



Australian Government

Department of Education, Employment and Workplace Relations

NWP103B Demonstrate care and safe practices

Revision Number: 2

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Modification History

NWP103B Release 2: Layout adjusted. No changes to content.

NWP103B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to understand, apply and satisfy safe practices in a work-like context. It includes identifying and following procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness in work activities, and reporting hazards and risks in appropriate ways. It may apply to general OHS requirements and specific workplace policies and procedures.

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

Application of the Unit

This unit supports the attainment of skills and knowledge required for those who are preparing to enter the water industry workforce or undertaking assignment and field work related to water research. The candidate will be assisted by partnership with a water industry organisation to achieve the outcomes of this unit in a workplace setting. The work environment for this unit may be a work-like or educational environment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit of competency 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. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Follow safe work procedure	1.1 Find out about and describe typical <i>hazards</i> associated with working with water. 1.2 Check relevant OHS, <i>hazard control procedures</i> and <i>strategies</i> to ensure <i>safe work practices</i> and use them to assess ways to overcome identified hazards. 1.3 Check and apply safety procedures for reporting hazards in the work environment. 1.4 Use <i>personal protective clothing and equipment</i> specified in safety and workplace procedures.
2 Maintain personal wellbeing in a work environment	2.1 Assess <i>risks to personal wellbeing</i> which may affect safe performance and follow procedures to address them. 2.2 Follow procedures for maintaining a tidy and clean personal work area.
3 Be aware of and report on safety of self and others	3.1 Identify situations that may endanger own safety and that of other workers and report them. 3.2 Deal with incidents and injuries promptly and report them to <i>appropriate people</i> to contact when a problem arises. 3.3 Take part in <i>activities</i> to foster safe working.
4 Follow emergency procedures	4.1 Respond to a range of <i>emergencies</i>. 4.3 Follow emergency procedures. 4.3 Get help from team members and supervisors when needed.

Required Skills and Knowledge

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

Required skills:

- use literacy skills for interpreting safety information
- use interpersonal and communication skills, including listening, questioning and receiving feedback
- report activity and location hazards, OHS incidents and related action
- solve or report problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- use personal protective clothing and equipment appropriate for safety risks
- follow instructions

Required knowledge:

- procedures related to safe work practices to be followed in specific locations
- location hazards and ways to minimise or remove them
- equipment, materials and activities and the processes and precautions for their use
- personal protective clothing and equipment relevant to location and activity
- relevant hygiene and safety standards

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 the Training Package.

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

The candidate should demonstrate the ability to understand, apply and satisfy safe practices in a work-like water operations context:

- identifying potential water assignment hazards
- understanding and applying appropriate safety requirements and safe work practices
- using appropriate personal protective clothing and equipment
- understanding factors that contribute to personal wellbeing and explore their effect on safety and performance
- understanding and applying procedures for proactively identifying and reporting potential and actual threats to safety
- understanding and applying procedures for dealing with emergency situations

Context of and specific resources for assessment

Access to resources including:

- library, water enterprise information, information sources for research and investigation
- mentors, advisors and teachers able to guide and support research and investigation of water resource management
- guided visits to key locations associated with water resource management

Access must be provided to appropriate learning and assessment support.

Assessment processes and techniques must take into account language, literacy and cultural factors which might have an impact on the candidate's demonstration of competency.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a variety of assignments and activities reflecting the scope and practical requirements of research and practical assignments
- assessment can be through assignments, projects, excursions and simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess underpinning

knowledge.

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. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Hazards may include:

- untidy work conditions, including poor hygiene practices and unnecessary obstacles and equipment in work areas
- moving machinery
- materials handling
- working at heights
- lifting objects
- dangerous surfaces
- movement of equipment, goods and vehicles
- oxygen deficiency, toxic gases and confined spaces
- volatile and toxic substances
- live electrical conductors
- sharps in water, including needles, glass and metal fragments
- macerators and sharp mechanical devices
- earth subsidence
- failure of support systems
- high pressure water jets
- drowning
- traffic
- bush navigation and survival

Hazard control procedures may include:

- emergency, fire and accident procedures
- hazard identification and removal and hazard control
- use of personal protective clothing and equipment
- relevant manufacturer guidelines relating to the operation and use of equipment
- safety regulations
- safe use of chemicals and toxic substances

Strategies to ensure ***safe work practices*** may include:

- manual handling procedures
- correct posture
- safe lifting and bending
- using appropriate personal protective clothing and equipment
- good hygiene and health maintenance

Personal protective clothing and equipment may include:

- gloves
- masks
- aprons

- hair covering
 - uniform
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing
- Risks to personal wellbeing*** are actions by an individual that may 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 clothing
 - not using appropriate personal protective equipment
- Appropriate people*** may include:
- supervisors
 - team leaders
 - other persons authorised or nominated by the organisation
- Activities*** may include:
- problem solving meetings
 - suggestion schemes
 - regular communication with team leaders
 - training
 - information sessions
- Emergencies*** may include:
- accidents, including those that do not result in injury
 - 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
 - fire
 - flooding
 - getting lost
 - power failures or shorts

Unit Sector(s)

Not applicable.