



Australian Government

Assessment Requirements for ICTWHS204

Follow work health and safety and environmental policy and procedures

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with ICT Information and Communications Technology Training Package Version 3.1. Release created to correct numbering in performance criteria.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- identify and apply the work health and safety (WHS) legislative and safety requirements for construction work
- identify the range of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control
- apply WHS communication processes, information and documentation
- contribute to the WHS committees and support representatives
- recognise the common safety signs and symbols
- identify and apply procedures for reporting hazards, incidents and injuries
- identify and apply the general procedures for responding to incidents and emergencies, including evacuation, first aid, fire safety equipment and personal protective equipment
- recognise and report hazards to designated personnel
- follow workplace procedures necessary to control risks in the workplace
- recognise the safe handling procedures for optical fibres and laser sources.

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:

- describe the relevant Commonwealth, state and territory WHS legislation, regulations, codes of practice, and industry standards and guidance notes relevant to own workplace, role and responsibilities
- describe the differences between Commonwealth, state and territory WHS legislation and regulations
- identify and describe the common construction hazards
- identify different types of asbestos containing materials (ACM) (via photographs) and common sources of asbestos containing materials (ACM) found in the work environment and describe the controls required to mitigate risk
- identify the general construction work activities that require licences, tickets or certificates of competency
- identify and discuss the information and documentation used to maintain and inform on safe work practices
- explain the purpose of environmental control processes for the following:
 - air quality management
 - disposal and handling of hazardous and dangerous substances
 - noise pollution
 - safe disposal of fibre offcuts
 - stormwater and materials spillage
 - waste disposal
- describe the WHS responsibilities and rights of duty holders and workplace parties under environmental and WHS legislation, regulations and codes of practice, including:
 - persons in control of construction work and/or projects
 - employers and self-employed persons
 - persons in control of a business or undertaking (PCBU) and officers
 - supervisors
 - employees and workers
 - designers
 - inspectors
 - manufacturers and suppliers
- describe how individuals engage and participate in WHS activities in the workplace
- list the safety implications of working with optical fibres and equipment including:
 - hazards relating to handling of optical fibre and laser light source in the workplace
 - injuries that may occur:
 - damage to retina from lasers
 - damage to lungs from inhalation of fibre offcuts and particles
 - needle stick injury from fibres and offcuts
 - laser warning signs and labels relating to optical fibre components and equipment
 - safety requirements when handling and working with:
 - devices
 - laser light sources

- optical fibre connectors
 - optical fibres
 - patchcords
- state the personal responsibilities in complying with safe work practices including those relating to:
 - housekeeping
 - identification of hazards
 - preventing bullying or harassment
 - smoking
 - use of amenities
 - use of drugs and alcohol
- discuss the principles of risk management (including hazard identification, risk assessment and control) for construction work
- state ways in which WHS is managed in the workplace, and activities required under WHS legislation including:
 - hazard identification
 - hazards that exist in the workplace
 - WHS instruction
 - preferred order of ways to control risks (known as the hierarchy of control)
 - risk assessment and controls
 - role of WHS committees and representatives
 - training and provision of WHS information
 - types of common personal protective equipment and fire safety equipment
 - types of WHS information and documentation
- describe the workplace environmental and WHS procedures relevant to various types of work being undertaken, including procedures for:
 - designated personnel responsible for WHS
 - employee and worker participation in WHS management
 - general first aid response requirements
 - general workers compensation and injury management
- describe the procedure for recognising, reporting and responding to WHS for:
 - accidents
 - dangerous occurrences
 - emergencies
 - hazards
 - incidents
 - injuries
 - fires
 - near misses
 - evacuation procedures

- identify and describe the function of WHS communications processes within an organisation
- discuss the purpose and process for completing job safety analysis or safe work method statements
- describe the meaning of WHS symbols found on signs and labels in the workplace
- describe the work operations to control risks
- explain the process of traffic control for a single vehicle
- describe the risks associated with confined spaces and harmful gasses, and explain the appropriate responses.

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 should be typical of those experienced in the telecommunications – work health and safety field of work and include access to:

- relevant WHS legislation, regulations and codes of practice
- WHS implementation resources, such as sample forms, signs and procedures
- enterprise WHS policies and procedures
- personal protective equipment
- first aid equipment
- fire safety equipment
- relevant work areas for identification of hazards and control measures
- optic fibre cabling and equipment.

Note: Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Refer to the ICT Implementation Guide Companion Volume for recommended assessor details.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>