



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.

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| 1 Perform all work safely | <div>1.1 Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel</div> <div>1.2 Clean, care for and store equipment, materials and reagents as required</div> <div>1.3 Minimise the generation of wastes and environmental impacts</div> <div>1.4 Ensure safe disposal of laboratory/hazardous wastes</div> |
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| 2 | Ensure others in the work group are able to implement safe work practices | <table border="0"><tr><td style="vertical-align: top; padding-right: 20px;">2.1</td><td>Ensure hazard controls and PPE appropriate to the work requirements are available and functional</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">2.2</td><td>Provide and communicate current information about WHS and environmental policies, procedures and programs to others</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">2.3</td><td>Ensure hazards and control measures relating to work responsibilities are known by those in the work area</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">2.4</td><td>Provide support to those in the work area to implement procedures to support safety</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">2.5</td><td>Identify and address training needs within level of responsibility</td></tr></table> | 2.1 | Ensure hazard controls and PPE appropriate to the work requirements are available and functional | 2.2 | Provide and communicate current information about WHS and environmental policies, procedures and programs to others | 2.3 | Ensure hazards and control measures relating to work responsibilities are known by those in the work area | 2.4 | Provide support to those in the work area to implement procedures to support safety | 2.5 | Identify and address training needs within level of responsibility |
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| 3 | Monitor observance of safe work practices in the work area | <table border="0"><tr><td style="vertical-align: top; padding-right: 20px;">3.1</td><td>Ensure workplace procedures are clearly defined, documented and followed</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">3.2</td><td>Identify any deviation from identified procedures and report and address within level of responsibility</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">3.3</td><td>Ensure personal behaviour is consistent with workplace policies and procedures</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">3.4</td><td>Encourage and follow up others to identify and report hazards in the work area</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">3.5</td><td>Monitor conditions and follow up to ensure housekeeping standards in the work area are maintained</td></tr></table> | 3.1 | Ensure workplace procedures are clearly defined, documented and followed | 3.2 | Identify any deviation from identified procedures and report and address within level of responsibility | 3.3 | Ensure personal behaviour is consistent with workplace policies and procedures | 3.4 | Encourage and follow up others to identify and report hazards in the work area | 3.5 | Monitor conditions and follow up to ensure housekeeping standards in the work area are maintained |
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| 4 | Participate in risk management processes | <table border="0"><tr><td style="vertical-align: top; padding-right: 20px;">4.1</td><td>Report and address any identified hazards and inadequacies in existing risk controls within level of responsibility and according to workplace procedures</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">4.2</td><td>Participate in risk assessments to identify and analyse risks</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">4.3</td><td>Support the implementation of procedures to control risk (based on the hierarchy of control)</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">4.4</td><td>Ensure records of incidents in the work area and other required documentation are accurately completed and maintained according to workplace procedures and</td></tr></table> | 4.1 | Report and address any identified hazards and inadequacies in existing risk controls within level of responsibility and according to workplace procedures | 4.2 | Participate in risk assessments to identify and analyse risks | 4.3 | Support the implementation of procedures to control risk (based on the hierarchy of control) | 4.4 | Ensure records of incidents in the work area and other required documentation are accurately completed and maintained according to workplace procedures and | | |
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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>