



Australian Government

Department of Education, Employment and Workplace Relations

PRMPFES53A Participate in workplace safety arrangements

Release: 1

PRMPFES53A Participate in workplace safety arrangements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to understand and participate in workplace policies and procedures relating to occupational health and safety (OHS), and ozone depleting substance (ODS) and synthetic greenhouse gas (SGG) emission in order to ensure own safety and that of others in the workplace. It also covers recognising hazards and following workplace emergency procedures.

The unit is relevant to employees without managerial or supervisory responsibilities.

Performance would usually be carried out under routine supervision and 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

Application of the unit

This unit of competency supports one or more extinguishing agent handling licences prescribed under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

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 workplace procedures for hazard identification and risk control. | 1.1 Identify hazards in the work area and report hazards to appropriate personnel according to workplace procedures and company requirements .
1.2 Follow workplace procedures and work instructions for controlling risks according to company requirements . |
| 2 Participate in arrangements for the management of OHS. | 2.1 Raise OHS issues with appropriate personnel according to relevant OHS legislation, ODS and SGG legislation, workplace procedures and company requirements .
2.2 Join in participative arrangements for OHS management in the workplace within scope of own role and responsibilities, according to workplace procedures and company requirements . |
| 3 Follow emergency procedures in the workplace. | 3.1 Follow emergency procedures for dealing with accidents, fires and emergencies whenever necessary within scope of own role and responsibilities and according to company requirements .
3.2 Report details of hazardous events to appropriate personnel according to company requirements . |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills:

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

Required knowledge:

- rights and responsibilities of parties in the workplace under relevant OHS Acts, regulations and codes of practice
- rights and responsibilities of parties in the workplace under ODS and SGG legislative and industry requirements
- reasons for preventing ODS and SGG emissions in the workshop
- methods used to prevent ODS and SGG emissions in the workshop
- communication channels and procedures to report OHS, ODS and SGG 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 (PPE)
 - site safety plan
 - ways in which OHS is maintained in emergency situations
 - procedures for the use, storage, cleaning and disposal of equipment and material
- relevant federal, state or territory legislation that affects organisational operations, including:
 - anti-discrimination and diversity
 - equal employment opportunity
 - industrial relations.

KEY COMPETENCIES

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance level 1 - at this level the candidate is required to undertake tasks effectively.

Performance level 2 - at this level the candidate is required to manage tasks.

Performance level 3 - at this level the candidate is required to use concepts for evaluating and reshaping tasks.

Key competency	Example of application	Performance level
How are ideas and information communicated?	Compare information regarding the work environment against relevant policies and procedures.	1
How can information be collected, analysed and organised?	Report or discuss OHS issues with relevant or designated personnel.	1
How are activities planned and organised?	Organise work tasks according to safe work practices.	1
How is teamwork used?	Participate in ensuring a safe work environment.	1
How are mathematical ideas and techniques used?	Mix chemicals according to product labels and follow equipment maintenance schedules.	1

Key competency	Example of application	Performance level
How are problem-solving skills applied?	Identify hazards and report to appropriate persons.	1
How is the use of technology applied?	Use equipment appropriately in the workplace.	1

Evidence Guide

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 this Training Package.

Overview of assessment

- Competency in this unit will underpin competency in other aspects of the candidate's role in managing work tasks.
- This unit could be assessed on its own or in combination with other units of competency relevant to the job function.

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

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - accurately following workplace procedures relevant to controlling risks in the workplace
 - identifying hazards and risks in the workplace and reporting them to designated personnel
 - correctly following emergency procedures in emergency situations.
- Evidence in this area may be gathered through simulations.

Specific resources for assessment

- The candidate and the assessor should have access to the appropriate documentation and resources normally used in the workplace. This includes access to the following:
 - a suitable work area or a simulated workplace environment that allows for identification of hazards
 - PPE commonly used to reduce workplace risk

- relevant products, tools, specialist equipment and associated instructions, including those relating to ODS and SGG
- manuals and relevant documentation, including policies and procedures relating to OHS, ODS and SGG
- assessment documentation forms and record books.
- Where applicable, physical resources should include equipment modified for people with disabilities.
- Access must be provided to appropriate learning and/or assessment support when required.
- Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the candidate and the work being performed.

Context of assessment

- For valid and reliable assessment of this unit, competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment).
- Competency is to be demonstrated in a range of situations, reflecting the practical requirements of the workplace which may include customer and 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 organisational policies and procedures relating to OHS, ODS and SGG.
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.
- Questioning will be undertaken in such a manner as is appropriate to the oracy, language and literacy levels of the candidate and any cultural issues that may affect responses to the questions. It will reflect requirements of the unit of competency and the work being performed.
- Where assessment is for the purpose of recognition (RCC or RPL), the evidence provided will need to be authenticated and show that it represents current competency demonstrated over a period of time.

Range Statement

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 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.

Identifying hazards may include activities such as:

- checking equipment or the work area before work commences and during work
- regular housekeeping activities
- workplace inspections of equipment and work areas.

Hazards may include:

- hazards associated with electrical or mechanical faults
- environmental, such as ODS and SGG emissions, or improper use of hazardous materials and chemicals
- ergonomic, such as incorrect manual handling methods

Appropriate personnel may include:

- obstructive, such as blocked access to emergency entry and exit points.
- health and safety representatives
- managers
- OHS personnel
- other persons, including emergency service personnel authorised or nominated by the enterprise or industry to:
 - approve specified work
 - direct specified work and functions
 - inspect specified work
 - perform specified work and functions
- supervisors and team leaders.

Workplace procedures may include:

- specific OHS procedures and organisational policies or procedures relating to:
 - assessing and controlling risks
 - consultation and participation arrangements for employees
 - emergency response
 - resolving OHS issues
 - safe operating procedures or instructions that cover such things as:
 - awareness of electrical hazards
 - applying confined space procedures
 - providing first aid
 - safely using tools and equipment
 - working safely around electrical wiring, cables and overhead powerlines
 - specific hazards
 - reporting OHS issues
 - using PPE
 - workplace safety inspections
- work instructions to prevent the emission of ODS and SGG in the workplace.

Company requirements may include:

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

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 those relating to hazards present in the workplace or industry
 - federal, state and territory OHS Acts.
- ODS and SGG legislation*** may include:
- *Ozone Protection and Synthetic Greenhouse Gas Management Act*
 - *Ozone Protection and Synthetic Greenhouse Gas Management* amendments and regulations.
- Participative arrangements*** may include:
- formal and informal meetings of:
 - OHS committees
 - other committees, including:
 - consultative
 - planning
 - purchasing
 - ODS and SGG emission control
 - suggestions, requests, reports and concerns put forward by employees to management.
- Emergency procedures*** may include:
- accident and incident reporting
 - chemical containment
 - ODS and SGG emission control
 - evacuations
 - following instructions from authorised or designated personnel during hazardous events
 - providing first aid.
- Hazardous events*** may include:
- accidents, including motor vehicle accidents
 - acts of violence
 - bomb threats
 - chemical spills
 - ODS and SGG emissions
 - fires and explosions
 - inhalation of dangerous substances
 - natural disasters.

Unit Sector(s)

Sector

Fire Protection Equipment

Competency field

Competency field
Asset Maintenance