



Australian Government

ICPSUP260 Maintain a safe work environment

Release: 1

ICPSUP260 Maintain a safe work environment

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to ensure work health and safety (WHS) procedures are followed in environments where computers are predominately used, but which may include limited access to chemicals and solvents.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, 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. Follow workplace safety procedures	1.1 Hazards in work area are recognised while under direct supervision and reported to appropriate people according to enterprise procedures 1.2 Enterprise procedures and work instructions for assessing and controlling risks for own area of responsibility are followed accurately while under direct supervision 1.3 Enterprise procedures for dealing with incidents (accidents), fire and other emergencies are followed whenever necessary under direct supervision within scope of responsibilities and competencies

ELEMENT	PERFORMANCE CRITERIA
2. Contribute to WHS in the workplace	2.1 WHS issues are raised with appropriate people according to enterprise procedures and relevant WHS legislation 2.2 Contributions to participative arrangements for WHS management in the workplace are made within organisational procedures and scope of responsibilities and competencies 2.3 Information matching trail is documented 2.4 Any discrepancies are reported to supervisor
3. Ensure workspace health and safety	3.1 Workspace, furniture and equipment are adjusted to suit ergonomic requirements of the individual 3.2 Lighting is adjusted and glare is reduced to ensure healthy lighting levels 3.3 Work organisation meets organisational and WHS requirements for computer operation
4. Ensure safety from environmental discharges/emissions	4.1 Chemicals and solvents are correctly stored and appropriate ventilation is available when using chemicals and solvents 4.2 Abnormal or unacceptable emission levels are recognised and reported according to enterprise procedures 4.3 Emission levels are monitored and measured according to standard operating procedures where appropriate 4.4 Correct safety procedures are followed and personal protective equipment used properly 4.5 Containment procedures are applied according to standard operating procedures where required 4.6 Waste removal from work area complies with enterprise procedures and environmental regulations

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.2, 4.2, 4.3, 4.6	Recognises and interprets textual information to determine and adhere to requirements

Writing	1.1, 2.1-2.4, 4.2	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.1, 2.1, 2.2, 2.4, 4.2	Uses listening and questioning techniques to confirm requirements
Numeracy	4.2, 4.3	Analyses numerical information to measure acceptable and safe emissions in the workplace
Navigate the world of work	1.1, 1.3, 2.1, 2.2, 3.1-3.3, 4.2, 4.4, 4.6	Monitors adherence to organisational policies, procedures and legislative requirements with specific reference to safety
Interact with others	1.1, 2.1, 2.2, 2.4, 4.2	Uses appropriate communication protocols and conventions to report issues
Get the work done	3.1-3.3, 4.1, 4.3, 4.5	- Plans and implements routine tasks with familiar goals and outcomes - Takes responsibility for routine low-impact decisions within familiar situations - Begins to identify and implement standard solutions for an increasing number of routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP260 Maintain a safe work environment	ICPSU260C Maintain a safe work environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPSUP260 Maintain a safe work environment

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Performance Evidence

Evidence of the ability to:

- follow workplace safety directions/procedures
- recognise and report hazards according to enterprise procedures
- adjust own workspace to meet WHS requirements
- raise work health and safety (WHS) issues
- contribute to participative arrangements for WHS management in the workplace.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislation from all levels of government which affect business operations, especially in regard to WHS and environmental issues
- describe how WHS is managed in the workplace, including procedures for fire, emergency, accident and near-miss, and control of risks
- summarise possible workplace hazards
- identify designated personnel responsible for reporting WHS concerns
- explain the meaning of WHS signs and symbols relevant to the area of work.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to appropriate documentation and resources normally used in the workplace.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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