



Australian Government

Department of Education, Employment and Workplace Relations

MSAPCI103A Demonstrate care and apply safe practices at work

Revision Number: 1

MSAPCI103A Demonstrate care and apply safe practices at work

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the knowledge and skills needed to understand, apply and satisfy safe work practices in an industry. It includes identifying and following work procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness at work, and reporting hazards and risks in appropriate ways. It may apply to occupational health and safety (OHS) requirements and/or internal workplace policies and procedures.

The elements of this unit should always be assessed in conjunction with other units that form part of a specified job function.

Training and assessment against this competency unit must incorporate all relevant OHS and related legislative requirements.

Application of the Unit

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The unit has applications across industries. When delivered/ assessed as part of a qualification the unit will be customised to ensure its relevance to the real or simulated work activities. The workplace environment may include a school classroom or workshop equipped with the appropriate workplace equipment, RTO premises, or an enterprise environment where a high level of supervision exists.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Follow workplace OHS procedures	1.1 Relevant OHS, workplace hazard control procedures and safe work practices are identified, interpreted and applied to work 1.2 Workplace procedures for reporting hazards are identified and adhered to in a prompt and efficient manner 1.3 All relevant work activities are undertaken in a safe manner according to OHS guidelines, enterprise policies and procedures 1.4 The work area is assessed regularly and procedures to report, remove or minimise potential hazards are followed 1.5 Personal protection clothing and equipment is correctly used in accordance with established safety and workplace procedures

ELEMENT	PERFORMANCE CRITERIA
2 Maintain personal well-being in the workplace	2.1 Risks to personal well-being which may affect safe performance in the workplace are identified and strategies to prevent them are put into place
	2.2 Procedures for maintaining a tidy and clean personal work area are identified, interpreted and followed
3 Be aware of and report on safety of self and others	3.1 Situations which may endanger the individual or other workers are identified and corrected or reported
	3.2 Incidents and injuries to self or others on the job are dealt with in a timely manner and reported to appropriate persons
	3.3 Participative arrangements to foster safe working practises are contributed to, as appropriate
4 Deal with emergency situations	4.1 Emergency situations are recognised and required action is taken within scope of individual responsibility
	4.2 Emergency procedures are followed in accordance with organisational procedures
	4.3 Assistance from colleagues and/or other authorities is sought where appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

REQUIRED KNOWLEDGE

Knowledge and understanding are essential to apply this competency standard in the industry and workplace. The requirements for this competency standard are a knowledge and basic understanding of:

- procedures related to OHS to be followed in the work area concerned
- workplace hazards and ways to minimise or remove them
- workplace equipment, materials, housekeeping equipment and the processes and precautions for their use
- personal protective clothing and equipment relevant to the job and job context
- appropriate hygiene and safety standards

REQUIRED SKILLS

To achieve the performance criteria, some complementary skills are required. These are the ability to:

- use literacy skills in regard to written and verbal communication in the workplace
- use basic interpersonal and communication skills (including listening and questioning, receiving feedback)
- report workplace hazards and occupational health and safety incidents and related action
- solve or report problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- use required personal protection equipment and clothing and other equipment required when following OHS procedures
- recognise limitations and ask for help

Evidence Guide

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 this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Assessment must confirm appropriate knowledge and skills to:
- follow workplace procedures for hazard identification and risk control
- use relevant personal protective clothing and equipment
- communicate effectively with others as required when following safety procedures
- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Consistently applies required knowledge and skills when completing workplace hazard prevention tasks and following relevant procedures
- Consistently shows evidence of application of relevant workplace procedures, policies, instructions and regulations, including:
- OHS regulations and hazard prevention policies and procedures
- relevant manufacturer's guidelines relating to the operation and use of equipment
- Action is taken promptly to report and/or rectify any safety incidents in accordance with workplace procedures
- Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- Work is completed systematically with required attention to detail without damage to goods, equipment or personnel

Context of assessment

- Assessment of this unit must be carried out or managed by a registered training organisation:
- assessment of knowledge must be conducted through appropriate written/oral examinations

EVIDENCE GUIDE

- appropriate practical assessment must occur:
- in suitable simulations of a work environment organised by the registered training organisation, with a range of equipment suitable for the job role, and/or
- in an appropriate workplace

Specific resources required for assessment

Access is required to opportunities and appropriate resources to either:

- carry out a range of suitably simulated practical and knowledge assessments that demonstrate the skills and knowledge to work safely (usually as part of a holistic assessment involving other competency units), and/or
- participate in actual workplace activities that demonstrate the skills and knowledge to work safely

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.

1. What are **hazard control procedures**?

Hazard control procedures may include:

- emergency, fire and accident procedures
- hazard identification and removal or, if this is not possible, establish a hazard control
- use of personal protective
- relevant manufacturer's guidelines relating to the operation and use of equipment
- OHS regulations
- safe use of mechanical, pneumatic, hydraulic and/or electrical equipment
- safe use of chemicals and toxic substances

2. What are **hazards** in the workplace?

Workplace **hazards** may include:

- untidy work conditions including poor and unnecessary obstacles and equipment in work areas
- sharp instruments, or equipment
- noise
- hot substances and equipment
- electricity and water
- electrical equipment
- being careless when using cutting equipment or dealing with heat or hot surfaces
- damaged equipment
- moving machinery
- materials handling
- gases and liquids under pressure
- working at heights
- confined spaces
- inappropriate lifting practices
- dangerous floor surfaces
- movements of equipment, goods, vehicles
- chemicals and other harmful substances including fumes and dust
- toxic substances
- damaged packing material and containers

RANGE STATEMENT

- inflammable materials and fire hazards
- waste management and disposal
- extremes in weather conditions
- unsuitable lighting levels
- water hazards
- dangerous storage areas

3. What are **safe work practices**?

Safe work practices may include, but are not limited to:

- manual handling procedures
- correct posture
- safe lifting and bending
- using appropriate personal protection equipment
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4. What are **risks to personal well-being**?

Risk to personal well-being are actions by an individual which affect their ability to work safely and may include:

- smoking, alcohol and drug use
- lack of sleep
- poor diet
- lack of exercise
- stress
- not using appropriate methods when lifting or moving heavy objects
- not wearing proper personal protective equipment

5. What are **personal protection clothing and equipment**?

Personal protection clothing and equipment may include but are not limited to:

- gloves
- masks
- uniform
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

6. Who are **appropriate persons**?

Appropriate persons may include:

- workplace personnel
- supervisors
- team leaders

RANGE STATEMENT

- management
 - OHS personnel
 - other persons authorised or nominated by the organisation
7. What are **emergency situations**?
- Emergency situations** may include:
- accidents, including those that do not result in injury
 - overheating equipment
 - injuries such as cuts, scalds, burns
 - health conditions such as fainting, asthma attacks, allergic reactions
 - spills and leakages of harmful gas and liquids
 - structural failures and breakages
 - robbery
 - fire
 - flooding
 - power failures or shorts
8. What are **participative arrangements**?
- Participative arrangements** may include:
- workplace meetings
 - suggestion schemes
 - regular communications with team leaders
 - information sessions

Unit Sector(s)

Unit sector Manufacturing Pathways