



Australian Government

TLIP4003 Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Release: 2

TLIP4003 Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Modification History

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

- Minor change to Application and 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, maintain and evaluate dangerous goods transport procedures within the workplace.

This includes implementing a policy framework for the transport and storage of dangerous goods, establishing and maintaining procedures for identifying hazards and assessing risks, establishing and maintaining assessment procedures for monitoring conformance and controlling risks. Implementing and monitoring procedures for maintaining dangerous goods records and evaluating the implementation of dangerous goods transport policies, procedures and programs within the workplace must be conducted in accordance with relevant regulatory requirements, workplace procedures and codes of practice, including the current Australian Dangerous Goods (ADG) Code.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Implement a policy framework for the transport and storage of dangerous goods

PERFORMANCE CRITERIA

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

1.1 Policies are developed to comply with the current ADG Code, and dangerous goods transport and storage regulations and are consistent with overall workplace policies

1.2 Responsibilities and duties for transporting and storing dangerous goods are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions

1.3 Licensing requirements for employees are confirmed

1.4 Consultative processes are developed and implemented

1.5 Emergency incident/accident procedures are developed and implemented

1.6 Information, instructions and training on dangerous goods transport and storage procedures are provided to enable employees to effectively implement the required systems and processes

2 Establish and maintain procedures for identifying hazards and assessing risks

2.1 Hazards in the work area are identified and confirmed

2.2 Procedures for ongoing identification of hazards and risk assessment are developed and integrated within work systems

2.3 Hazard identification is addressed at the planning, design and evaluation stages of any workplace change

2.4 Maintenance and inspection program is instituted to confirm that vehicles, equipment and storage areas comply with regulatory and enterprise requirements

3 Establish and maintain assessment procedures for

3.1 Ongoing system for risk control, based on a hierarchy of controls, is developed and integrated within general

monitoring conformance and controlling risks	work procedures
	3.2 Measures to control assessed risks and monitor conformance are developed and implemented in accordance with current ADG Code, relevant dangerous goods transport regulations, codes of practice and priorities identified in the workplace
	3.3 Non-conformance is investigated and procedures for rectification are instituted
	3.4 Inadequacies in dangerous goods transport procedures are identified and measures are implemented to improve workplace practice
4 Implement and monitor procedures for maintaining dangerous goods records	4.1 Dangerous goods records system is established in accordance with relevant legislative framework
	4.2 Accurate and legible records for operation within the workplace are completed in accordance with the current ADG Code, dangerous goods transport regulations, enterprise policies and legislative requirements
5 Evaluate the implementation of dangerous goods transport policies, procedures and programs within the workplace	5.1 Effectiveness of the dangerous goods transport policies, procedures and programs is assessed
	5.2 Improvements to dangerous goods transport procedures are identified and implemented
	5.3 Compliance with current ADG Code, dangerous goods transport regulations and codes of practice is assessed to ensure legal requirements are maintained as a minimum and exceeded where possible

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 TLIP4003A Implement, maintain and evaluate dangerous goods transport procedures within the 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 TLIP4003 Implement, maintain and evaluate dangerous goods transport procedures within the workplace

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others when implementing, maintaining and evaluating dangerous goods transport procedures
- completing relevant documentation
- demonstrating knowledge of the hierarchy of control and its implementation in the workplace
- identifying requirements of tasks and organising planning, job completion and evaluation stages
- identifying the factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when implementing, maintaining and evaluating dangerous goods transport procedures
- implementing and monitoring policies and processes for transporting dangerous goods
- implementing contingency plans
- liaising with authorities, drivers, line managers and customers to ensure policies and procedures are meeting required needs
- managing and prioritising work and coordinating self and others in relation to workplace activities
- mediating and resolving issues about transporting dangerous goods, maximising positive outcomes for the workplace and the individuals within it
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising systems and activities
- providing customer and client service

- providing leadership and working collaboratively with others when implementing, maintaining and evaluating dangerous goods transport procedures
- reading and interpreting relevant instructions, procedures, information and manuals
- reporting and/or rectifying problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- suggesting improvements to dangerous goods transport procedures and negotiating changes, as required
- 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 the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- current Australian Dangerous Goods (ADG) Code and relevant Australian Standards applicable to dangerous goods and hazardous substances
- equipment applications, capacities, configurations, safety, hazards and controls
- operation of dangerous goods transport systems, resources, management and workplace operating systems
- hazards that may exist when transporting dangerous goods and hazardous substances, and ways of controlling the risks involved
- problems that may occur when transporting dangerous goods and hazardous substances, and actions that can be taken to report or resolve the problems
- quality and customer service standards, policies and procedures
- regulations and codes for transporting goods and freight
- regulatory, licence and permit requirements for transporting dangerous goods
- relevant workplace documentation procedures
- resource availability, including the competencies of individuals in the team/group
- workplace processes for implementing, maintaining and evaluating dangerous goods transport procedures.

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 must 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 legislation, regulations, codes of practice, workplace procedures and operation manuals.

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