



Australian Government

TLIF3003 Implement and monitor work health and safety procedures

Release: 2

TLIF3003 Implement and monitor work health and safety procedures

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

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 implement and monitor work health and safety (WHS)/occupational health and safety (OHS) procedures in compliance with relevant WHS/OHS regulations.

It includes accessing information about WHS/OHS workplace policies and procedures, and implementing and monitoring procedures for identifying and assessing hazards and controlling risks. It also includes planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.

Work is performed under some supervision generally within 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

Rail sector.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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| 1 Access information about WHS/OHS and workplace policies and procedures | 1.1 Relevant provisions of WHS/OHS legislation and codes of practice are accurately followed
1.2 Information on workplace WHS/OHS health and safety policies, procedures and programs is stored in a readily accessible location and manner
1.3 Information is accurately and clearly explained to work team
1.4 Information about risk identification outcomes and control procedures is provided to appropriate personnel |
| 2 Implement and monitor procedures for identifying and assessing hazards | 2.1 Existing and potential hazards in work area are identified and reported
2.2 Identified hazards are assessed in relation to relative risk
2.3 Appropriate actions are initiated to minimise and control risks/hazards |
| 3 Implement and monitor procedures for controlling risks | 3.1 Incorporation of hierarchy of risk control measures within hazard register is checked
3.2 Existing risk control measures are implemented, monitored and reviewed
3.3 Work procedures to control risks are implemented and adherence to them by work group is monitored
3.4 Required improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel |
| 4 Plan and supervise housekeeping arrangements | 4.1 Housekeeping tasks are identified and incorporated in enterprise work roles
4.2 Housekeeping equipment is maintained
4.3 Team members are allocated housekeeping tasks and are supervised in performing allocated tasks
4.4 Housekeeping practices are planned to conform with environmental and WHS/OHS health and safety requirements |
| 5 Implement and monitor procedures for dealing with hazardous events | 5.1 Workplace procedures for dealing with hazardous events are implemented, as required, to ensure prompt control action is taken |

5.2 Hazardous events are investigated to identify causes

5.3 Risk control measures are implemented to prevent recurrence and to minimise risks of hazardous events or issues, and are reported to appropriate personnel for implementation

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 TLIF3003A Implement and monitor occupational health and safety procedures.

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 TLIF3003 Implement and monitor work health and safety procedures

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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 relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- ensuring that precautions and required action are taken to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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:

- emergency and evacuation procedures
- HAZCHEM symbols and implications for safe work and storage
- hierarchy of risk controls
- housekeeping standards and procedures
- location and use of safety alarms, manifests, emergency shut-off systems and emergency communications systems
- manual and mechanically operated lifting and load shifting procedures
- procedures for storing and using flammable materials
- procedures for storing and using hazardous substances
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- risks when using manually-operated equipment to shift loads and related precautions to control these risks
- signs and signals for WHS/OHS warnings
- site layout and obstacles
- terms used in safety data sheets (SDS)/material safety data sheets (MSDS)
- transport requirements for transporting goods within a 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 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 workplace procedures, regulations, codes of practice and operation manuals.

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