



Australian Government

Department of Education, Employment and Workplace Relations

TLIF307C Implement and monitor 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 implement and monitor OH&S procedures, including accessing information about OH&S and the workplace policies and procedures, implementing and monitoring procedures for identifying and assessing hazards, implementing and monitoring/auditing procedures for controlling risks, planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.

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 implementation and monitoring of established OH&S and hazard minimisation policies and procedures in 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 Access information about OH&S and the workplace policies and procedures	1.1 Relevant provisions of occupational health and safety legislation and codes of practice are accurately followed 1.2 Information on workplace occupational health and safety policies, procedures and programs is stored in a readily accessible location and manner 1.3 Information is accurately and clearly explained to the work team 1.4 Information about the outcomes of risk identification and control procedures is provided to appropriate personnel
2 Implement and monitor procedures for identifying and assessing hazards	2.1 Existing and potential hazards in the work area are identified and reported 2.2 Identified hazards are assessed in relation to relative risk 2.3 Appropriate action is initiated to minimise and control the risks/hazards
3 Implement and monitor procedures for controlling risks	3.1 Existing risk control measures are implemented, monitored and reviewed 3.2 Work procedures to control risks are implemented and adherence to them by the work group is monitored 3.3 Required improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel 3.4 Procedures for monitoring and controlling risks provide for a hierarchy of control
4 Plan and supervise housekeeping arrangements	4.1 Housekeeping tasks are identified and incorporated in enterprise work roles 4.2 Housekeeping equipment is maintained

- 4.3 Team members are allocated housekeeping tasks and supervised
 - 4.4 Housekeeping procedures and practices are planned to conform with environmental and occupational health and safety requirements
- 5 **Implement and monitor procedures for dealing with hazardous events**
 - 5.1 Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken
 - 5.2 Hazardous events are investigated to identify causes
 - 5.3 Control measures are implemented to prevent recurrence and minimise risks of hazardous events or issues and are referred to designated personnel for implementation

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

HAZCHEM symbols and implications for safe work and storage

Procedures for the storage and use of hazardous substances

Procedures for the storage and use of flammable materials

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 implementing and monitoring compliance with OH&S procedure and policies

Read and interpret instructions, procedures, information and signs relevant to the implementation and monitoring of compliance with OH&S procedure and policies

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 the implementation and monitoring of compliance with OH&S procedure and policies

Operate electronic communication equipment to required protocol

Estimate the size, shape and special requirements of loads

Work collaboratively with others when implementing and monitoring compliance with OH&S procedure and policies

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 implementing and monitoring compliance with OH&S procedure and policies in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unanticipated situations that may occur when implementing and monitoring compliance with OH&S procedure and policies

Ensure that precautions and required action are taken 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

Monitor performance of equipment

Service equipment in terms of maintenance schedule and standard operating procedures

Check and replenish fluids and carry out lubrication processes in the course of work activities

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 implementation and monitoring of OH&S within work 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 dangerous storage areas violent incidents such as armed robberies
Responsibilities in the implementation/monitoring of OH&S may include:	provision of OH&S information to staff consultation and participation in meetings on OH&S matters emergency procedures and response housekeeping identifying and minimising workplace hazards assessing and controlling OH&S risks OH&S training and assessment use of personal protective equipment keeping of OH&S records reporting of OH&S issues and incidents resolution of OH&S issues

checking work area and/or equipment before
and during work
participation in OH&S audits and workplace
inspections

Controlling OH&S risks may include	measures to remove the cause of a risk at its source consultation with workers and their representatives application of the hierarchy of control, namely: elimination of the risk engineering controls administrative controls personal protective equipment
Procedures for dealing with hazardous events may include:	evacuation chemical containment first aid accident/safety incident reporting and investigation.
OH&S training may include:	induction training specific hazard training specific task or equipment training emergency and evacuation training training as part of broader programs, for example equipment operation
OH&S records may include:	OH&S audits and inspection reports health surveillance and workplace environmental monitoring records records of instruction and training manufacturers and suppliers information, including material safety data sheets and dangerous goods storage lists hazardous substances registers maintenance and testing reports workers compensation and rehabilitation records first aid/medical post records.
Personnel in the work area may include:	workplace personnel and management site visitors OH&S specialists union representatives contractors official OH&S representatives
Personal protective equipment may include:	gloves safety headwear and footwear safety glasses two-way radios

high visibility clothing

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
Designated personnel may include:	workplace personnel supervisors team leaders management occupational health and safety personnel other persons authorised or nominated by the organisation
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, responsibilities and obligations workplace OH&S procedures and policies codes of practice including the National Standards for Manual Handling and the Industry Safety Code material safety data sheets 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