



Australian Government

Department of Education, Employment and Workplace Relations

PRMCMN101A Follow workplace safety arrangements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers understanding and following workplace occupational health and safety (OHS) policies and procedures in order to ensure own safety and that of others in the workplace. It also covers recognising common hazards and following workplace emergency procedures.

This unit is relevant for employees without managerial or supervisory responsibilities.

Performance would usually be carried out under supervision, within company guidelines.

The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC:7025 [1998] 2nd edition).

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Follow workplace safety and emergency procedures	1.1 Identify <i>hazards</i> in the work area and report to <i>appropriate personnel</i> in accordance with <i>workplace procedures</i> and <i>company requirements</i> 1.2 Follow work instructions to assist in controlling risks in accordance with <i>workplace procedures</i> and <i>company requirements</i> 1.3 Follow <i>emergency procedures</i> for dealing with <i>emergencies</i> whenever necessary within scope of own role and responsibilities and <i>personal limitations</i> 1.4 Report details of <i>emergencies</i> to <i>appropriate personnel</i> in accordance with <i>company requirements</i>
2 Access and share information regarding OHS in the workplace	2.1 Outline OHS concerns with <i>appropriate personnel</i> in accordance with <i>workplace procedures</i> and <i>company requirements</i> 2.2 Obtain advice on how to access relevant <i>OHS information</i> in accordance with <i>company requirements</i> 2.3 Join in <i>participative arrangements</i> for OHS management in the workplace within scope of own role and responsibilities in accordance with <i>company requirements</i>
3 Employ safe work practices	3.1 Conduct all work using <i>safe operating practices</i> in accordance with <i>OHS legislation</i> and <i>company requirements</i> 3.2 Operate tools and equipment in accordance with <i>manufacturers' specifications</i>, <i>OHS legislation</i> and <i>company requirements</i>

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Ability to accurately follow work instructions in order to minimise and control workplace risks.
- Ability to identify hazards and emergencies in the workplace and report such hazards and emergencies to appropriate personnel.
- Ability to correctly follow emergency procedures in emergency situations. Note that evidence in this area may be gathered through simulations.
- Ability to operate tools and equipment safely.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Rights and responsibilities of parties in the workplace under relevant OHS Acts, regulations and codes of practice.
- Communication channels and procedures to report OHS concerns.
- Common workplace hazards and risk control measures including:
 - range and meanings of safety signs and symbols in the workplace
 - types and purpose of personal protective equipment
 - site safety plan
 - ways in which OHS is maintained in emergency situations
 - equipment and material use, storage, cleaning and disposal procedures.

Specific skills needed to achieve the performance criteria

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

- follow safe work procedures
- identify potential and existing risks or hazards
- follow emergency response procedures
- communicate OHS to appropriate personnel
- use tools, equipment and products safely
- use literacy and language skills to:
 - understand and comply with work instructions
 - interpret safety signs
 - read and comprehend product instructions
 - participate in OHS training.

Other units of competency that could be assessed with this unit

Competency in this unit will underpin competency in other aspects of the candidate's role in managing their work tasks.

This unit could be assessed on its own or in combination with other competencies relevant to the job function.

Resources required to assess this unit

The candidate and the assessor should have access to the appropriate documentation and resources normally utilised in the workplace. This includes access to the following:

- a suitable work area or a simulated workplace environment that allows for identification of hazards
- personal protective equipment commonly used to reduce workplace risk
- relevant products, tools, specialist equipment and associated instructions
- manuals and relevant documentation including company health and safety policies and procedures
- assessment documentation forms and record books.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

When assessing candidates, assessment techniques that allow a collection of evidence from relevant workplace experience should be used. Assessment against this unit may involve the following:

- continuous assessment in the workplace (observation) or a setting that simulates the conditions of a workplace (simulation), taking into account the range of variables affecting performance
- self-assessment of performance on the same terms as those described above
- interviews and/or provision of learning activities to check underpinning knowledge requirements
- supplementary evidence that may be obtained from relevant authenticated correspondence or reports from supervisors or team leaders.

