



Australian Government

MSL944001 Maintain laboratory or field workplace safety

Release: 1

MSL944001 Maintain laboratory or field workplace safety

Modification History

Release 1. Supersedes and is equivalent to MSL944001A Maintain laboratory/field workplace safety

Application

This unit of competency covers the ability to monitor and maintain work health and safety (WHS) and environmental programs within a work area where the person has supervisory responsibility for others.

This unit is applicable to laboratory technicians, senior technicians and laboratory managers in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Perform all work safely	1.1	Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		1.2	Clean, care for and store equipment, materials and reagents as required
		1.3	Minimise the generation of wastes and environmental impacts
		1.4	Ensure safe disposal of laboratory/hazardous wastes

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| 2 | Ensure others in the work group are able to implement safe work practices | <div>2.1</div> <div>2.2</div> <div>2.3</div> <div>2.4</div> <div>2.5</div> |
| | | <div>Ensure hazard controls and PPE appropriate to the work requirements are available and functional</div> <div>Provide and communicate current information about WHS and environmental policies, procedures and programs to others</div> <div>Ensure hazards and control measures relating to work responsibilities are known by those in the work area</div> <div>Provide support to those in the work area to implement procedures to support safety</div> <div>Identify and address training needs within level of responsibility</div> |
| | | |
| 3 | Monitor observance of safe work practices in the work area | <div>3.1</div> <div>3.2</div> <div>3.3</div> <div>3.4</div> <div>3.5</div> |
| | | <div>Ensure workplace procedures are clearly defined, documented and followed</div> <div>Identify any deviation from identified procedures and report and address within level of responsibility</div> <div>Ensure personal behaviour is consistent with workplace policies and procedures</div> <div>Encourage and follow up others to identify and report hazards in the work area</div> <div>Monitor conditions and follow up to ensure housekeeping standards in the work area are maintained</div> |
| | | |
| 4 | Participate in risk management processes | <div>4.1</div> <div>4.2</div> <div>4.3</div> <div>4.4</div> |
| | | <div>Report and address any identified hazards and inadequacies in existing risk controls within level of responsibility and according to workplace procedures</div> <div>Participate in risk assessments to identify and analyse risks</div> <div>Support the implementation of procedures to control risk (based on the hierarchy of control)</div> <div>Ensure records of incidents in the work area and other required documentation are accurately completed and maintained according to workplace procedures and</div> |

legislative requirements

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| 5 | Support the implementation of participative arrangements | 5.1 | Inform and consult work group on WHS and environmental issues relevant to the work role |
| | | 5.2 | Promptly report outcomes of consultation on WHS and environmental issues back to the work group |
| | | 5.3 | Resolve, or promptly refer to appropriate personnel, matters raised relating to WHS and the environment |
| | | | |
| 6 | Support the implementation of emergency procedures within the work group | 6.1 | Ensure that workplace procedures for dealing with incidents and emergencies are available and known by work group |
| | | 6.2 | Implement processes to ensure that others in the work area are able to respond appropriately to incidents and emergencies |
| | | 6.3 | Participate, as required, in investigations of hazardous incidents to identify their cause |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian, national and international standards, guidelines and codes covering WHS; laboratory design and construction; occupational protective equipment; labelling of workplace substances; storage, handling and transport of dangerous goods; environmental management; physical containment levels and

facility types

- industry specific codes, regulations and guidelines, such as Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice, Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations and Import Guidelines, gene technology regulations, and National Health and Medical Research Council (NHMRC) Guidelines

WHS and environmental policies, procedures and programs

WHS and environmental policies, procedures and programs include one or more of:

- emergency, fire and environmental incident response procedures
- hazard identification, risk assessment and risk management procedures
- minimisation of environmental threats
- minimisation and disposal of waste
- selection and use of PPE
- standard operating procedures (SOPs), work instructions, laboratory manuals, operator's manuals and manufacturers' operating manuals, formulas and batch sheets, and contractor and employee handbooks
- consultation and issue resolution procedures

WHS and environmental issues

WHS and environmental issues include one or more of:

- identification of hazards
- assessment of risk and decisions about measures to reduce/control risk
- implementation of controls and associated problems
- investigation of injury and incidents, hazards not otherwise addressed
- clarification of policies or procedures

Consultation with the workgroup on WHS and environmental issues

Consultation with the workgroup about WHS and environmental issues include one or more of:

- following WHS procedures and environmental risk control measures
- information sessions about existing or new issues
- meetings between employer and employees or representatives
- access to relevant workplace information
- use of clear and understandable language and provision for non-English speaking and hearing-impaired personnel

- awareness of (online) databases for the inventory, manifest and information retrieval regarding hazardous materials
- formal arrangements, such as health and safety committees and health and safety representatives (where appointed)
- informal arrangements, such as toolbox meetings and coffee breaks

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL944001A Maintain laboratory/field workplace safety

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

Assessment Requirements for MSL944001 Maintain laboratory or field workplace safety

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Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- monitoring and maintaining work health and safety (WHS) and environmental programs within a work area
- working safely at all times and following procedures for hazard identification and risk control
- ensuring others in the workgroup work safely and follow procedures for hazard identification and risk control
- ensuring that workplace procedures for dealing with incidents and emergencies are available and known by work group members
- communicating effectively with others, including reporting WHS and environmental issues to designated personnel
- participating in risk assessment audits to identify, analyse and assess risks and evaluate the effectiveness of existing controls
- completing incident reports and risk assessment documentation
- participating in investigations of hazardous incidents to identify their cause

preparing brief reports for WHS committees, WHS representatives, managers and/or supervisors.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- common WHS terminology, such as hazard, physical hazard, risk and risk management
- principles and procedures for WHS and environmental management, including hazard identification, risk assessment and hierarchy of risk control
- how the characteristics and composition of the workforce impact on WHS management
- roles and responsibilities under WHS legislation of employers and employees, including supervisors and contractors
- key workplace personnel who can provide WHS information
- signage, symbols and signals relating to WHS
- examples of hazards relevant to the work area and ways of addressing these using the hierarchy of control
- location and purpose of personal protective equipment (PPE) and emergency/hazard control equipment in the work area, including first aid facilities

- use, care and storage requirements for PPE used in work areas
- examples of possible workplace incidents/emergencies and response procedures
- requirements for record keeping that address WHS, privacy and other relevant legislation.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- Holistic assessment methods include:
 - feedback from peers and supervisors about the candidate's ability to maintain workplace safety
 - review of documentation prepared by candidate, such as WHS committee minutes, risk assessments and incident reports
 - review of candidate's responses to WHS case studies, scenarios and/or 'what ifs'
 - written and/or oral questioning to assess underpinning knowledge of principles and practices of effective WHS management and management systems, WHS policies and procedures
 - observation of the candidate preparing for and safely undertaking a range of work tasks.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - laboratory/field work environment, equipment and materials
 - PPE and other safety equipment
 - workplace WHS documentation, management system, policies and procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:

- performing the competency being assessed as part of current employment OR
- having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

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