



Australian Government

Department of Education, Employment and Workplace Relations

LMTLA4001A Monitor compliance with industry standards and regulations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to monitor compliance of operations with industry standards and regulations.

Application of the Unit

Application of the Unit

This unit covers the skills and knowledge required to monitor compliance in areas such as, environmental issues, Hazard Analysis Critical Control Points system (HACCP) and statutory and industry requirements not covered by specific units. Infection control and quality systems monitoring skills are covered by their own units.

This unit covers the skills needed to monitor compliance of commercial laundries against industry standards and regulations taking into account enterprise procedures and compliance systems.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

This unit is applied according to OHS and workplace practices of the enterprise, 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 planning and organising the implementation and monitoring of industry standards and regulations within a work team. This unit also requires an ability to interpret, communicate and document information to members of the work team. Initiative, enterprise and problem solving will be used to identify and assess non compliance and incidents. This unit also requires an ability to identify training needs of the work team and organise training delivery.

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

ELEMENTS	PERFORMANCE CRITERIA
1 Confirm requirements and prepare documentation	1.1 Relevant industry and workplace requirements are confirmed with management and external agencies 1.2 Existing and potential risks are identified, assessed and expert advice sought as required 1.3 Links are identified between risk areas such as environment and OHS 1.4 Workplace organisational policies and <i>operating procedures</i>, including contingency plans are prepared
2 Provide information to the work team	2.1 Relevant industry and workplace standards, regulations and policies are confirmed with management 2.2 Information is provided to the work team in a clear and concise manner 2.3 Links between environmental, financial, safety and other risk areas and how these are integrated in organisational policies and practices are explained
3 Implement compliance strategies and procedures	3.1 Organisational policies and compliance procedures are implemented 3.2 Tasks are allocated and outcomes are monitored in accordance with organisational policies and targets 3.3 Work team reporting requirements are explained and implemented 3.4 Contingency plan is implemented promptly when incidents occur 3.5 A training needs plan is identified for the work team and training delivery arranged where needed 3.6 Compliance strategies and procedures are explained to new employees as part of their induction training
4 Monitor workplace compliance with industry standards and regulations	4.1 Work team tasks are monitored in accordance with regulatory and workplace requirements 4.2 Reporting of compliance and incidents is undertaken in accordance with regulatory and workplace requirements 4.3 Equipment condition and performance is monitored in accordance with manufacturer instructions and regulatory requirements
5 Maintain records	5.1 Internal and external reporting procedures are identified and implemented 5.2 Records are maintained and reports prepared 5.3 Information and records are monitored to identify trends that may require remedial action, and used to promote continuous improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of:

- machine operation and monitoring procedures
- level of operator responsibility for equipment operation, maintenance and monitoring
- characteristics and hazards of chemicals
- waste water procedures
- safety and environmental aspects related to workplace and machine and equipment operation and manual handling, including consumable or hazardous materials
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- maintaining quality requirements for each stage of the process
- documenting, assessing and transferring information
- 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 to be considered

Demonstrates skills and knowledge to:

- authoritative internal and external sources of information on industry standards, relevant Acts and regulations and codes of practice, policies and procedures are determined
- regulatory and standards requirements are interpreted to the operations of the enterprise
- requirements are communicated to other employees
- compliance and incidents are recorded and notification conducted according to enterprise, industry and regulatory requirements

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OHS practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

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.

Operating procedures may include

- incident control and reporting
- machines manual over-riding technology application
- identification of faults
- manual handling for loading and unloading machines
- safe use of machines
- quality control requirements
- waste water management
- HACCP procedures
- industry and enterprise information recording procedures
- safe handling of chemicals
- quality control requirements

Machines and equipment May be microprocessor or computer controlled and can relate to various types of equipment used in the textiles, clothing and footwear industries including:

- automatic and manual machines
- processing equipment
- weighing and measuring equipment
- chemical dosing equipment
- drying equipment
- finishing equipment

OHS practices OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:

- 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
- other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector All