



Australian Government

TLIF0022 Conduct housekeeping activities

Release: 1

TLIF0022 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct housekeeping activities.

It includes identifying housekeeping requirements, procedures and resources of different areas of the workplace; monitoring and maintaining cleanliness and tidiness; and completing assigned housekeeping tasks.

Work is performed under some supervision generally in a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F - Safety Management.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Determine housekeeping requirements for different workplace areas

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Workplace housekeeping procedures are identified and followed
- 1.2** Equipment and consumables are selected in accordance with work area requirements

- 1.3 Specific procedures and resources for housekeeping activities in different parts of the work area are identified and followed
 - 1.4 Worksite hazards are identified and corrective actions taken prior to commencing housekeeping activities
 - 1.5 Appropriate personal protective equipment (PPE) is identified and used
- 2 Monitor and maintain cleanliness and tidiness in the workplace**
 - 2.1 Worksite cleanliness and tidiness are continuously monitored
 - 2.2 Housekeeping issues are raised with appropriate personnel in accordance with workplace procedures
 - 2.3 Housekeeping equipment is operated in accordance with manufacturer instructions and workplace procedures
 - 2.4 Housekeeping equipment and supplies are maintained and stored
- 3 Complete assigned housekeeping duties**
 - 3.1 Housekeeping duties are conducted in accordance with workplace procedures and ensuring waste is removed
 - 3.2 Maintenance requirements of any damaged items are notified to appropriate personnel
 - 3.3 Schedules and records for housekeeping duties are maintained and followed
 - 3.4 Work areas are checked and required workplace standards are met
 - 3.5 Work is carried out following housekeeping practices and safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF1002 Conduct housekeeping activities.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIF0022 Conduct housekeeping activities

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace procedures
- applying precautions and required actions to minimise, control or eliminate hazards that may exist during housekeeping activities
- communicating and working effectively with others when carrying out housekeeping activities
- identifying workplace housekeeping requirements and undertaking housekeeping in the workplace
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of housekeeping tools and equipment in accordance with maintenance schedule and workplace procedures
- removing waste in accordance with workplace procedures
- reporting and rectifying within limits of own role, problems, faults and malfunctions identified when carrying out housekeeping activities in accordance with regulatory requirements and workplace procedures
- using appropriate personal protective equipment (PPE)
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards
- purpose of housekeeping within the workplace
- relevant workplace practices and safeworking procedures for own job role
- risks when carrying out housekeeping tasks and related precautions to control them
- servicing procedures for housekeeping equipment

- site layout and obstacles
- workplace procedures and policies for carrying out housekeeping activities in the workplace.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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