



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4040A Implement and monitor stevedoring regulations

Release: 1

TLIA4040A Implement and monitor stevedoring regulations

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement and monitor stevedoring regulations in accordance with relevant Australian and international regulations and codes of practice. This includes accessing appropriate information on relevant regulations and codes, interpreting regulations and codes relevant to workplace activities, implementing and monitoring compliance with the identified regulations and codes, and completing all required documentation in accordance with regulatory and workplace requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant stevedoring regulations, codes of practice and workplace requirements.

Work is performed under limited supervision generally within a team environment. It involves the application of workplace procedures and information on regulations to the implementation and monitoring of compliance with stevedoring regulatory requirements as part of work activities in the stevedoring and/or allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT

PERFORMANCE CRITERIA

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| 1 Access information on relevant regulations and codes | 1.1 Australian and international regulations and codes of practice relevant to workplace stevedoring operations are identified in accordance with workplace procedures and in consultation with relevant personnel
1.2 Information on the identified regulatory and/or code requirements relevant to workplace functions and limits of responsibility are accessed in accordance with workplace procedures |
| 2 Interpret relevant regulations and codes | 2.1 Information on the identified regulatory and/or code requirements relevant to workplace functions and limits of responsibility is examined and interpreted in terms of its impact and implications for workplace activities
2.2 Compliance requirements are clarified and obligations under the regulations falling within the limits of responsibility and duty of care of various staff/team members are confirmed in accordance with workplace procedures
2.3 Staff/team members/team leaders/supervisors are made aware of the identified regulatory/code requirements as they relate to workplace roles and responsibilities |
| 3 Implement and monitor compliance with regulations and codes | 3.1 Regulatory requirements relevant to workplace activities are implemented in accordance with the relevant regulations/codes and workplace procedures
3.2 Appropriate information, training and/or instruction is organised to ensure that personnel are aware of compliance requirements
3.3 Procedures for monitoring compliance with operations in terms of regulatory requirements and workplace policies and procedures are followed
3.4 Problems that may lead to non-compliance are promptly and fully identified
3.5 Remedial action is timely and ensures continuity in workplace compliance with relevant regulations
3.6 Failure to comply with regulatory requirements and workplace policy is identified and action taken in accordance with workplace policies and procedures |
| 4 Complete required documentation | 4.1 Advice/reports to others on compliance issues are provided to relevant personnel and authorities in accordance with workplace procedures and relevant regulatory requirements
4.2 Documentation, records, reports and other information required within regulatory requirements is completed in accordance with the regulations and workplace procedures
4.3 Documentation is kept secure in accordance with workplace |

ELEMENT**PERFORMANCE CRITERIA**

procedures and policy

4.4 Computer backup procedures are followed in the case of electronic records as per workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Australian and international regulations and codes of practice relevant to stevedoring operations
- Relevant OH&S and environmental protection procedures and guidelines
- Relevant customs, bond, quarantine and other legislative requirements including IMDG Code and Marine Orders
- Workplace/standard operating procedures and policies for the implementation and monitoring of compliance with stevedoring regulatory requirements
- Focus of operation of work systems, equipment, management and site operating systems for stevedoring operations
- Roles and responsibilities of various workplace personnel in terms of workplace activities and regulatory requirements
- Problems that may occur when implementing and monitoring compliance with stevedoring regulatory requirements, and appropriate action that can be taken to resolve the problems
- Site layout

Required skills:

- Communicate and negotiate effectively with others when implementing and monitoring stevedoring regulations
- Identify and access information on relevant regulations
- Read and interpret regulatory requirements, instructions, procedures and labels relevant to stevedoring operations
- Complete documentation related to stevedoring regulations
- Report on compliance related issues
- Work collaboratively with others when implementing and monitoring stevedoring regulations
- Resolve conflict situations
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and

Required skills:

interactions with others

- Promptly report and/or rectify any identified breaches of stevedoring regulations in accordance with regulatory requirements and workplace procedures
- Coordinate compliance activities in the workplace
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Follow processes for monitoring compliance with regulatory requirements

Evidence Guide

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/or 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 equipment, and
 - applicable documentation including workplace

EVIDENCE GUIDE

	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 activities in an appropriately simulated environment 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.

Work may be conducted:	• in limited or restricted spaces • in exposed conditions • in controlled or open environments • in a range of work environments • by day or night
Customers may be:	• internal or external • Workplaces may comprise: • large, medium or small worksites
Hazards in the work area may include:	• exposure to chemicals • exposure to dangerous or hazardous substances • movements of equipment, goods and materials
Relevant personnel may include:	• the master and officers of a vessel • the crew of a vessel • workplace team leaders/supervisors • other workplace personnel • customs officers and representatives • officers of the Australian Quarantine and Inspection Service • official representatives of other relevant regulatory authorities • site visitors

RANGE STATEMENT

Personal protective equipment may include:	• contractors • other technical, maintenance and professional staff • gloves • safety headwear and footwear • safety glasses • two-way radios • protective clothing • high visibility clothing
Communication in the work area may include:	• phone • fax • email • electronic data transfer (EDI) • RF systems • radio • oral, aural or signed communications
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:	• Australian and international regulations and codes of practice relevant to stevedoring operations • operations manuals, job specifications and induction documentation • workplace standard operating procedures (SOPs) and policies • guidelines and information on regulatory requirements issued by the relevant regulatory authorities • documentation required to be completed under the relevant regulatory requirements • award, enterprise bargaining agreement, other industrial arrangements • relevant Australian standards and certification requirements • quality assurance procedures • emergency procedures
Applicable regulations and legislation may include:	• relevant codes and regulations for stevedoring operations • Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including: • Australian and International Dangerous Goods Codes • Australian Marine Orders and the International

RANGE STATEMENT

Maritime Dangerous Goods Code

- IATA Dangerous Goods by Air regulations
- Australian and International Explosives Codes
- other sections of the Marine Orders and other regulations administered by the Australian Maritime Safety Authority (AMSA)
- quarantine regulations administered by the Australian Quarantine and Inspection Service (AQIS)
- customs regulations (export/import/bond requirements)
- relevant state/territory marine authority/port authority regulations
- relevant state/territory OH&S and environmental protection legislation
- water/sewerage regulations
- relevant state/territory road traffic regulations
- licence, patent or copyright arrangements
- workplace relations regulations
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock