



Australian Government

Department of Education, Employment and Workplace Relations

RIIOHS201A Work safely and follow OHS policies and procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers working safely and follow OHS policies and procedures in resources and infrastructure industries. It includes accessing and apply site safety procedures; applying personal safety measures and operational safety measures; maintaining personal wellbeing for job; and identifying and reporting incidents.

Application of the Unit

This unit is appropriate for those working in all roles, at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access and apply site safety procedures	1.1. Access, interpret and apply compliance documentation relevant to working safely and follow OHS policies and procedures 1.2. Carry out isolation of energy sources and immobilisation of potential energy sources, including tagging according to required procedure 1.3. Locate destinations within the site by interpreting and applying site plans, transport rules and signage 1.4. Identify and act on or report breaches in site safety in accordance with required procedures
2. Apply personal safety measures	2.1. Use personal protective equipment in accordance with required procedures 2.2. Establish and maintain a clean and tidy safe working area in accordance with required procedures 2.3. Obtain permits and clearances in accordance with required procedures, before specialised work is carried out 2.4. Apply safe manual handling procedures in accordance with guidance and/or procedures 2.5. Identify and apply site procedures for conduct of high-risk activities
3. Apply operational safety measures	3.1. Recognise and respond to alarms in accordance with required procedures 3.2. Identify and clarify own responsibility in regard to emergency situation procedures and respond to and report emergency situations in accordance required procedures 3.3. Apply basic fire fighting techniques in accordance with requirements 3.4. Identify emergency escape route(s) and procedures in accordance with requirements
4. Maintain personal wellbeing for job	4.1. Identify risks to personal wellbeing and recognise preventative strategies to minimise impact on site 4.2. Identify, act on and report situations which

	may endanger the individual or others 4.3. Access and explain site requirements for <i>fitness for duty</i> 4.4. Adhere to site policies in relation to smoking, alcohol and drug use
5. Identify and report incidents	5.1. Understand site incident and injury statistics in accordance with required procedures 5.2. Report and record incidents and injuries in accordance with required procedures 5.3. Contribute to and participate in incident investigations in accordance with the responsibilities and protection under the relevant legislation

Required Skills and Knowledge

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

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to work safely and follow OHS policies and procedures:

- apply legislative, organisation and site requirements and procedures for working safely
- source, interpret and apply safety information
- use and care of personal protective equipment
- apply safe lifting and handling techniques
- implement workplace reporting procedures
- communicate clearly and directly, listening carefully to instructions and information, responding to and clarifying directions
- apply teamwork to a range of situations, particularly in a safety context
- solve problems, particularly in teams and in dealing practically with safety issues such as recognising and responding to alarms
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas and in choosing appropriate personal protective equipment for each context
- manage time, particularly in organising priorities and planning work
- take responsibility for self organisation of work priorities to follow site safe work procedures
- apply a range of mediums to learn
- apply and use appropriate technology in a safety context

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to work safely and follow OHS policies and procedures:

- equipment safety requirements
- personal protective equipment
- hazardous substances procedures and handling techniques
- materials safety data sheets (MSDS) information and its application
- isolation procedures
- lifting techniques, including for both manual and automated lifting
- OHS procedures
- primary and secondary ventilation
- site safety requirements and procedures

- participative procedures for workplace management of others (e.g. consultation, safety representatives, committees, dispute resolution)
- potential biological effects (e.g. circadian rhythms, sleep, alertness, fatigue, stress, effects of heat stress and hypothermia)
- drug and alcohol policy
- use of emergency equipment
- basic fire fighting techniques

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.

Overview of assessment	
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 worksite 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 for working safely and follow OHS policies and procedures • implementation of requirements, procedures and techniques for working safely and follow OHS policies and procedures • working with others to work safely and follow OHS policies and procedures • consistent timely completion of work that is safe and follows OHS policies and procedures
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical

	resources normally used in the work environment. Selection and use of resources for particular work sites may differ due to site circumstances. • 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.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistently achieving the required outcomes • first hand testimonial evidence of the candidate's: • working with others to undertake and complete work safely and follows OHS policies and procedures
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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. 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) may also be included.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • management plans • safe working procedures (or equivalent) • tagging and lockout procedures • toxic substances procedures • gas monitoring procedures • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Personal protective equipment may include:	• hard hats • hearing protection • eye protection • safety boots • respiratory masks • other prescribed clothing and equipment related to tasks • self rescuers which may include filter or self contained types
Permits and clearances may include:	• access to areas • welding and cutting • power line clearances • start-up procedures • blasting/shotfiring • working at height • confined spaces • vertical openings • dig and penetration
Manual handling may include:	• the use of mechanical handling aids which are present at the workplace place and included in the national standard for Manual Handling and

	national code of practice for Manual Handling (NOHSC) team lifting
Emergency situations may include:	- emergency evacuation - fire - incident or injury - electrical shock - falls - entrapment - inrush - fumes - explosions - cyclones - other extreme weather - working in remote locations
Emergency escape route(s) are:	those identified at the workplace and may include the primary and secondary escape route(s)
Risks to personal wellbeing may include:	- non adherence to safety procedures and policies - stress - communicable diseases - adverse personal hygiene - horseplay
Fitness for duty may include:	- smoking restrictions - alcohol impairment - improper use of drugs - fatigue management - physiological and psychological stress - medication - illness

Unit Sector(s)

Occupational Health and Safety

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.