



Australian Government

TLIF4014 Develop and maintain a safe workplace

Release: 1

TLIF4014 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.

Application

This unit involves the skills and knowledge required to develop and maintain a safe workplace in accordance with regulations.

It includes planning and implementing safety requirements; informing and training personnel on work health safety (WHS)/occupational health and safety (OHS) legislation, codes and 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.

Work generally involves responsibility for resource coordination and allocation, and provides leadership of others individually or in teams.

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

PERFORMANCE CRITERIA

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

1.1 Health and safety risk assessments are made as part of

requirements	production planning exercises
	1.2 Policy 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 standards
	1.4 Safe operating procedures are documented and communicated
	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 is provided to support colleagues in managing their organisational responsibilities
	1.7 Purchasing policy for providing goods and services is informed by WHS/OHS considerations
2 Inform and train personnel on WHS/OHS legislation, codes and standards	2.1 Legislation, standards and organisational policies and practices relevant to creating and maintaining a safe workplace and environment are made available to individuals/teams
	2.2 Arrangements are made to provide information in a language, style and format that is understood by colleagues
	2.3 WHS/OHS training program is developed and implemented to identify and fulfil employee WHS/OHS training needs as part of the organisational general training program
	2.4 Individuals/teams 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 Safety risks presented by 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 addressed 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 is carried out within legislative and organisational requirements

4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated persons/groups

4.5 Individuals/teams 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 WHS/OHS system and related policies, procedures and programs is assessed in accordance with workplace WHS/OHS aims

5.2 Improvements to WHS/OHS system are developed and implemented to ensure more effective achievement workplace WHS/OHS aims and organisational policies and objectives

- 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 that as a minimum, legal WHS/OHS standards are maintained
- 6.2 Non-conformance is investigated and dealt with in accordance with legislative requirements
- 6.3 Colleagues 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 Employees 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
- 7.3 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4014A 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 TLIF4014 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 of 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 WHS/OHS management systems
- applying fatigue management knowledge and techniques
- 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
- designing and implementing appropriate WHS/OHS management systems
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocols
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information, labels and signs
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to improve WHS/OHS conformance, information systems and reporting requirements
- selecting and using required personal protective equipment 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 of 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
- 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
- how to identify when expert advice is needed
- incident and accident investigation arrangements
- principles of risk management
- range of control measures available
- relevant WHS/OHS and environmental protection policies and procedures
- relevant regulatory and code requirements
- 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
- typical problems that can occur when managing WHS/OHS systems and related action that can be taken
- workplace business policies and plans related to WHS/OHS issues
- workplace protocols and procedures for managing personal work priorities and professional development.

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 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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Links

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