



Australian Government

TLIF0024 Develop and maintain a safe workplace

Release: 1

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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 develop and maintain a safe workplace.

It includes planning and implementing safety requirements; informing and training workers on work health safety (WHS)/occupational health and safety (OHS) legislation, codes of practice and industry standards; and establishing and maintaining procedures for assessing and controlling safety risks. It also includes monitoring, adjusting and reporting safety performance, and evaluating the WHS/OHS system and related policies, procedures and programs.

Work involves discretion and judgement in developing and maintaining a safe workplace. Work is performed under minimum supervision with general guidance on progress and outcomes of work.

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 Plan and implement safety requirements

PERFORMANCE CRITERIA

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

1.1 WHS/OHS risk assessments are made as part of planning exercises

- 1.2 Policies and procedures are developed to implement requirements for a safe workplace
 - 1.3 Work practices are planned with colleagues to ensure compliance with workplace and environmental legislation and industry standards
 - 1.4 Safe operating procedures are documented and communicated to workers
 - 1.5 Work practices are implemented in accordance with requirements specified in legislation and standards for safe workplaces and environments
 - 1.6 Effective induction and supervision are provided to support workers in managing their organisational responsibilities
 - 1.7 Purchasing policies for providing goods and services are informed by WHS/OHS considerations
- 2 Inform and train workers on WHS/OHS legislation, codes of practice and industry standards**
 - 2.1 Legislation, industry standards and organisational policies and practices relevant to creating and maintaining a safe workplace and environment are made available to workers
 - 2.2 Arrangements are made to provide information in a language, style and format that is understood by workers
 - 2.3 WHS/OHS training program is developed and implemented to identify and fulfil workers WHS/OHS training needs as part of the organisational general training program
 - 2.4 Workers are informed of their legal responsibility for maintaining a safe workplace and environment
 - 2.5 Implications of an unsafe workplace and environment are made clear to all within the workplace
- 3 Establish and maintain procedures for assessing and controlling safety risks**
 - 3.1 Identified hazards are correctly assessed in accordance with WHS/OHS legislation and codes of practice
 - 3.2 Activities are monitored to ensure procedure is adopted effectively throughout area of managerial responsibility
 - 3.3 Risk assessment is conducted at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure risk is not increased
 - 3.4 Measures to control assessed safety risks are developed and implemented in accordance with the hierarchy of controls, relevant WHS/OHS legislation, codes of practice and

- trends identified from the WHS/OHS records system
- 3.5 Activities are monitored to ensure risk control procedure is adopted effectively throughout area of managerial responsibility
 - 3.6 Risk control is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure adequate risk control measures are included
- 4 Monitor, adjust and report safety performance**
- 4.1 Hazards are identified, assessed and prioritised for action
 - 4.2 Controls are selected to minimise risks to health and safety
 - 4.3 Waste recycling, reduction and disposal are carried out within legislative and organisational requirements
 - 4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated workers
 - 4.5 Workers are informed of improvements and alterations to WHS/OHS procedures in the workplace
 - 4.6 Systems, records and reporting procedures are maintained according to legislative requirements
- 5 Evaluate WHS/OHS system and related policies, procedures and programs**
- 5.1 Effectiveness of the WHS/OHS system and related policies, procedures and programs are assessed in accordance with workplace WHS/OHS aims
 - 5.2 Improvements to the WHS/OHS system are developed and implemented to ensure effective workplace WHS/OHS aims and organisational policies and objectives are achieved
 - 5.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of controls, and resources enabling implementation of new control measures are sought and/or provided in accordance with appropriate procedures
- 6 Investigate and report non-conformance**
- 6.1 Conformance with WHS/OHS legislation and codes of practice is assessed to ensure legal WHS/OHS standards are maintained
 - 6.2 Non-conformances are investigated and dealt with in accordance with legislative requirements

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| | 6.3 | Workers are supported to acquire and apply competencies to meet legislative requirements and associated standards |
| | 6.4 | Changes to operations and practices are implemented to ensure non-conformance is not repeated |
| 7 Establish and maintain a WHS/OHS records system | 7.1 | WHS/OHS record requirements are confirmed to identify patterns of occupational injury and disease within area of managerial responsibility |
| | 7.2 | WHS/OHS records system is set up to meet WHS/OHS record requirements |
| | 7.3 | Workers are trained in the use of the WHS/OHS records system |
| | 7.4 | Changes are made to the WHS/OHS records system to ensure effective achievement of workplace WHS/OHS aims |
| | 7.5 | WHS/OHS records are used as the basis for developing and submitting relevant workplace WHS/OHS reports to management |

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 TLIF4014 Develop and maintain a safe workplace.

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 TLIF0024 Develop and maintain a safe workplace

Modification History

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

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:

- analysing the working environment to identify hazards, assess risks, implement control measures, and design and implement appropriate work health and safety (WHS)/occupational health and safety (OHS) management systems
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when establishing a safe workplace
- completing relevant documentation when establishing a safe workplace
- developing and implementing appropriate WHS/OHS management systems
- establishing and maintaining an OHS/WHS records management system
- interpreting and following operational instructions and prioritising work
- investigating non-conformances
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information, labels and signs
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- working collaboratively with others when developing and maintaining a safe workplace
- 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:

- appropriate links to other management systems, for example, contractors, maintenance

and purchasing

- arrangements for participation and consultation over WHS/OHS
- communication techniques and protocols
- considerations for choosing between different control measures
- elements of an effective WHS/OHS management system
- hazards and associated safety risks that exist in the workplace
- hierarchy of controls
- incident and accident investigation arrangements
- principles of risk management
- range of control measures available
- relevant regulatory and codes of practice requirements
- relevant WHS/OHS and environmental protection policies and procedures
- role of technical information and experts in designing risk control measures, monitoring systems and health surveillance procedures
- significance of other management systems and procedures for WHS/OHS
- systems of risk control, recognising the significance of WHS/OHS for effective workplace operation
- training, coaching and mentoring approaches appropriate for use in WHS/OHS training programs
- workplace business policies and plans related to WHS/OHS issues
- workplace protocols and procedures for managing personal work priorities and professional development.

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.

Links

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