



Australian Government

Department of Education, Employment and Workplace Relations

TLIF107C Follow occupational health and safety procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

Application of the Unit

Work must be carried out in compliance with the relevant OH&S regulations and procedures. Work is performed under some supervision generally within a team environment. It involves the application of the established OH&S and hazard minimisation principles and procedures to the conduct of workplace activities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Follow workplace procedures for hazard identification and risk control	1.1 Workplace procedures for dealing with accidents, fire and emergencies are known and followed 1.2 Workplace procedures for OH&S and related work instructions for controlling risks in a workplace are accurately followed 1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment 1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities 1.5 Where relevant, procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed 1.6 Personal protection clothing and equipment is correctly used in accordance with established safety practices and procedures 1.7 Established emergency and contingency plans are followed in the event of an emergency
2 Contribute to arrangements for the management of occupational health and safety	2.1 OH&S issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant OH&S legislation 2.2 Contributions to OH&S management in the workplace are made in accordance with workplace procedures and provisions of relevant legislation 2.3 OH&S issues are raised with designated personnel in accordance with workplace procedures and relevant OH&S legislation 2.4 Participative arrangements for OH&S management in the workplace are contributed to within workplace procedures and scope of responsibilities

and competencies

3 Complete occupational health and safety records

- 3.1 OH&S records for self are completed in accordance with workplace requirements
- 3.2 OH&S records and legal requirements for the maintenance of records of occupational injury and diseases are followed

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant OH&S procedures and guidelines

Risks when using manually-operated equipment to shift loads and related precautions to control the risk

Reporting procedures in regard to unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents

Location and use of safety alarms, manifests, emergency shut-off systems, emergency communication systems

Signs and signals used for OH&S warnings

Terms used in material safety data sheets (where relevant)

HAZCHEM symbols and implications for safe work and storage

Storage and use of hazardous substances

Handling of broken or damaged equipment

Manual and mechanically assisted lifting and load shifting procedures

Transport requirements for goods within workplace

Emergency and evacuation procedures

Housekeeping standards and procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when following OH&S procedures

Read and comprehend simple statements in English

Read and interpret relevant safety-related information including safety labels, instructions for safe work, relevant material safety data sheets, workplace procedures and codes of practice

Identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels

Interpret and follow operational instructions and prioritise work

Complete documentation related to OH&S in the workplace

Operate electronic communication equipment to required protocol

Estimate the size shape and special requirements of loads

Work collaboratively with others when following OH&S procedures

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when following OH&S procedures in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unanticipated situations that may occur when following OH&S procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Apply fatigue management knowledge and techniques

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at the registered training organisation, and/or

in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The shifting operations may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	restricted spaces exposed conditions controlled or open environments
Workplace hazards may include:	chemicals and other harmful substances movements of equipment, goods, vehicles toxic substances damaged packing material and containers broken and damaged equipment inflammable materials and fire hazards lifting practices waste management and disposal extremes in weather conditions lighting levels floor surfaces water hazards traffic flows, vehicle and equipment operation A range of storage areas
Personnel in the work area may include:	workplace personnel site visitors OH&S specialists union representatives contractors official representatives

Participative arrangements may include:	formal and informal meetings which deal with OH&S issues workplace OH&S committees other committees, for example, consultative, planning and purchasing OH&S representatives suggestions, requests, reports and concerns put forward by staff
Communication in the work area may include:	phone electronic data interchange fax email internet radio
Designated personnel may include:	workplace personnel supervisors team leaders management occupational health and safety personnel other persons authorised or nominated by the organisation
Personal protective equipment may include:	gloves safety headwear and footwear safety glasses two-way radios high visibility clothing
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documents may include:	OH&S regulations workplace OH&S procedures and policies codes of practice including the National

Standards for Manual Handling and the Industry Safety Code

ADG Code and material safety data sheets (where relevant)

policies and procedures for entry and work in confined spaces

manufacturers instructions concerning the use and servicing of equipment

supplier and/or client instructions

emergency procedures

regulations and policies concerning noise, smoking, work station ergonomics and other critical OH&S issues

goods identification numbers and codes

manifests, bar codes, goods and container identification

relevant legislation, regulations and related documentation

award, enterprise bargaining agreement, other industrial arrangements

standards and certification requirements

quality assurance procedures

Applicable regulations and legislation may include:

relevant state/territory OH&S legislation and safety codes, including manual handling, noise, confined spaces, smoking, workplace ergonomics, etc.

general duty of care under OH&S legislation

workplace relations regulations

workers compensation regulations

dangerous goods regulations

Unit Sector(s)

Not applicable.

Competency Field

F - Safety Management