



Australian Government

DEFEO214A Plan loading of dangerous goods

Release 2

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Modification History

Release	TP version	Comments
2	DEF12 V2	Layout adjusted.
1	DEF12 V1	First release.

Unit Descriptor

This unit covers the competency required to plan loading of dangerous goods in accordance with relevant regulatory requirements and workplace procedures, including assessing the goods/freight to be loaded, planning the transfer and loading operations, and completing all required documentation.

Application of the Unit

This unit generally applies to those with responsibility for resource coordination and allocation and for providing leadership of others individually or in teams.

Work is carried out in compliance with the relevant regulations, standards and codes of practice, including the Australian dangerous goods and explosives codes.

Work is under general guidance on progress and outcomes. It requires discretion and judgement in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess goods/freight to be loaded	1.1 Classification of goods/freight shipping documentation is assessed for compliance to the goods being loaded, in accordance with legislation and organisational requirements 1.2 Degree of risk for transported dangerous goods is determined in accordance with the workplace environment, legislation and organisational requirements 1.3 Compatibility of dangerous goods is assessed and segregation and storage requirements are planned in accordance with legislation and organisational requirements 1.4 Dangerous goods are assessed for compatibility and safe transport with intended packaging configuration/ container 1.5 Marking and placarding of loads is determined in accordance with legislation and organisational requirements
2. Plan transfer/loading operations	2.1 Plans for the transfer/loading operations are developed and communicated to relevant personnel 2.2 Dangerous goods transfer/loading operations are determined in accordance with legislation and organisational requirements
3. Document procedures	3.1 Dangerous goods loading procedures are documented in a form and manner appropriate for those employees undertaking the task and to meet regulatory requirements including completion of dangerous goods declarations 3.2 Shipping documentation/markings/placarding is planned and coordinated to ensure appropriate documentation variations in load deliveries and pick-ups 3.3 Records and documents are maintained in accordance with legislation and organisational requirements 3.4 Drivers/operators and dangerous goods licenses and insurance requirements are checked in relation to load 3.5 Procedures and copies of dangerous goods declarations are filed and/or located in accordance with legislation and organisational requirements

ELEMENT**PERFORMANCE CRITERIA**

- 4. Review planning process**
- 4.1 Planning processes are reviewed/refined in accordance with operational feedback
 - 4.2 Annotations/changes to procedures are undertaken in accordance with legislation and organisational requirements

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- identify and solve problems that may arise during the planning of the loading of dangerous goods
- identify factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when planning the loading of dangerous goods
- identify hazards that may exist during the loading/transferring of dangerous goods and hazardous substances and ways of controlling the risks involved
- identify problems that may occur during the loading/transferring of dangerous goods and hazardous substances and action that can be taken to report or resolve the problems
- identify workplace procedures for planning the loading/transferring of dangerous goods and hazardous substances
- manage and prioritise work and coordinate self and others in relation to workplace activities
- modify activities to cater for variations in workplace contexts and environment
- plan and organise systems and activities
- provide customer/client service
- provide leadership to others
- read and interpret operational and technical data, instructions and manuals
- select and apply appropriate application of technology, information systems and procedures
- suggest improvements to housekeeping and workplace operations, and negotiate changes

Required Knowledge

- application of current competencies within functional activity
- application of relevant Australian Standards and international standards and associated certification requirements
- coaching and mentoring approaches to support team members to share knowledge and skills
- equipment applications, capacities, configurations, safety hazards and control
- operation of maintenance systems, resources, management and workplace operating systems
- permit and licence requirements
- quality and customer service standards, policies and procedures
- relevant aspects of AEC and ADG code and relevant Australian Standards applicable to dangerous goods and hazardous substances
- relevant WHS and environmental protection procedures and regulations
- relevant regulations and codes concerning the handling, loading and transport of

goods and freight

- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group

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 this Training Package.

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

Assessment must confirm the ability to:

- assess and plan for the transfer/loading of dangerous goods
- select equipment and work systems
- identify job and site hazards
- plan work to minimise risks
- determine required permits and compliance with relevant regulations/codes of practice
- maintain records and documentation

Consistency in performance

Competency should be demonstrated over time in a variety of planning environments or in simulated environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on actual or simulated activity.

Specific resources for assessment

Access is required to:

- appropriate range of operational contexts involving relevant systems, personnel, equipment, work instructions and deadlines

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment. Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation

- third party reports from supervisors
- written or oral questions

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 in the Performance Criteria is detailed below.

<i>Organisation</i> may include:	• Defence organisation • Enterprises that work with explosive ordnance • Other government departments or instrumentalities that work with explosive ordnance
<i>Degree of risk</i> may be:	• Influenced by: • contamination of, or from, materials being handled • dust/vapours • hazardous or dangerous materials • noise, light, energy sources • service lines • spill, leakages, ruptures • stationary and moving machinery, parts or components
<i>Dangerous goods</i> may include:	• Any item that is identified by the UN Classification System for Dangerous Goods
<i>Workplace environment</i> may include:	• Various work environments in the warehousing, storage, transport and distribution industries and may involve: • day or night operations • twenty-four hour operation • single and multi-site location • large, medium and small workplaces • internal or external customers
<i>Legislation and organisational requirements</i> may include:	• ADG and Explosive Transport Regulations • Australian Code for the Transport of Explosives by Road and Rail • Australian Marine Orders and the International Maritime Dangerous Goods Code • Defence Explosive Ordnance Publications • International Air Transport Association (IATA) Dangerous Goods by Air regulations • International Explosives Codes • Relevant Australian Standards
<i>Marking and placarding:</i>	• For identified dangerous goods are as required in the respective Australian Codes, including HAZCHEM

	codes
Plans refers to:	• Dangerous goods transfer/loading operations and may include: • approved transfer sites • customer requirements • emergency/incident procedures • permitted ullage and filling ratios and/or carrying capacities • positioning of vehicles • safe operating procedures • segregation and/or storage requirements • specification of required personal protection and emergency equipment • specification of required transfer equipment/assemblies
Transfer/loading operations may include:	• Additional gear and equipment • Authorities and permits • Communications equipment • Hours of operation • Incident/accident breakdown procedures • Job specifications and procedures • Noise restrictions • Operations manuals • Site restrictions and procedures • Specialised lifting and/or handling equipment • Use of safety and personal protective equipment
Records and documents may include:	• Customer service standards and procedures • Dangerous goods declarations • Drivers/operators and dangerous goods licenses • Insurance requirements • Manifests, bar codes, goods and container identification/serial number workplace operating procedures • Material safety data sheets • Quality assurance standards and procedures • Relevant codes of practice

Unit Sector(s)

Not applicable.