Performance and assessment of this unit must be carried out within the relevant requirements of the legislative and industry framework and as set out in company OHS policies and procedures.

Key competency levels

There are a number of processes learnt throughout work and daily life that are required in all jobs. They are fundamental processes and generally transferable to other work environments. Some of these work processes are covered by the key competencies listed below. Information provided to each question highlights how these processes are applied in this unit of competency.

The number in brackets indicates the level to which the key competency should be demonstrated.

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|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can information be collected, analysed and organised (1) ?	Compare information regarding the work environment against relevant policies and procedures.
How can communication of ideas and information (1) be applied?	Report or discuss OHS issues with relevant or appropriate personnel.
How are activities planned and organised (1) ?	Organise work tasks according to safe work practices.
How can teamwork (1) be applied?	Participate in ensuring a safe work environment.
How can the use of mathematical ideas and techniques (1) be applied?	Mix chemicals and follow equipment maintenance schedules.
How can problem-solving skills (1) be applied?	Identify and report hazards.
How can the use of technology (1) be applied?	Use products and equipment.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed alphabetically and may be present for this particular unit.

Appropriate personnel may include:

- health and safety representatives
- managers
- OHS personnel
- other persons including emergency service personnel, authorised or nominated by the enterprise or industry to:
 - perform specified work/functions
 - approve specified work
 - inspect specified work
 - direct specified work/functions
- supervisors/team leaders.

Company requirements may include:

- counselling/disciplinary processes
- maintenance of plant and equipment
- purchasing of supplies and equipment
- work procedures and work instructions.

Emergencies may include:

- accidents (including motor vehicle accidents)
- acts of violence
- bomb threats
- chemical spills
- fire and explosions
- inhalation of dangerous substances
- natural disasters.

Emergency procedures may include:

- accident/incident reporting
- chemical containment
- evacuations
- following instructions from authorised or appropriate personnel during hazardous events
- provision of First Aid.

Hazards may include:

- associated with electrical or mechanical faults
- environmental e.g. improper use of hazardous materials/chemicals
- ergonomic e.g. improper manual handling methods
- obstructive e.g. blocked access to emergency entry/exit points.

Manufacturers' specifications may include:

- equipment operational manuals
- instructional guides
- material safety data sheets (MSDS)
- other resources supplied by the manufacturer (such as laminated cards, notices and wall posters)
- product labels
- safety instructions pre-printed on equipment.

OHS information may include:

- hazards and risk management procedures
- provisions relating to roles and responsibilities of health and safety representatives and/or OHS committees
- the induction of new workers
- the nature of work, tasks and procedures
- to assist in work tasks
- to communicate legislation and codes of practice e.g. relating to hazards in the work area
- workplace OHS policies and procedures.

OHS legislation may include:

- general duty of care under OHS legislation and common law

- provisions relating to OHS issue resolution
- provisions relating to roles and responsibilities of health and safety representatives and/or OHS committees
- regulations and codes of practice including regulations and codes of practice relating to hazards present in the workplace or industry
- state/territory/Commonwealth OHS Acts.

Participative arrangements may include:

- formal and informal meetings of:
 - OHS committees
 - other committees e.g. consultative, planning and purchasing
- suggestions, requests and concerns put forward by employees to management.

Safe operating practices may include:

- awareness of electrical hazards
- emergency procedures
- First Aid
- follow confined space procedures
- risk and hazard recognition
- working safely around electrical wiring, cables and overhead power lines
- working safely around tools and equipment.

Workplace procedures may include specific OHS procedures and organisational policies and procedures relating to:

- assessing and controlling risks
- consultation and participation arrangements for employees
- emergency response
- OHS issue resolution
- safe operating procedures or instructions that cover:
 - awareness of electrical hazards
 - compliance with safety instructions contained in MSDS
 - confined space procedures
 - First Aid
 - safe use of tools and equipment
 - working safely around electrical wiring, cables and overhead power lines
- reporting OHS issues
- specific hazards
- use of personal protective equipment
- workplace safety inspections.
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Unit Sector(s)

Not Applicable