



Australian Government

AURASA002 Follow safe working practices in an automotive workplace

Release: 1

AURASA002 Follow safe working practices in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to identify and follow safety and emergency procedures in an automotive workplace. It involves those safety procedures to be followed when using workplace hand tools and hand-held power tools, fixed equipment, and chemicals, and when running vehicles and machinery. It includes the individual's responsibility for safety and emergency response in the event of an accident or incident.

It applies to those working on agricultural machinery, heavy commercial vehicles, light vehicles, marine vessels, motorcycles, mobile plant machinery or outdoor power equipment in the automotive service and repair industry.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Common

Unit Sector

Health and Safety

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Identify and follow workplace safety	1.1 <i>Workplace procedures</i> relating to personal safety are identified and followed

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
procedures	1.2 Unsafe situations and hazards are identified and reported according to workplace procedures 1.3 Machinery and equipment breakdowns are identified and reported according to workplace procedures 1.4 Fire hazards are identified and reported, and precautions taken according to workplace procedures 1.5 Workplace procedures and safety requirements for handling and storing dangerous goods and hazardous substances are identified and followed 1.6 Workplace manual handling procedures are identified and followed 1.7 Participation in any WHS consultative arrangements established by workplace is undertaken
2. Identify and follow workplace emergency procedures	2.1 Workplace emergency procedures regarding illness and accidents are identified and followed 2.2 Safety warning alarms and workplace evacuation procedures are identified and followed 2.3 Firefighting appliances and equipment are located and identified for emergency use and application 2.4 Qualified persons are identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, customers and others 2.5 Accident and incident documentation requirements are followed according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Learning skills to:	locate sources of information relating to workplace safety requirements.
Reading skills to:	interpret information from manufacturer and workshop literature when seeking procedures required to carry out work safely.
Writing skills to:	legibly and accurately enter information into workplace safety documents and check sheets.

Skills	Description
Oral communication skills to:	- clarify instructions - inform personnel of workplace hazards.
Numeracy skills to:	match hazardous material weights and volumes to safety data sheets (SDS) and work instructions.
Planning and organising skills to:	plan own work requirements to achieve required outcomes while working according to safety requirements.
Self-management skills to:	- follow workplace safety requirements without constant supervision - identify and look after own safety.
Problem solving skills to:	- recognise when unsure of safety procedures and seek help - recognise potential workplace hazards and take action.

Range of Conditions

This section specifies work environments and conditions that may affect performance.

Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Workplace procedures</i> must include procedures for:	- selecting and using personal protective equipment (PPE) - identifying hazards - running motor vehicles in the workplace - emergency, fire and accident.
<i>Qualified persons</i> must include:	- those holding a current recognised qualification in any of the following: - first aid - cardiopulmonary resuscitation - fire warden and workplace evacuation - occupational or work health and safety representative.

Unit Mapping Information

Equivalent to AURASA2002 Apply safe working practices in an automotive workplace

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURASA002 Follow safe working practices in an automotive workplace

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in the unit's elements and performance criteria, range of conditions and foundation skills:

- move two heavy items in an automotive workplace
- use two different dangerous goods in an automotive workplace
- identify fire safety equipment and its correct application in an automotive workplace
- identify emergency evacuation procedures and responsibilities of self and co-workers in an automotive workplace
- raise a safety concern at either a work health and safety (WHS) or occupational health and safety (OHS) consultative meeting
- carry out a hazard inspection in an automotive workplace
- complete an incident report.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- basic aspects of relevant state or territory WHS or OHS legislation, including:
 - employer responsibilities for workplace practices
 - employee responsibilities to participate in WHS practices
 - employee responsibility to ensure own work practices protect the safety of self, other workers and other people in the workplace
- purpose and structure of WHS or OHS workplace committees, including roles of workplace personnel
- personal safety in an automotive workplace, including:
 - hearing protection
 - skin protection

- protective clothing
- protective footwear
- eye protection
- manual handling, including:
 - storing items
 - planning the lift
 - using correct lifting techniques and equipment
- workplace practices, including:
 - housekeeping
 - observing personal hygiene
 - identifying slip hazards and trip hazards
- meaning of WHS or OHS symbols and signs
- machine and equipment safety, including:
 - using compressed air
 - using machine guards
 - electrical tools, including:
 - checking before use
 - faulty equipment tagging and isolation procedures
 - dangers of using electrical tools around water
 - vehicle lifting equipment, including:
 - using jacks and stands
 - using hoists
 - safe working load (SWL) of jacks and hoists
- vehicle safety, including:
 - engine moving parts
 - engine and exhaust hot components
 - electrical hazards associated with:
 - high voltage ignition systems
 - wearing jewellery while working around high current wiring systems
 - batteries
 - fuel, including petrol, diesel and natural and petroleum gas
 - high voltage in battery electrical and hybrid vehicles
- hazardous materials, including handling and storing:
 - oils
 - brake fluid
 - brake dust
 - chemicals
 - cleaning products
 - safety data sheets (SDS)
- emergency procedures, including:

- personnel responsibilities
- evacuation procedures and assembly points.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having followed safe work practices while working in an automotive workplace, e.g. documented hazard inspection or incident report.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive workplace or simulated workplace
- workplace procedures and instructions relating to safe work practices
- workplace safety and emergency evacuation procedures
- hazardous chemicals and dangerous goods information
- safety materials and equipment relevant to an automotive workplace
- fire safety equipment
- documents for recording workplace safety, accidents and incidents.

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