



Australian Government

TLIF1002 Conduct housekeeping activities

Release: 1

TLIF1002 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 in the workplace.

It includes identifying housekeeping requirements, procedures and resources of different areas of the workplace; monitoring and maintaining cleanliness and tidiness in the workplace; 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
- 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

2 Monitor and maintain cleanliness and tidiness in the workplace

- 2.1 Initiative is used to continuously monitor worksite cleanliness and tidiness
- 2.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
- 2.3 Housekeeping equipment is operated in accordance with manufacturer instructions and workplace policy
- 2.4 Housekeeping equipment and supplies are maintained and stored

3 Complete assigned housekeeping duties

- 3.1 Assigned housekeeping duties are conducted in accordance with workplace procedures and ensuring that 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
- 3.4 Work areas are checked and required workplace standards are met
- 3.5 Work is carried out following enterprise 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF1002B 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 TLIF1002 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 of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action 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 and servicing, in terms of servicing schedule and standard operating procedures
- operating and adapting to differences in equipment in accordance with standard operating 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
- 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 of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards
- purpose of housekeeping within the workplace
- relevant enterprise 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

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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 include:

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