



Australian Government

Department of Education, Employment and Workplace Relations

TLIA5029A Plan and manage storage of dangerous goods and hazardous substances

Release: 1

TLIA5029A Plan and manage storage of dangerous goods and hazardous substances

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with all relevant regulatory requirements and workplace procedures including the current ADG Code. This includes defining the objectives of the required handling and storage operations; specifying equipment and system performance requirements; evaluating and selecting bulk handling and storage resources; and completing all required documentation. 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 all the relevant regulations, standards and codes of practice, including the current ADG Code.

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

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

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
1 Define objectives of required handling and storage operation	1.1 Requirements for bulk handling and storage activities are identified in accordance with workplace requirements 1.2 Current best practice and future trends for handling and storage equipment are assessed and compared to present operations 1.3 Consideration of workplace goals and present capabilities and constraints is undertaken in selecting bulk handling and storage resources
2 Specify equipment and system performance requirements	2.1 Bulk handling and storage equipment and system requirements are documented 2.2 Performance measures for equipment and system operations are developed and documented 2.3 Consultations are conducted with relevant employees and management to verify documented requirements
3 Evaluate and select bulk handling and storage resources	3.1 The range of bulk handling and storage equipment and facilities which meet specifications are researched for costs and benefits including potential adaptability for new business opportunities 3.2 A rating system is instigated to facilitate comparisons of cost/benefit and other qualitative properties of bulk handling and storage equipment and systems 3.3 An analysis of current employee competency to required competency is undertaken and documented 3.4 Equipment is selected based on comparisons of performance specifications including cost, output, set-up requirements, maintenance and retraining
4 Complete documentation	4.1 Workplace documentation is completed as appropriate 4.2 Handling and storage requirements are documented and communicated to relevant personnel 4.3 Reports are compiled and forwarded to appropriate personnel

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 regulations, codes of practice and legislative requirements including local and international regulations relevant to handling and storage
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental protection procedures and regulations
- Workplace procedures for the planning and management of the storage of dangerous goods and hazardous substances
- Problems that may occur during the planning and management of the storage of dangerous goods and hazardous substances and action that can be taken to resolve or report the problems
- Hierarchy of risks and hazards related to the storage of dangerous goods and hazardous substances and ways of controlling the risks involved
- Focus of operation of work systems, resources, management and workplace operating systems
- Equipment applications, capacities, configurations, safety hazards and control mechanisms
- Relevant permit and licence requirements
- Application of all relevant Australian and International Standards
- Operational procedures for safe transfer and storage of dangerous goods and hazardous materials
- Resource availability including the competencies of individuals in the team and group
- Understanding and knowledge of the application of current competencies within functional activity
- Coaching and mentoring approaches to support team members to share knowledge and skills
- Relevant workplace documentation procedures

Required skills:

- Communicate effectively with others when planning and managing the storage of dangerous goods and hazardous substances
- Read and interpret instructions, procedures, technical data, drawings, instructions and manuals relevant to the planning and management of storage of dangerous goods and hazardous substances
- Complete documentation related to the planning and management of the storage of dangerous goods and hazardous substances
- Provide leadership to others when planning and managing the storage of dangerous goods and hazardous substances
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise during the planning and management of the storage of dangerous goods and hazardous substances in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events when planning and managing the storage of dangerous goods and hazardous substances
- Prioritise work and coordinate self and others in relation to activities
- Recognise hazards and apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Required skills:

- Modify activities depending on differing operational contingencies, risk situations and environments
- Select and apply appropriate technology, information systems and procedures when planning and managing the storage of dangerous goods and hazardous substances

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:
 - planning and assessing options for the safe and efficient storage of dangerous goods and hazardous substances to regulatory requirements as a minimum
 - identifying container markings and HAZCHEM codes
 - completing documentation as required for the storage of dangerous goods and hazardous goods
 - identifying potential hazards and planning work to minimise risks when storing dangerous goods and hazardous goods
 - determining (any) required permits/licensing
 - estimating weight and volume of goods to be stored and any special requirements
 - undertaking a hazard analysis

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:

EVIDENCE GUIDE

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

EVIDENCE GUIDE

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 undertaken in: | <ul style="list-style-type: none">• various work environments in the bulk handling, dangerous goods and freight forwarding sections of the warehousing, storage, transport and distribution industries |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Operations may be conducted: | <ul style="list-style-type: none">• by day or night |
| The workplace environment may involve: | <ul style="list-style-type: none">• twenty-four hour operation• single and multi site location• large, medium and small workplaces |
| Work may involve: | <ul style="list-style-type: none">• exposure to corrosive chemicals, solvents and adhesives, carcinogenic and other harmful substances• movement of equipment, goods, and vehicular traffic |
| Regulatory controls and workplace procedures: | <ul style="list-style-type: none">• govern requirements for co-storage, volume, mass and required controls |
| Requirements for bulk handling and storage activities may include: | <ul style="list-style-type: none">• types of bulk materials• quantities• handling requirements including any special equipment or operating procedures required• storage requirements• stock control methods• negating contaminant sources• controlling pest infestation |

RANGE STATEMENT

Requirements for work may include:

- site restrictions and procedures
- use of safety and personal protective equipment
- communications equipment
- specialised lifting and/or handling equipment
- incident/accident breakdown procedures
- additional gear and equipment
- noise restrictions
- hours of operations
- authorities and permits

Hazards may include:

- hazardous or dangerous materials
- contamination of, or from, materials being handled
- fire/explosions
- noise, light, energy sources
- stationary and moving machinery, parts or components
- radioactive goods
- dust/vapours
- service lines
- spills, leakages, ruptures

Hazard management is consistent with:

- the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- Personal protective equipment may include: gloves, safety headwear and footwear, safety glasses, mask and respirator, protective clothing, breathing apparatus

Personal protective equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- mask and respirator
- protective clothing
- breathing apparatus

Consultative processes may involve:

- other employees and supervisors
- relevant authorities and institutions
- suppliers, potential customers and existing clients
- government instrumentalities
- emergency services
- management and union representatives
- industrial relations and OH&S specialists
- other maintenance, professional or technical staff

Communication in the work area

- phone

RANGE STATEMENT

may include:

- electronic data interchange (EDI)
- fax
- email
- internet
- RF communications
- barcode readers
- 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/documentation may include:

- Australian and international codes of practice and regulations relevant to bulk handling and storage
- Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the current ADG Code
- workplace operating procedures and policies
- supplier and/or client instructions
- operations manuals, job specifications and procedures and induction documentation
- manufacturers specifications and/or suppliers handling and storage advice
- material safety data sheets
- Safe Working Limits (SWL) and Working Load Limits (WLL) of load shifting equipment and storage facilities
- Australian and International standards, criteria and certification requirements
- communications technology equipment, oral, aural or signed communications
- quality assurance standards and procedures
- emergency procedures
- relevant competency standards and training materials
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable procedures and codes may include:

- relevant codes and regulations for bulk handling and storage
- Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including:

RANGE STATEMENT

- Australian and International Dangerous Goods Codes
- Australian and International Explosives Codes
- all relevant Australian and international standards and certification requirements,
- relevant state/territory OH&S and environmental protection legislation in terms of duties of employers, employees, suppliers and contractors
- licence, patent or copyright arrangements
- relevant workplace relations legislation
- relevant workers compensation legislation
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation
- workplace relations regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

A - Handling Cargo/Stock