / or emergency response teams. Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Section 2.1 Preliminary Information and Glossaries.

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**
Operations.