



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2001B Follow defined OHS policies and procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the knowledge and skills to follow defined OHS policies and procedures relating to work being undertaken.

Application of the Unit

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The unit applies to following defined OHS policies and procedures in order to ensure own safety and that of others in the workplace. Work is conducted under some supervision, usually with limited discretion, initiative and judgement on the job in own work.

Work may include a variety of environments such as operational workplace activities, restricted spaces, hazardous, controlled or exposed conditions and day or night operations. Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with self management to follow OHS practices when performing tasks, and learning skills to participate in OHS related training. Communication skills and understanding of team approach to OHS are also required to interpret and understand what is required to provide a safe workplace for self and others. This unit also requires the ability to use initiative and enterprise and problem solving strategies to identify and act upon hazards and risks within the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and follow workplace practices for <i>hazard identification</i> and <i>risk control</i>	1.1 Initiative and enterprise is used to recognise <i>hazards</i> in work area and report to designated <i>personnel</i>. 1.2 Workplace practices and work instructions for controlling risks are identified and followed accurately. 1.3 <i>OHS practices</i> and workplace practices for dealing with hazards are identified and followed.
2 Apply OHS practices to own work	2.1 Employee <i>OHS obligations</i> are identified. 2.2 Concepts of duties of care are identified. 2.3 <i>Problem solving strategies</i> are used to address safety problems, inconsistencies or concerns 2.4 Role of team approach in maintaining OHS is identified 2.5 Participate in OHS training
3 Contribute to participative arrangements for management of OHS	3.1 OHS issues are raised with <i>designated personnel</i> 3.2 Contributions are made to <i>participative arrangements</i> for OHS management in the workplace within workplace practices and scope of responsibilities.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- rights and responsibilities of parties under OHS legislation, regulations and codes of practice
- workplace OHS policies and procedures related to the job role or function
- workplace emergency and evacuation procedures
- the meaning of OHS signs and symbols
- workplace reporting procedures in regard to risks, hazards and accidents
- location and use of necessary safety equipment, including personal protective equipment
- safe operating procedures for machinery and equipment
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- identify and apply risk control measures
- identify and report workplace hazards
- follow workplace practices for accidents and emergency situations
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: • recognise and report hazards to designated personnel • accurately follow workplace procedures relevant to controlling risks in the workplace • communicate about hazards and risks in the workplace
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Hazards may include	- chemicals, dangerous and other hazardous substances - load shifting equipment such as overhead cranes, forklifts - production machinery and equipment - flammable materials and fire hazards - manual handling of materials and equipment - waste management and disposal - extremes in weather conditions - variations in lighting levels - floor surfaces - water hazards - accidents - traffic flow, vehicle and equipment operation - storage areas
Hazard identification may include:	- checking machinery and equipment and work area before and during work - workplace inspections - housekeeping
Risk control may include:	- isolation procedures - machine guards and safety devices - traffic and pedestrian flow regulation
Personnel may include:	workplace personnel, site visitors, contractors, official representatives
OHS obligations may include:	- personal protective equipment - applying duty of care to self and others in the workplace
Problem solving strategies may include:	- asking questions - reporting or referring to appropriate personnel - asking for help or support - referring to standard operating procedures - accessing OHS information
Designated personnel	OHS officer or coordinator

may include:	• human resources • OHS committee members • supervisor • management • team leader
Participative arrangements may include:	• formal and informal meetings • OHS committees • OHS representatives • suggestions, requests, reports and concerns put forward by employees
OHS practices	OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to: • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

Unit Sector(s)

Sector	All
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