



Australian Government

ICTWHS204 Follow work health and safety and environmental policy and procedures

Release: 2

ICTWHS204 Follow work health and safety and environmental policy and procedures

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to follow safe working practices and environmental policy in the management of a telecommunications workplace.

It applies to telecommunications staff working under supervision in a technical environment and includes school based workers, entry-level workers, trainees and apprentices, and field officers deploying broadband access networks using optical technologies and other work on live systems.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the ICT Implementation Guide Companion Volume or the relevant regulator for details of licensing, legislative or certification requirements.

Unit Sector

Telecommunications – work health and safety

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 work health and safety (WHS) legislative requirements	1.1 Locate WHS legislative requirements relevant to own work, role and responsibilities 1.2 Explain own responsibilities in relation to duty of care 1.3 Identify the relationship between legislative requirements and safe work practices
2 Identify construction hazards and control	2.1 Identify basic principles of risk management

ELEMENT	PERFORMANCE CRITERIA
measures	2.2 Identify common construction hazards 2.3 Identify measures for controlling hazards and risks
3 Follow workplace procedures for hazard identification and risk control	3.1 Recognise and report hazards in work area to designated personnel according to workplace procedures 3.2 Follow WHS legislative requirements, workplace procedures and work instructions to control risks 3.3 Comply with safe work practices 3.4 Implement duty of care requirements 3.5 Complete job safety analysis (JSA) sheets or safe work method statement (SWMS) according to work requirements, including hazard identification and risk assessment 3.6 Use and complete checks of personal protective equipment according to work requirements 3.7 Assess and test for harmful gases associated with workplace
4 Follow safety requirements for working with optical fibre equipment	4.1 Identify and use safe work practices when handling optical fibre, lasers and optical connectors according to the relevant Australian Standards 4.2 Identify and use safe working practices when handling and disposing of chemical waste
5 Identify and implement WHS communication and reporting processes	5.1 Apply WHS communication processes, information and documentation 5.2 Identify designated WHS personnel 5.3 Comply with safety signs and symbols 5.4 Identify procedures and relevant authorities for reporting emergencies, incidents and injuries
6 Follow WHS incident response procedures	6.1 Follow general procedures for responding to incidents and emergencies 6.2 Identify procedures for accessing first aid 6.3 Select and use relevant personal protective equipment 6.4 Explain and apply workplace procedures for fire safety
7 Contribute to management of WHS	7.1 Raise WHS issues with designated personnel according to workplace procedures and relevant WHS legislation 7.2 Contribute to participative arrangements for WHS management in workplace, within organisational procedures and scope of responsibilities and competencies

ELEMENT	PERFORMANCE CRITERIA
8 Contribute to management of workplace environmental issues	8.1 Raise environmental issues with designated personnel according to workplace procedures and relevant environmental requirements and legislation 8.2 Contribute to participative arrangements for environmental management in workplace, within organisational procedures and scope of responsibilities and competencies 8.3 Record and report all WHS issues, risks and hazards to designated personnel
9 Identify and respond appropriately to asbestos containing materials (ACM) hazards	9.1 Identify asbestos containing materials (ACM) hazards or their likelihood 9.2 Respond to asbestos containing materials hazards or their likelihood 9.3 Report identified or suspected asbestos containing materials hazards to designated personnel according to workplace procedures
10 Identify minor traffic management	10.1 Assess traffic safety requirement of general location with respect to regulatory and enterprise requirements 10.2 Identify safe work zone around vehicle and work space using traffic cones and signs according to regulatory requirements 10.3 Identify changed traffic conditions and act in accordance
11 Recognise and respond appropriately to confined space	11.1 Identify confined space in accordance with regulatory or enterprise guidelines that can only be entered by personnel with specialist training 11.2 Refer identified confined space to appropriate personnel

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, 4.1, 5.4, 6.1-6.4	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, to identify safety requirements

Writing	1.1, 3.1, 3.5, 7.1, 7.2, 8.1-8.3, 9.3, 11.2	Accurately records information and prepares documentation using clear language and organisational formats and protocols
Oral Communication	1.1, 7.1, 7.2, 8.1-8.3, 9.3, 11.2	Uses clear language and concepts, and tone and pace appropriate for the audience and purpose
Navigate the world of work	1.1-1.3, 2.1-2.3, 3.1-3.6, 4.1, 5.1, 5.3, 5.4, 6.4, 7.1, 7.2, 8.1, 8.2, 9.3, 10.2, 11.1	- Builds an understanding of personal roles and responsibilities for work - Explores and implements, where identified, the implicit expectations of policies and procedures - Understands rights and responsibilities, and complies with legal and regulatory requirements
Interact with others	1.1, 7.1, 7.2, 8.1- 8.3, 11.2	- Complies with work instructions and contributes to work group discussions using accepted conventions - Recognises common differences in other people and implements basic strategies to address own reaction to these differences
Get the work done	1.1-1.3, 2.1-2.3, 3.1, 3.4-3.7, 4.1-4.2, 5.1-5.4, 6.1- 6.4, 9.1, 9.2, 9.3, 10.1-10.3, 11.1	- Follows clearly defined instructions and sequencing, and monitors own progress for the task, seeking assistance when necessary - Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions - Identifies ideas for other applications and considers them in current contexts - Responds to predictable routine problems and implements standard and logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWHS204 Follow work health and	ICTWHS204 Follow work health and	Updates to correct numbering in	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
safety and environmental policy and procedures (release 2)	safety and environmental policy and procedures (release 1)	performance criteria	

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICTWHS204 Follow work health and safety and environmental policy and procedures

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

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