



Australian Government

TLIF4103 Implement fitness for work procedures

Release: 1

TLIF4103 Implement fitness for work procedures

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 implement fitness for work policy and procedures in an organisation, in compliance with the relevant fitness for work regulations and requirements.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, and related policy and procedures; and acting appropriately on reports about the implementation of fitness for work policy and identified breaches of associated regulations.

It also includes ensuring that the operation's systems are compliant with rail safety national law, regulations and organisational procedures, and establishing, implementing, monitoring and communicating fitness for work programs.

Work is performed under some supervision generally within a team environment. It involves implementing and monitoring fitness for work policies and procedures as part of workplace activities.

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 describe the essential outcomes.

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

1 Confirm regulatory requirements and organisational responsibilities

- 1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within an organisation are identified and interpreted
- 1.2 National health assessment standards for rail safety workers and/or other applicable state/territory standards are accessed and interpreted
- 1.3 Current regulatory requirements, obligations and responsibilities regarding the use of drugs and alcohol by rail safety workers are identified and interpreted
- 1.4 Current regulatory requirements, obligations and responsibilities regarding fatigue management of rail safety workers are identified and interpreted

2 Implement fitness for work policy and procedures

- 2.1 Organisational fitness for work policy is implemented in conjunction with relevant personnel
- 2.2 Organisational fatigue management program is implemented
- 2.3 Drug and alcohol program is implemented in accordance with organisational policies and procedures
- 2.4 Health assessment program is implemented in accordance with organisational procedures and regulatory requirements
- 2.5 Fitness for work risk management system implementation plan and related policy and procedures are accessed and interpreted
- 2.6 Identified non-conformance with fitness for work is reported in accordance with organisational procedures and regulatory requirements

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 TLIF4103A Implement fitness for work 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 TLIF4103 Implement fitness for work 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:

- adapting to changes in legislation and regulations as they relate to fitness for work
- applying rail safety national law, regulations and workplace procedures
- communicating effectively with others
- monitoring and identifying non-conformance of organisation's fitness for work management systems and programs, and taking appropriate action
- reading and interpreting relevant documentation
- working collaboratively with employees and management to implement organisation's fitness for work management system.

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:

- components of a fitness for work risk management system
- drug and alcohol policy and procedures
- drug and alcohol testing and reporting requirements
- fatigue management policy and procedures
- health and fitness management program
- health assessment requirements
- legislated rail safety worker medical requirements
- relevant legislation and regulations relating to fatigue management, drug and alcohol use, and medical requirements in the rail industry
- responsibilities of organisation and employees for implementing fitness for work regulations and policies
- systems for monitoring non-conformance of the effectiveness of organisation's fitness for work management strategies, policies and procedures.

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 or, where this is not available, in simulated workplace operational situations that replicate rail 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, rail safety national law, regulations, codes of practice and operation manuals.

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