



Australian Government

ICPSUP261 Follow WHS practices and identify environmental hazards

Release: 1

ICPSUP261 Follow WHS practices and identify environmental hazards

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 maintain basic work health and safety (WHS) standards in the workplace.

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 enterprise procedures for hazard identification and risk control	1.1 Hazards in work area are recognised and reported to designated personnel 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 accidents, fire and emergencies are followed whenever necessary within scope of responsibilities and competencies
2. Follow enterprise procedures for control of	2.1 Abnormal or unacceptable emission levels are recognised and reported according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
environmental discharges/emissions	2.2 Waste removal from work area complies with enterprise procedures and environmental regulations 2.3 Containment procedures are applied according to standard operating procedures where required 2.4 Correct safety procedures are followed and personal protective equipment used properly
3. Contribute to participative arrangements for management of WHS	3.1 WHS issues are raised with designated personnel according to enterprise procedures and relevant WHS legislation 3.2 Contributions to WHS management in the workplace are made within organisational procedures and scope of responsibilities and competencies

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	1.1,1.2, 2.1-2.4, 3.1, 3.2	Recognises text within job specifications and follows written instructions
Writing	1.1, 2.1, 3.1	Records and reports numerical and key information related to outcomes of the job
Oral Communication	1.1, 2.1, 3.1	Uses appropriate vocabulary, including technical language relevant to role and context
Navigate the world of work	1.1-1.3, 2.1, 2.2, 2.4, 3.1, 3.2	Takes personal responsibility for following organisational and legislative requirements associated with own role
Interact with others	1.1, 2.1, 3.1	Uses appropriate communication protocols and conventions to report issues
Get the work done	2.1, 2.3	- Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing - 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
ICPSUP261 Follow WHS practices and identify environmental hazards	ICPSU261C Follow OHS practices and identify environmental hazards	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 ICPSUP261 Follow WHS practices and identify environmental hazards

Modification History

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

Performance Evidence

Evidence of the ability to:

- recognise and report hazards according to enterprise procedures
- follow workplace safety directions/procedures for dealing with hazards and risks
- use personal protective equipment properly
- raise work health and safety (WHS) issues
- contribute to participative arrangements for WHS management in the workplace.
- produce a record, maintained over at least one month, that demonstrates that the individual has followed safe working practices.

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:

Significant hazards in the workplace

- identify the major hazards in this workplace
- outline safety devices on this machine and their functions

Location and use of safety equipment and personnel

- describe the location of fire extinguishers and fire exits
- identify the location of the first aid kit and the first aid officer in own section

Enterprise procedures for dealing with fire and accidents

- explain the procedure for responding to a fire or accident
- identify the relevant person to report any dangerous situation to

Symbols used on WHS signs

- describe the following symbols and what they mean in the workplace:
 - hazardous chemicals
 - goggles
 - footwear
 - fire equipment

Safety data sheets

- describe where safety data sheets are kept and the information they contain
- explain where information about safe levels for discharges or emissions can be found

Information sources

- describe the location of machine manuals, safety and other documentation relevant to this task and outline the information included in them.

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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