



Australian Government

AURASA102 Follow safe working practices in an automotive workplace

Release: 1

AURASA102 Follow safe working practices in an automotive workplace

Modification History

Release	Comments
Release 1	This version first released with AUR Automotive Retail, Service and Repair Training Package Version 6.0

Application

This unit describes the skills and knowledge required to identify and follow safety and emergency procedures in an automotive workplace. It involves 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.

The unit applies to those who work 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.

Unit Sector

Common - Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and follow workplace safety procedures	1.1 Identify workplace procedures relating to personal safety 1.2 Identify and report unsafe situations and hazards according to workplace procedures 1.3 Identify and report machinery and equipment breakdowns according to workplace procedures 1.4 Identify and report fire hazards according to workplace procedures and taking the required precautions 1.5 Identify and follow workplace procedures and safety

ELEMENT	PERFORMANCE CRITERIA
	requirements for handling and storing dangerous goods and hazardous substances 1.6 Identify and follow workplace manual handling procedures 1.7 Participate in workplace health and safety (WHS) consultative arrangements established by workplace
2. Identify and follow workplace emergency procedures	2.1 Identify and follow workplace emergency procedures regarding illness and accidents 2.2 Identify and follow safety warning alarms and workplace evacuation procedures 2.3 Identify and locate firefighting appliances and equipment for emergency use and application 2.4 Identify and contact qualified persons in the event of an incident, accident or sickness of self, co-workers, staff, customers and others 2.5 Complete accident and incident documentation requirements according to workplace procedures

Foundation Skills

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

SKILL	DESCRIPTION
Learning	Locates required sources of information efficiently
Reading	Interprets information from manufacturer and workshop literature when seeking procedures required to carry out work safely
Oral communication	- Clarifies instructions - Informs personnel of workplace hazards
Numeracy	Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
Planning and organising	Plans own work requirements to achieve required outcomes while working according to safety requirements
Self-management	Identifies and look after own safety
Problem solving	Recognises when unsure of safety procedures and seek help

Unit Mapping Information

Supersedes and is equivalent to AURASA002 Follow safe working practices in an automotive workplace.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for AURASA102 Follow safe working practices in an automotive workplace

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

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

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic aspects of relevant state or territory workplace health and safety (WHS) 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
- workplace procedures for:
 - selecting and using personal protective equipment (PPE)
 - identifying hazards, including slip hazards and trip hazards
 - running motor vehicles in the workplace
 - emergency, fire and accident procedures, including:
 - personnel responsibilities
 - evacuation procedures and assembly points

- housekeeping procedures
- purpose and structure of WHS committees, including:
 - roles of workplace personnel
 - qualifications held by workplace personnel, including:
 - first aid
 - cardiopulmonary resuscitation
 - fire warden and workplace evacuation
 - work health and safety representative
- 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
- meaning of WHS symbols and signs
- machine and equipment safety, including:
 - using hand tools and hand-held power tools
 - using compressed air
 - using machine guards
 - electrical tools, including:
 - checking before use
 - faulty equipment tagging and isolation procedures
 - vehicle lifting equipment, including:
 - working in pits
 - 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
 - using electrical tools around water
 - batteries
 - fuel, including petrol, diesel and natural and petroleum gas

- high voltage in battery electrical and hybrid vehicles
- high voltage injectors
- hazardous materials, including handling and storing:
 - oils
 - brake fluid
 - brake dust
 - chemicals
 - cleaning products
 - safety data sheets (SDS).

Assessment Conditions

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.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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