



Australian Government

AHCARB409 Conduct a safety audit

Release: 1

AHCARB409 Conduct a safety audit

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and conduct safety audits of arboriculture work teams, work procedures and practices. It includes the detection of faults in height safety equipment and determination of remedial action.

This unit applies to individuals designated as 'Height safety equipment inspectors'. Work is implemented with low-risk work procedures to comply with Australian Standards (AS1891). Individuals work autonomously, instruct and monitor the work of others within a team. They use discretion and judgment in the selection, allocation and use of available resources.

Legislation, regulations and by-laws relating to the treatment and removal of trees apply in some states and territories.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Perform audit planning	1.1 Identify objectives, scope and focus of audit 1.2 Identify audit target and required documentation 1.3 Determine audit process and sampling technique 1.4 Plan frequency and scheduling of audit events 1.5 Prepare audit documentation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.6 Conduct pre-audit communications with client and relevant stakeholders
2. Undertake safety audit activities	2.1 Undertake a site-specific job safety analysis (JSA) and record and implement control measures 2.2 Conduct planned audit of personal protective equipment used on site 2.3 Conduct planned audit of tools and equipment for defective components 2.4 Conduct planned audit inspection of emergency and rescue procedures, practices and equipment 2.5 Conduct planned audit inspection of height safety procedures, practices and equipment 2.6 Conduct planned audit inspection of workplace safety documentation 2.7 Confirm currency of licencing requirements of individuals in work team for specialised work functions
3. Identify and respond to non-conformance	3.1 Assess safety audit outcomes against compliance to safety policies and procedures 3.2 Identify non-conformance with safety policies, procedures, manufacturer instructions and applicable industry standards 3.3 Identify and detect faults, levels of wear and damage in equipment and determine remedial action 3.4 Issue rectification notices for breaches in work health and safety policies, procedures and practices 3.5 Remove unsafe tools and equipment from service and tag according to workplace safety procedures 3.6 Recommend training to improve safety
4. Record, report and present audit results	4.1 Prepare safety audit report according to workplace procedures 4.2 Review safety audit outcomes against workplace policies, procedures and industry safety standards 4.3 Identify and record inconsistencies in safe work practices, and recommend action for approval according to workplace safety procedures 4.4 Make recommendations to resolve unsafe work practices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to workplace safety procedures 4.5 Record and report results of safety audit according to workplace procedures 4.6 Maintain equipment data and audit inspection records according to industry standards and workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and interpret critical information in documentation used for workplace compliance, including manufacturer instructions, workplace policies and procedures for equipment, and industry standards
Writing	Accurately and clearly report outcomes of safety audits using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB409 Conduct a safety audit	AHCARB404 Conduct a safety audit	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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

Assessment Requirements for AHCARB409 Conduct a safety audit

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted, recorded and reported three separate safety audits, including completion of the following for each audit:

- prepared for audit, including:
 - identified safety audit objectives, scope and focus
 - reviewed legislation, standards, codes of practice, manufacturer instructions and industry guidance required for audit
 - identified target operations and documentation required for audit
 - determined the audit process and sampling technique
 - determined the frequency and scheduling of audit events
 - prepared audit documentation for recording audit
 - communicated audit requirements with client and relevant stakeholders
- assessed, analysed and documented site safety and implemented control measures
- conducted site audits according to planned schedule against workplace and industry safety standards for the following:
 - testing and use of personal protective equipment
 - testing and inspection of tools and equipment for safety defects
 - inspection of height safety equipment for condition and suitability for intended use
 - inspection and operation of emergency and rescue equipment
 - maintenance of workplace safety documentation
 - confirmed currency of licencing requirements for specialised equipment
- identified and recorded non-conformances and issued notices for breaches in safety policies, procedures and standards
- presented auditing outcomes and recommendations and sought approvals, including:
 - recommended alternative equipment configurations and practices
 - removed from service and tagged unsafe tools and equipment

- recommended training to improve safety
- maintained inspection records and equipment data.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- preferred industry practices (as outlined in the Companion Volume) relating to safe arboriculture work
- process and procedures of developing and conducting safety audits, including:
 - developing safety audit objectives
 - understanding and developing safety audit scope and focus
 - specifying the operational targets for audit
 - audit sampling technique
 - scheduling the frequency and timing of audit events
 - developing audit documentation and checklists
- communication strategies for informing key stakeholders of audit, and their purpose, including toolbox talks
- testing and observation of safety procedures and practices, including:
 - work function and operational safety
 - use and condition of personal protective equipment
- testing and observation of tools and equipment use on site, including:
 - defective components
 - correct safe operation
 - pre-start checks and shutdown procedures
 - use and maintenance of safety guards
 - restriction on equipment use
 - tagging tools and equipment
 - repair information and log books
 - application of Australian Standard AS1891 when testing fall arrest equipment
- testing and checking operation and availability of emergency resources, including:
 - rescue equipment kit
 - first aid kit
 - emergency response procedures
- testing and checking procedures used for:
 - arborist height safety equipment
 - rigging and climbing ropes
- manufacturer guidelines, industry standards and applicable regulations to determine suitable configurations and use of arborist height safety equipment
- purpose and use of safety documentation, including:
 - injury, accident and incident reports

- job safety analysis (JSA) and safe work method statements (SWMS)
- equipment tags and repairs log books
- availability of chemical and material safety data sheets
- audit requirements and safety procedures requiring certifications
- procedures for assessing work performance and activities against safety policies, procedures and industry standards
- managing non-conformance to safety standards, including:
 - non-conformance notices
 - professional development
 - changes to policies and procedures
 - recommendations for rectification of non-conformance
- safety audit reporting procedures and documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - access to an active arboriculture work site, or environment that accurately represents workplace conditions
- resources, equipment and materials:
 - computer and word processing software
 - arborist equipment stipulated in the performance evidence
- specifications:
 - workplace safety policies and procedures
 - client brief and instruction for safety audit objectives
 - preferred industry practices (as outlined in the Companion Volume) relating to safe arboriculture work
 - Australian and international standards related to safety audits for arboriculture work including AS1891
 - manufacturer instructions for arborist equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In particular, assessors must have:

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

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