



Australian Government

AHCARB404 Conduct a safety audit

Release: 1

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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>