



Australian Government

TLIF5022 Develop and manage fitness for work policy and procedures

Release: 1

TLIF5022 Develop and manage fitness for work policy and 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 develop and manage fitness for work policy and procedures in an organisation.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, related policy and procedures; and acting appropriately to reports on the implementation of fitness for work policy and any identified breaches of associated regulations. It also includes ensuring that the operation's systems are compliant with regulations and organisational policy; and establishing, implementing, monitoring and communicating fitness for work programs.

This unit applies to people with the responsibility for rail operations management.

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 Identify or confirm regulatory requirements and organisational

1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within the organisation are identified and interpreted

responsibilities

- 1.2 National health assessment standards for rail safety workers and/or other applicable 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
- 1.5 Risk-based approach is taken to developing programs that meet regulatory requirements

2 Establish and implement a fitness for work policy and procedures

- 2.1 Organisational fitness for work implementation plan is developed and/or reviewed and implemented in conjunction with relevant personnel
- 2.2 Organisational fatigue management policy and procedures are developed and/or reviewed and implemented
- 2.3 Policy and procedures related to drug and alcohol testing are developed and/or reviewed and implemented
- 2.4 Fitness for work policy and procedures are aligned to organisational return-to-work policy and procedures
- 2.5 Risk management approach is taken to identifying medical requirements for categories of rail safety workers
- 2.6 Fitness for work risk management system implementation plan and related policy and procedures are distributed and presented to relevant organisational personnel for implementation

3 Monitor implementation of fitness for work policy and procedures

- 3.1 Reports from designated personnel on the implementation of the organisation's fitness for work risk management system implementation plan and related policies and procedures are received and interpreted
- 3.2 Reports on accidents and safety incidents are reviewed to identify the extent to which a breach of the fitness for work procedures might have been a contributing factor
- 3.3 Organisational activities are monitored and changes to

organisation's fitness for work risk management system and procedures are identified, and appropriate action is taken to make the necessary adjustments

4 Act upon identified breaches of fitness for work policy

- 4.1 Identified or reported breaches of fitness for work policy are investigated in accordance with organisational procedures and regulatory requirements
- 4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fitness for work policy are provided with appropriate feedback and information to avoid any recurrence of the breakdown in planned processes
- 4.3 Where organisational procedures or culture are found to have contributed to a breach in fitness for work policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid any recurrence of the breakdown
- 4.4 Reports on breaches of fitness for work policy are prepared and submitted to designated personnel in accordance with organisational procedures and/or regulatory requirements

5 Ensure operations systems are compliant with fitness for work policy and regulations

- 5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisation's fitness for work policy and regulations
- 5.2 Changes are made to operations systems and standard operating procedures to ensure they are compliant as required
- 5.3 Supplier and/or subcontractor operations systems and standard operating procedures are reviewed to ensure they are compliant with fitness for work policy and regulations, in accordance with legislated requirements

6 Identify required resources and operational systems

- 6.1 Resources to support the implementation of the organisation's fitness for work risk management system are identified and submitted to appropriate authority
- 6.2 Organisation's fitness for work risk management systems resources are periodically reviewed and appropriate changes are made or requested

7 Communicate fitness for work policy and

- 7.1 Appropriate personnel affected by organisational fitness for work policy and procedures are identified

procedures

- 7.2 Organisational fitness for work policy and procedures are communicated to appropriate personnel using effective strategies
- 7.3 Team leaders, supervisory and training staff are provided with adequate resources to deliver organisational fitness for work communications strategies

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 TLIF5022A Develop and manage fitness for work policy and 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 TLIF5022 Develop and manage fitness for work policy and procedures

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:

- adapting to changes in legislation and regulations as they relate to fitness for work
- communicating effectively with others when implementing the organisation's fitness for work management system
- developing a fitness for work system for an organisation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying fitness for work requirements within an organisation
- organising audits and reviews of an organisation's fitness for work management system
- reading and interpreting documentation on fitness for work management legislation
- recognising breaches of fitness for work management strategies and regulations, and taking appropriate action in accordance with the organisation's fitness for work management system
- reviewing current fitness for work procedures
- working collaboratively with rail safety workers and management to implement the 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
- procedures for auditing and reviewing an organisation's fitness for work management system, and related policy and procedures, and for reporting audit outcomes
- relevant sections of applicable state/territory legislated rail safety requirements and regulations related to:
fatigue management, drug and alcohol use, and medical requirements in the rail industry work health and safety (WHS)/occupational health and safety (OHS)
- relevant documentation to develop and manage fitness for work policy and procedures
- responsibilities of an organisation and individual employees for implementing fitness for work policy and regulations
- risk-based approaches to developing fitness for work programs
- strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fitness for work is a contributing factor
- systems for auditing the effectiveness of an 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 rail 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, regulations, codes of practice and operation manuals.

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