



Australian Government

AURASA2002 Apply safe working practices in an automotive workplace

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURC270103A Apply safe working practices Performance Criteria updated to reflect the automotive workplace

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes to apply basic safety and emergency procedures in order to contribute to a safe workplace for staff, customers and others. The unit involves the safety factors related to the use of automotive workplace hand tools and hand-held power tools, fixed equipment, chemicals, as well as vehicles and their use. 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 applies to the safety and emergency procedures of automotive workplaces.
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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. Apply basic safety procedures	1.1. Worksite policies and procedures for safety are followed and maintained while performing work tasks 1.2. Unsafe situations and hazards in the workplace are recognised and reported according to workplace health and safety (WHS) requirements and regulations 1.3. Procedure and reporting guidelines for machinery and equipment breakdowns are identified 1.4. Fire and safety hazards are identified and precautions are taken or reported according to workplace policy and procedures 1.5. Storage and handling practices for dangerous goods and substances are identified and applied according to workplace policy, procedures and WHS requirements 1.6. Workplace policy regarding manual handling practice is identified and followed 1.7. Participation in WHS consultative arrangements established by company is exercised
2. Apply emergency procedures	2.1. Worksite policies and emergency procedures regarding illness or accidents are identified and applied 2.2. Safety alarms are identified 2.3. Fire fighting appliances and equipment are located and identified for emergency use 2.4. Qualified persons are identified for contacting in the event of accident or sickness of customers or staff 2.5. Accident and incident documentation practices are followed according to worksite accident and injury procedures 2.6. Worksite evacuation procedures are identified

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 verbal and written information relating to reporting procedures and unsafe conditions
- initiative and enterprise to:
 - adapt to emerging situations in an automotive workplace
 - identify sources of information, assistance and expert knowledge to expand knowledge, skills and understanding
- literacy skills to:
 - understand workplace safety-related procedures
 - read, interpret and follow information on written instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- numeracy skills to understand numbers and mathematical
- planning and organising skills to:
 - identify risk factors and take action to minimise risk
 - plan and organise activities which implement and follow standard procedures
- problem-solving skills to:
 - recognise a workplace problem or a potential problem and take action
 - refer problems outside area of responsibility to appropriate person and suggest possible causes
 - establish diagnostic processes which recommend improvements for WHS issues
- self-management skills to:
 - select and use appropriate safety equipment, materials, processes and procedures
 - recognise limitations and seek timely advice
 - document and report numbers for emergency procedures
 - follow workplace documentation, such as codes of practice and operating procedures
- teamwork skills to:
 - work with others and in a team by assisting and cooperating with team members
 - work with diverse individuals and groups
- technical skills to:
 - collect, organise and 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

- implications for WHS of business operations and customer relations
- common automotive workplace safety terminology

REQUIRED SKILLS AND KNOWLEDGE

- WHS regulations, requirements, equipment and material and personal safety requirements
- safe manual handling theories and practices
- the location and application of fire fighting appliances in the workplace
- dangerous goods and hazardous chemicals handling processes
- workplace reporting 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, 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 effectively with others involved in or affected by the work
- identify and assess hazardous situations and rectify, or report to the relevant persons
- safely handle and store dangerous and hazardous goods and substances
- apply safe manual handling practices
- identify fire safety equipment and procedures applicable to emergency situations in an automotive workplace
- follow workplace safety, accident, incident and evacuation procedures.

EVIDENCE GUIDE**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 should be made available:

- workplace location or simulated workplace
- worksite or equivalent instructions on safe working practice
- hazardous chemicals and dangerous goods information
- materials, tools and equipment relevant to an automotive workplace
- access to 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:	• hazard policies and procedures • emergency, fire and accident procedures • personal safety procedures • procedures for the use of personal protective clothing and equipment • use of motor vehicles • resolution procedures • job procedures and work instructions • safe working practices • workplace operating procedures.
<i>Workplace health and safety (WHS)</i> requirements:	• are those prescribed under legislation, regulations, codes of practice, and workplace policies and procedures • may include: • protective clothing and equipment • use of tools and equipment • handling of material • use of fire-fighting equipment • first aid equipment • hazard control, including control of hazardous materials and toxic substances.
<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.
<i>Emergency procedures</i> may include:	• sickness or accident reporting procedure • fire or workshop evacuation involving staff or customers • environmental incidents • incidents and accidents involving harmful or hazardous

RANGE STATEMENT

	substances.
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Unit Sector(s)

Competency field	Common
Unit sector	Health and Safety

Custom Content Section

Not applicable.