



Australian Government

ICPSUP2600 Maintain a safe work environment

Release: 1

ICPSUP2600 Maintain a safe work environment

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to contribute to and maintain work health and safety (WHS) requirements are followed in printing and graphic arts workplaces.

It applies to individuals who perform a range of mainly routine tasks, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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

Unit Sector

Support

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. Confirm work area meets WHS requirements	1.1 Check WHS documentation is accessible and signage is visible 1.2 Identify personal protective equipment (PPE) required for the task 1.3 Identify safety devices present in the workplace 1.4 Confirm materials and equipment are safely stored and required ventilation is available 1.5 Remove waste from work area in accordance with WHS procedures and Environmental Protection Authority (EPA) regulations 1.6 Assess and control risks for own area of responsibility while under direct supervision according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	procedures 1.7 Monitor and measure emission levels according to enterprise procedures and report abnormal or unacceptable levels to required personnel
2. Contribute to WHS in the workplace	2.1 Report risks and hazards in the workplace to required personnel according to enterprise procedures and relevant WHS requirements 2.2 Make contributions to participative arrangements for WHS management in the workplace within scope of own role 2.3 Identify areas for improvement for WHS in workplace and escalate to required personnel according to enterprise procedures
3. Adjust workspace to meet workplace health and safety requirements	3.1 Adjust furniture and equipment to suit ergonomic requirements 3.2 Adjust lighting to ensure healthy and safe glare and lighting levels according to enterprise procedures and WHS standards 3.3 Confirm work space meets enterprise and WHS requirements for computer operation

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
Reading	Interprets textual information to determine and adhere to requirements
Writing	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	Uses listening and questioning techniques to confirm requirements
Numeracy	Analyses numerical information to measure acceptable and safe emissions in the workplace
Self-management	Follows enterprise procedures and regulatory requirements with specific reference to safety
Problem solving	Takes responsibility for routine low-impact decisions in familiar situations

Skill	Description
	Identifies and implements standard solutions for an increasing number of routine problems

Unit Mapping Information

Supersedes and is equivalent to ICPSUP260 Maintain a safe work environment.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPSUP2600 Maintain a safe work environment

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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 the unit, including evidence of the ability to:

- produce a record of work health and safety (WHS) factors in the workplace, including:
 - identifying WHS risks and hazards
 - implementing WHS improvements
 - identifying WHS measures in work area
 - documenting WHS incidents in workspace
 - implementing WHS adjustments to workspace
 - documenting contributions to participative arrangements for WHS management in the workplace.

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:

- WHS regulation regarding business operations
- enterprise procedures for WHS management in the workplace, including:
 - process for reporting concerns
 - procedures for fire, emergency, accident and near-miss
 - containment procedures
 - procedures for controlling risks
- safety devices, equipment and educational materials in the workplace, including safety data sheets and machine manuals
- possible workplace hazards
- Environmental Protection Agency (EPA) regulation requirements, including those for the handling and disposal of chemicals
- emission level requirements and enterprise procedures for monitoring and reporting
- purpose of WHS signs and symbols relevant to the area of work.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the area of work.

This includes access to:

- enterprise documentation relating to WHS
- a production environment as required to demonstrate the performance evidence.

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

Links

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