



Australian Government

ICPSUP4600 Manage a safe work environment

Release: 1

ICPSUP4600 Manage 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 implement, manage and monitor work health and safety (WHS) requirements in printing and graphic arts workplaces.

It applies to individuals who are at a supervisory or middle management level in the workplace and hold some responsibility over other workers and may provide some leadership.

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. Identify WHS requirements	1.1 Check WHS documentation is accessible and signage is visible 1.2 Identify personal protective equipment (PPE) required to be provided in the workplace and confirm usage requirements 1.3 Identify safety devices present in the workplace 1.4 Check requirements for and confirm materials and equipment are safely stored and required ventilation is available 1.5 Manage waste removal from work area in accordance with WHS requirements and Environmental Protection Authority (EPA) regulations 1.6 Assess and control risks for own area of responsibility according to enterprise procedures
2. Monitor WHS in the workplace	2.1 Report risks and hazards in the workplace and manage the situation according to enterprise procedures and relevant WHS

ELEMENT	PERFORMANCE CRITERIA
	requirements 2.2 Contribute to participative arrangements for WHS management in the workplace 2.3 Monitor and measure emission levels according to enterprise procedures and report abnormal or unacceptable levels to required personnel
3. Improve WHS in the workplace	3.1 Identify potential areas of improvement for WHS in the workplace and evaluate against enterprise objectives 3.2 Plan implementation of WHS process improvements in the workplace 3.3 Implement WHS process improvements according to enterprise procedures 3.4 Monitor implementation of WHS process improvements and make adjustments as required
4. Adjust workspace to meet workplace health and safety requirements	4.1 Confirm required furniture and equipment is available and adjust to suit ergonomic requirements 4.2 Adjust lighting to ensure healthy and safe glare and lighting levels according to enterprise procedures and WHS standards 4.3 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
Writing	Presents complex written information with specialised vocabulary to a range of audiences
Oral Communication	Conveys complex information clearly according to enterprise communication protocols in a range of contexts
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 - Identifies purpose of own role and autonomously follows associated responsibilities to contribute to organisational goals
Problem solving	Identifies and implements standard and innovative solutions for an increasing number of routine and non-routine problems

Unit Mapping Information

No equivalent unit.

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 ICPSUP4600 Manage 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:

- planning and implementing at least two different work health and safety (WHS) process improvements according to enterprise requirements
- documenting at least two contributions to participative arrangements for WHS management in the workplace.

In the course of the above the candidate must:

- identify and manage WHS risks and hazards
- identify WHS measures in the work area
- document and respond to WHS incidents in the workspace.

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:
 - reporting concerns
 - fire, emergency, accident and near-miss
 - containment
 - controlling risks
 - implementing process improvements
- safety devices, equipment and educational materials in the workplace, including safety data sheets and machine manuals
- possible workplace hazards
- enterprise waste management procedures
- enterprise team communication protocols for participative arrangements
- required WHS records and documentation procedures

- adjustable WHS factors in the workspace including:
 - ventilation
 - furniture and equipment
 - lighting
- 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.

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