



Australian Government

Department of Education, Employment and Workplace Relations

RGRCMN201A Follow OHS procedures and observe environmental work practices

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to contribute to and follow the organisation's OHS policies, procedures and programs in the relevant area of work and in accordance with OHS requirements. It requires the ability to contribute to environmental work practice improvements within the scope of responsibilities of the job function.

This unit of competency operates in workplace environments of racing administration, stables, kennels, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports licensed, registered and other racing industry employees to follow OHS procedures and observe environmental work practices. Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry.

Consequently when performance criteria are applied they will relate to either the greyhound code or harness code or the thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Contribute to OHS in the workplace.	1. OHS legislation and safe work practices are known and followed within scope of responsibilities . 2. OHS issues are raised with appropriate people in accordance with workplace procedures and relevant OHS legislation. 3. Contributions to improvement of OHS management in the workplace are made through workplace safety committees or other workplace reporting methods.
Contribute to improvement of environmental workplace practices.	4. Environmental legislation and workplace safe operating practices and procedures are followed within scope of responsibilities. 5. Environmental issues are raised with designated personnel in line with workplace policies and practices. 6. Suggestions are made for improvement to environmental workplace practices within scope of responsibilities.
Follow workplace procedures for hazard identification and risk management.	7. Safety and environmental hazards in the work area are recognised and reported to designated personnel according to workplace procedures. 8. Workplace procedures and work instructions for assessing and controlling risks are followed accurately. 9. Workplace procedures for dealing with accidents, fires and emergencies are followed.
Maintain records.	10. Workplace safety and environmental records are maintained as required according to organisational policies and procedures within scope of responsibilities.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- applying OHS and environmental work procedures
- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to the conduct and operation of racing
- contributing to risk control measures
- following instructions

REQUIRED SKILLS AND KNOWLEDGE

- identifying and reporting workplace hazards in the appropriate time frame and to the correct person
- reading and interpreting workplace documentation, including rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- teamwork skills to ensure completion of job tasks in a safe and timely manner
- workplace procedures for dealing with accidents, fires and emergencies
- written communication skills to complete workplace documentation and reports.

Required knowledge

- basic knowledge of OHS and environmental legislative and workplace requirements
- behaviour of greyhounds or horses in a range of environments
- communication procedures, including reporting lines within the kennel or stable and wider racing industry
- hazards and potential hazards in the workplace and risk control procedures
- hierarchy of control covering:
 - elimination
 - engineering controls
 - administrative controls
 - personal protective equipment
- procedures for participation in and communication of OHS workplace processes
- racing industry animal welfare requirements
- reporting requirements in relation to OHS and environmental workplace procedures.

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, range statement and the Assessment Guidelines for the Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when following OHS procedures and observing environmental work practices
- implementation of procedures and timely techniques for the safe, effective and efficient application of OHS and environmental work practices
- working with others to undertake and complete OHS and environmental procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

Context of and specific resources for assessment

Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to follow OHS procedures and observe environmental work practices, including:
 - sample copies of local, state and federal legislation, regulations, codes of practice, safe operating procedures and industry checklists
- relevant racing industry work sites, such as administration buildings, racing kennels, racing

EVIDENCE GUIDE

stables and racetracks

- work instructions and related documentation.

EVIDENCE GUIDE

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

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.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to follow OHS procedures and observe environmental work practices. Workplaces include greyhound kennels, harness and thoroughbred stables as well as greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

OHS legislation includes:

- award and workplace agreements and other industrial instruments
- duty of care and common law duties, including

RANGE STATEMENT

rights and obligations of:

- contractors
- employees
- employers
- visitors
- legislation from local, state and federal levels of government that affects business operation, especially in regard to:
 - anti-discrimination
 - equal employment opportunity
 - OHS and environmental issues
 - industrial relations
- requirements for consultative arrangements
- requirements for provision of information and training, including:
 - emergency evacuation procedures
 - risk assessment and risk control
 - safe operating procedures.

RANGE STATEMENT

- Safe work practices*** may include:
- developing and adhering to industry-specific safe operating procedures and checklists, including tasks related to:
 - administration
 - business operations
 - horse and greyhound handling
 - horse driving or riding
 - racecourse maintenance
 - race meeting operations
 - participating in recognised and industry-relevant training programs, including:
 - emergency evacuation training
 - induction training
 - specific hazard training
 - specific task or equipment training
 - training as part of broader programs, for example greyhound and horse handling
 - using industry codes of practice.
- Scope of responsibilities*** may include:
- ensuring safe and effective operation and completion of workplace tasks
 - not undertaking tasks that are beyond the person's ability to safely execute.
- Appropriate people*** may include:
- OHS officer
 - OHS work group
 - person to whom incidents, hazards and risks must be reported, for example supervisor or employer.
- Workplace safety committees*** may:
- appoint workplace health and safety representatives
 - conduct OHS committee meetings
 - hold informal consultation with work teams
 - listen to suggestions, and record and act upon requests
 - obtain expert OHS advice
 - write and forward reports and concerns presented by employees to management.
- Environmental legislation*** may include:
- legislation from local, state and federal levels of government that affects business operation in regard to environmental issues, including:
 - contaminated land

RANGE STATEMENT

- hazardous waste and hazardous chemicals
- protection of the environment
- renewable energy
- waste minimisation
- water efficiency
- offence codes
- prosecution and enforcement.

RANGE STATEMENT

Safety and environmental hazards may include:

- chemicals and hazardous substances
- gear, machinery and equipment
- greyhound and horse behaviour in stable or kennel and race meeting contexts
- other people, including employees
- physical environment, including run-off proximity to watercourses, rivers, dams or streams
- unsafe work practices
- zoonotic diseases.

Hazards may be identified by:

- accident investigation records
- checking work area and equipment before and after work
- complaints
- employee and employer consultation
- job and work system assessment
- maintenance of gear, plant and equipment
- monitoring animal handling skills
- reviews of OHS records, including registers of hazardous substances and dangerous goods
- workplace inspections.

Assessing and controlling risks may include:

- applying hierarchy of control
- correct manual handling, including:
 - carrying
 - lifting
 - shifting
- eliminating hazardous materials and substances
- identifying hazards
- safely using and operating equipment, including:
 - fire safety equipment
 - first aid equipment
 - personal protective equipment
 - safety equipment
- safety procedures for protecting self, other people and animals.

Accident, fire and emergency procedures may include:

- adhering to fire drills and emergency evacuation procedures
- disposing properly of infected or suspect animals that die
- maintaining surveillance of animals once

RANGE STATEMENT

Workplace safety and environmental records may include:

- approved to do so
- responding in accordance with organisational procedures
- working within safe work practice guidelines and procedures.
- accident reports
- audit and inspection records
- consultation records of OHS committees and agendas
- dangerous goods storage lists
- first aid and medical records
- hazardous substances register
- induction, training and instruction records
- material safety data sheets for chemicals, hazardous substances and medications
- plant and equipment maintenance testing records
- safe operating procedures
- workers' compensation and rehabilitation records.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area

Racing common