



Australian Government

MEM13015 Work safely and effectively in manufacturing and engineering

Release: 1

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Modification History

Release 1. New unit. Supersedes and not equivalent to MEM13014A Apply principles of occupational health and safety in the work environment, MEM14004A Plan to undertake a routine task, MEM15002A Apply quality systems, MEM15024A Apply quality procedures, MEM16007A Work with others in a manufacturing, engineering or related environment.

Application

This unit of competency defines the skills and knowledge required to work effectively in manufacturing and engineering work situations, including planning routine work and participating in and following work health and safety (WHS) procedures. The unit applies to working either individually or in a team situation and includes contributing to work-related group activities in a manufacturing or engineering workplace.

This unit covers WHS skills associated with carrying out routine operational activities safely and in compliance with legislative and regulatory requirements.

The unit covers the skills associated with participation in quality systems, communication and cooperation with others. The unit applies to workplaces with informal or formal quality management and improvement systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 2

Pre-requisite Unit

Nil.

Competency Field

Work health and safety

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | |
|-------------------------------------|--|
| 1 Determine job requirements | 1.1 Identify goals, objectives and task requirements and clarify with appropriate persons, where required |
|-------------------------------------|--|

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.2	Prioritise task requirements
2	Review and modify plan	2.1	Adjust timelines, priorities and other planning components to respond to contingencies, as necessary
		2.2	Re-examine results of work activity against the plan and identify possible improvements to future performance of work tasks
3	Work effectively with others in the workplace	3.1	Identify own role and responsibilities and relationship to other employees, including employees performing related/interdependent activities
		3.2	Identify supervisors and other sources of advice and assistance for own work
		3.3	Apply effective interpersonal skills to interact with others and contribute to activities and objectives
		3.4	Review and modify own work progress to complement the work of others
		3.5	Report own work progress to supervisors and where required to fellow employees using standard operating procedures (SOPs)
4	Follow safe work practices	4.1	Check for and identify hazards in the work area before and during work
		4.2	Follow procedures for avoiding or controlling hazards already identified in instructions, signage or other workplace communication
		4.3	Identify and report risks and hazards not covered by procedures
		4.4	Select, use and maintain relevant personal protective equipment (PPE) by procedures, as required
		4.5	Recognise emergency situations and take appropriate

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Performance criteria describe the performance needed to demonstrate achievement of the element.

initial emergency action

4.6 Follow procedures for responding to emergencies

4.7 Report incidents, injuries and other WHS non-conformances according to procedures

5 **Work within a quality system**

5.1 Follow instructions and procedures and perform duties in accordance with standard operating procedures or quality system requirements

5.2 Ensure conformance of product and process to specifications

5.3 Report defects and non-conformance to specifications according to procedures

5.4 Participate in process improvement procedures, where required

6 **Participate in workplace health and safety procedures**

6.1 Identify workplace health and safety policies and procedures relevant to own work and work area

6.2 Identify relevant WHS managers and representatives for own work area

6.3 Provide input to minimise hazards in work area in line with organisation WHS procedures and participative arrangements

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Quality systems include one (1) or more of the following

- quality planning
- quality assurance
- quality control
- quality improvement procedures and processes

Task requirements include one (1) or more of the following:

- timeframe
- quality requirements
- outcome and performance requirements
- job history
- checks
- reporting requirements
- tools and equipment
- materials and parts
- supporting documents

Specifications include one (1) or more of the following:

- task lists
- instructions
- manufacturer manuals
- diagrams and schematics
- sketches
- parts lists
- SOPs

Planning includes one (1) or more of the following:

- preparing a plan to complete the task
- organising task into manageable steps including appropriate order and timing
- monitoring the progress of processes related to own responsibilities
- applying relevant WHS instructions
- collecting, sorting, recording results of work
- seeking advice and guidance on setting priorities and timeframes
- seeking feedback from supervisor, trainer or mentor

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM13015 Work safely and effectively in manufacturing and engineering

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and avoiding or controlling hazards
- reporting hazards, incidents, injuries and other work health and safety (WHS) non-conformances following SOPs
- recognising and responding to emergencies following SOPs
- identifying and obtaining, instructions and information on job requirements, including one or more of the following:
 - verbal or written job instructions
 - specifications
 - SOPs
 - charts
 - lists
- identifying and responding to contingencies, including:
 - equipment breakdowns
 - non-conforming components
 - safety hazards
- recording information into proforma workplace documents, including:
 - production tally forms
 - quality control forms
 - safety incident forms
- performing assigned tasks and checking outcome of own work for conformance to specifications
- identifying own responsibilities within the workplace quality system
- giving and receiving feedback on own and group work
- seeking assistance from supervisors and mentors.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use and application of personal protective equipment
- basic quality system terminology and concept, including:
 - quality assurance
 - quality control
 - quality improvement
- procedures to be followed in performing own work
- objectives, requirements and specifications to which the individual's work is to comply
- costs and consequences of poor quality
- effective interpersonal skills:
 - effective listening
 - basic speaking skills
 - use of workplace terminology and jargon
 - giving and receiving feedback
 - checking and clarifying task-related information
 - verbal, visual and written instructions
 - appropriate modes and methods of communication
- barriers to effective communication
- sources of technical expertise/assistance
- hazards and control measures associated with workplace activities.

Assessment Conditions

- Assessors must:
 - have vocational competency in working safely and effectively in manufacturing and engineering at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills

- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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