



Australian Government

AURASA1001 Apply automotive workplace safety fundamentals

Release 1

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Modification History

Release	Comment
Release 1	New unit of competency

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes required to identify basic safety and emergency procedures that are used to maintain a safe automotive workplace. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	Work involves the theory and knowledge related to fundamental safety and emergency issues in an automotive workplace. Performance of work tasks that take in to consideration automotive workplace safety and emergency procedures may be applied in the application of the unit.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify basic workplace safety practices and procedures	1.1.Reasons for safe work practice in an automotive workshop are identified and determined 1.2.Responsibilities of staff in an automotive workshop are identified 1.3.Worksite <i>policies and procedures</i> to achieve a safe working environment are identified 1.4.<i>Workplace health and safety (WHS) requirements</i>, including personal safety needs, are identified and applied 1.5.Potential unsafe workplace situations are recognised 1.6.Fire and safety <i>hazards</i> and precautions are identified 1.7.Dangerous goods and substances, including storage and safe handling, are identified
2. Identify emergency procedures	2.1.Location of worksite <i>emergency procedures</i> is identified and referred to 2.2.Safety alarms are identified 2.3.Fire fighting equipment and appliances are identified 2.4.Qualified persons to be contacted in the event of accident or sickness of customers or staff are identified 2.5.Worksite evacuation procedures are identified and applied

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to communicate basic verbal and written information relating to workplace safety procedures
- initiative and enterprise to participate in self-improvement activities
- literacy skills to:
 - understand basic workplace safety-related procedures
 - read and follow information on written instructions
 - identify and understand information relating to recognising and reporting situations
- planning and organising skills to:
 - identify risk factors to minimise risk to self and others
 - contribute to activities which implement and follow standard safety procedures
- problem-solving skills to:
 - recognise a workplace problem or a potential problem
 - refer problems outside area of responsibility to appropriate person
 - identify, document and report numbers for emergency procedures
- self-management skills to:
 - locate and identify appropriate safety equipment
 - recognise limitations and seek timely advice
 - follow basic workplace documentation, such as operating and safety procedures
- teamwork skills to work with others and in a team by cooperating with team members
- technical skills to understand technical information relating to recognising and reporting unsafe situations
- technology skills to use workplace safety-related technology to assist with safe work practices

Required knowledge

- WHS procedures and requirements, equipment, material and personal safety requirements relating to automotive workplace safety
- location and identification of fire-fighting appliances
- dangerous goods and hazardous chemicals handling and storage practices
- worksite emergency and evacuation procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge.

A person who demonstrates competency in this unit must be able to:

- communicate safety matters effectively with others in an automotive workplace
- identify WHS requirements in the automotive workplace such as personal protective equipment (PPE)
- identify hazardous situations, and report to the relevant persons
- identify safe handling and storage of dangerous and/or hazardous goods and substances
- follow worksite emergency and evacuation procedures.

Context of and specific resources for assessment

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

Assessment is to occur:

- using standard workplace practices and procedures
- following safety requirements
- applying environmental constraints.

Assessment is to comply with relevant:

- regulatory requirements
- Australian standards
- industry codes of practice.

The following resources must be made available for the assessment of this unit:

- a workplace or simulated workplace containing materials, tools and equipment used for automotive service and repair activities
- worksite or equivalent instructions on safe working practice
- hazardous chemicals and/or dangerous goods information

EVIDENCE GUIDE

	• fire-fighting appliances and equipment.
Method of assessment	Assessment must satisfy the endorsed Assessment Guidelines of this Training Package. Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with the application of required skills and knowledge. Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application. Competence in this unit may be assessed in conjunction with other units which together form part of a holistic work role. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients. Assessment processes and techniques must be culturally sensitive and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Policies and procedures</i> may include:	• job procedures and work instructions • safe working practices • enterprise operating procedures • hazard policies and procedures • emergency, fire and accident procedures • personal safety procedures • procedure for the use of personal protective clothing and equipment.
<i>WHS requirements</i> may include:	• personal protective clothing and equipment • worksite documentation for WHS • industry or workplace codes of practice • emergency / incident signage or instructions.
<i>Hazards</i> may include:	• sharp cutting tooling and instruments • electricity and water • toxic substances • damaged packing material or containers • broken or damaged equipment • flammable materials and fire hazards • lifting practices • spillages • waste and debris especially on floors, ladders, trolleys • glue guns/burns.
<i>Emergency procedures</i> may include:	• sickness or accident reporting procedure • fire or workshop evacuation involving staff or customers • environmental incidents • incidents / accidents involving harmful or hazardous substances.

Unit Sector(s)

Competency field	Common
Unit sector	Health and Safety

Custom Content Section

Not applicable.