



Australian Government

AHCARB404 Conduct a safety audit

Release: 1

AHCARB404 Conduct a safety audit

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to conduct safety audits of personnel and equipment involved in tree operations.

This unit applies to individuals who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems. Work is implemented with low risk work procedures and to comply with Safe Work Method documentation.

Works involving this unit of competency may be subject to local tree protection and preservation laws, and the relevant content of applicable Australian Standards.

Pre-requisite Unit

Nil.

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Perform audit planning	1.1 Identify safety audit objectives, scope and focus 1.2 Identify target operations and documentation 1.3 Determine safety audit process and sampling technique 1.4 Determine frequency and random timing of audit event 1.5 Prepare audit documentation 1.6 Conduct pre-audit communications with client and relevant stakeholders
2. Undertake safety audit	2.1 Undertake a site-specific risk assessment by identifying work

Element	Performance criteria
activities	health and safety hazards and assessing risk 2.2 Conduct random audit testing of site operations for usage of personal protective equipment 2.3 Conduct regular audit testing of tools, equipment and machinery for defective components 2.4 Conduct random audit inspection of dedicated rescue equipment 2.5 Conduct regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation 2.6 Conduct regular audit inspection of hazard identification, risk control and toolbox meeting documentation 2.7 Conduct random audit interviews for quality checking of personal protective equipment and clothing 2.8 Confirm currency and availability of tickets and certifications required by personnel to perform specialised work functions 2.9 Implement safety audits at appropriate frequency
3. Identify and respond to non-conformance	3.1 Identify and record non-conformance 3.2 Identify situations requiring referral 3.3 Issue verbal and written warnings for non-conforming work practices 3.4 Issue verbal and written notices for unsafe work practices 3.5 Tag tools and equipment requiring repairs and label with repair information details 3.6 Tag unsafe tools and equipment with 'Do Not Operate' tags and remove from operational use areas 3.7 Provide advice for improvement and rectification of non-conformance
4. Record, report and present audit results	4.1 Prepare safety audit report 4.2 Make final recommendations on action required 4.3 Obtain responses and finalise audit 4.4 Record safety audit findings 4.5 Conduct post-audit communications with client

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCARB404 Conduct a safety audit

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence for and demonstrate:

- identifying safety audit objectives, scope and focus
- identifying target operations and documentation
- determining safety audit process and sampling technique
- determining frequency and random timing of audit event
- preparing audit documentation
- conducting pre-audit communications with client and relevant stakeholders
- undertaking a site-specific risk assessment by identifying work health and safety hazards and assessing risk
- conducting random audit testing of site operations for usage of personal protective equipment
- conducting regular audit testing of tools, equipment and machinery for defective components
- conducting random audit inspection of dedicated rescue equipment
- conducting regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation
- conducting regular audit inspection of hazard identification, risk control and toolbox meeting documentation
- conducting random audit interviews for quality checking of personal protective equipment and clothing
- confirming currency and availability of tickets and certifications required by personnel to perform specialised work functions
- implementing safety audits at appropriate frequency
- identifying and record non-conformance
- identifying situations requiring referral
- issuing verbal and written warnings for non-conforming work practices
- issuing verbal and written notices for unsafe work practices

- tagging tools and equipment requiring repairs and label with repair information details
- tagging unsafe tools and equipment with 'do not operate' tags and remove from operational use areas
- providing advice for improvement and rectification of non-conformance
- preparing safety audit report
- making final recommendations on action required
- obtaining responses and finalising audit
- recording safety audit findings
- conducting post-audit communications with client
- use of industry standard terminology to describe safety audits.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- safety audit objectives
- safety audit scope
- safety audit focus
- target operations
- site-specific risk assessment
- safety audit process
- sampling technique
- audit frequency
- random timing of audit event
- audit documentation
- pre-audit communications
- random audit testing of site operations for usage of personal protective equipment
- regular audit testing of tools, equipment and machinery for defective components
- random audit inspection of rescue equipment
- regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation
- currency and availability of tickets and certifications
- non-conformance
- non-conforming work practices
- referral
- verbal and written warnings
- tagging tools and equipment requiring repairs
- repair information details
- tagging unsafe tools and equipment with 'do not operate' tags
- rectification of non-conformance
- advice for improvement of non-conformance
- safety audit report
- final recommendations on action required

- safety audit findings
- post-audit communications.

Assessment Conditions

Assessment must be demonstrated consistently over time in a suitable range of contexts and have a productivity-based outcome. No single assessment event or report is sufficient to achieve competency in this unit.

Assessment may be conducted in a simulated or real work environment, however determination of competency requires the application of work practices under work conditions.

The mandatory equipment and materials used to gather evidence for assessment include:

- equipment:
 - computer
 - word processing software
 - internet connection
 - digital camera/phone camera
- materials:
 - site-specific risk assessment form
 - safety audit form
 - safety audit report

Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.

Assessment must be conducted only by persons who have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed

Links

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