



Australian Government

MSMPCI103 Demonstrate care and apply safe practices at work

Release: 1

MSMPCI103 Demonstrate care and apply safe practices at work

Modification History

Release 1. Supersedes and is equivalent to MSAPCI103A Demonstrate care and apply safe practices at work

Application

This unit of competency 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 applies to work health and safety (WHS) requirements and internal workplace policies and procedures.

This unit applies to learners seeking practical skills that are relevant and useful to the area in which the learner hopes to gain employment, is currently working, and/or as a pathway to further study.

This unit applies to a learning and assessment environment where access to normal production operations is not available. Typically this will be a VET in Schools delivery environment but it may be another simulated or trial manufacturing environment where a high degree of supervision exists. Students may be on work placement.

The unit has application in qualifications for all occupations in the manufacturing industry and it should be regarded as an integrating unit. When delivered/assessed as part of a qualification, the unit must be customised to ensure its relevance to real or simulated work activities and related workplaces.

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

Pre-requisite Unit

Nil

Competency Field

Manufacturing pathways

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 | Follow workplace OHS procedures | 1.1 | Identify, interpret and apply relevant WHS, workplace hazard control procedures and safe work practices |
| | | 1.2 | Identify and adhere to workplace procedures for reporting hazards promptly and efficiently |
| | | 1.3 | Undertake all work activities in a safe manner according to WHS guidelines, enterprise policies and procedures |
| | | 1.4 | Assess the work area regularly and follow procedures to report, remove or minimise potential hazards |
| | | 1.5 | Use personal protective equipment (PPE) correctly in accordance with established safety and workplace procedures |
| 2 | Maintain personal wellbeing in the workplace | 2.1 | Identify risks to personal wellbeing which may affect safe performance in the workplace and use strategies to prevent and manage them |
| | | 2.2 | Identify, interpret and follow procedures for maintaining a tidy and clean personal work area |
| 3 | Identify and report on safety of self and others | 3.1 | Identify and correct or report situations which may endanger self or other workers |
| | | 3.2 | Report incidents and injuries to self or others on the job to appropriate persons and deal with them in a timely manner |
| | | 3.3 | Contribute to participative arrangements to foster safe working practices, as appropriate |
| 4 | Take action in emergency situations | 4.1 | Recognise emergency situations and take action within scope of individual responsibility |
| | | 4.2 | Follow emergency procedures in accordance with organisational procedures |
| | | 4.3 | Seek assistance from colleagues and/or other authorities, where appropriate |

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.

Hazard control procedures

Hazard control procedures include one or more of the following:

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

Workplace hazards

Workplace hazards include, but are not limited to, one or more of the following:

- untidy work conditions, including poor and unnecessary obstacles and equipment in work areas
- sharp instruments or equipment
- excessive 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 and vehicles
- chemicals and other harmful substances, including fumes and dust
- toxic substances
- damaged packing material and containers
- inflammable materials and fire hazards
- unavailable waste management and disposal procedures
- extremes in weather conditions
- unsuitable lighting levels
- water hazards
- dangerous storage areas

Safe work practices

Safe work practices include, but are not limited to, one or more of the following:

- manual handling procedures
- correct posture
- safe lifting and bending
- using appropriate PPE

Risks to personal wellbeing

Risk to personal wellbeing include, but are not limited to, one or more of the following:

- 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 PPE

PPE

PPE includes, but is not limited to, one or more of the following:

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

Appropriate persons	Appropriate persons include one or more of the following: • workplace personnel • supervisors • team leaders • management • WHS personnel • other persons authorised or nominated by the organisation
Emergency situations	Emergency situations include, but are not limited to, one or more of the following: • accidents • overheating equipment • injuries, such as cuts, scalds and burns • health conditions, such as fainting, asthma attacks and allergic reactions • spills and leakages of harmful gas and liquids • structural failures and breakages • robbery • fire • flooding • power failures or shorts
Participative arrangements	Participative arrangements include one or more of the following: • workplace meetings • suggestion schemes • regular communications with team leaders • information sessions

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMPCI103 Demonstrate care and apply safe practices at work

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- follow relevant workplace procedures, policies, instructions and regulations, including work health and safety (WHS) regulations and hazard prevention policies and procedures, environment protection, and manufacturer guidelines relating to the operation and use of equipment
- follow workplace procedures for hazard identification and risk control
- use relevant personal protective equipment (PPE)
- complete work systematically with required attention to detail without damage to goods, equipment or personnel
- use appropriate written and verbal communication in the workplace
- use basic interpersonal and communication skills, including listening and questioning, and receiving feedback
- promptly report workplace hazards and WHS incidents and take appropriate action
- solve or report problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- recognise limitations, ask for help and seek clarification or information about work requirements and procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- procedures related to WHS 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
- PPE relevant to the job and job context
- appropriate hygiene and safety standards.

Assessment Conditions

- Assessment must occur in a simulated environment or a workplace.
- This unit must always be assessed in holistically in conjunction with other units of competency that form part of a specified job function.

- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Performance must be demonstrated consistently over a period of time.
- Assessors must:
 - as a minimum, satisfy the Standards for Registered Training Organisations 2015 assessor requirements
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the manufacturing industry at least to the level being assessed, with broad industry knowledge and experience, usually combined with a relevant industry qualification
- Be familiar with the current skills and knowledge used and have relevant, current experience in the manufacturing industry.

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