



Australian Government

Department of Education, Employment and Workplace Relations

TLIB4042A Conduct inspection of safeworking procedures and infrastructure

Release: 1

TLIB4042A Conduct inspection of safeworking procedures and infrastructure

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to conduct inspection of safeworking procedures and infrastructure in accordance with safeworking and regulatory requirements and workplace procedures, including planning and preparing for the inspection, inspecting the safeworking infrastructure, inspecting for compliance with safeworking procedures, and completing required reports and taking remedial action in accordance with workplace and regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Persons achieving competence in this unit will need to fulfil the applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines. Work is performed under minimal supervision, generally within a team environment. It involves the application of regulatory requirements and operational principles and procedures to conduct an inspection of safeworking procedures and infrastructure as part of workplace activities across a variety of operational contexts within the Australian rail system. Safeworking procedures and infrastructure inspected may include any of those in use within Australian rail system.

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 Plan and prepare for inspection	1.1 Inspection is planned for in accordance with workplace requirements 1.2 Relevant instructions and information are gathered in preparation for inspection
2 Inspect safeworking infrastructure	2.1 Safeworking equipment is inspected to ensure that it is located and operating correctly 2.2 Safeworking facilities are checked for correct operation and maintenance
3 Inspect for compliance of safeworking procedures	3.1 Safeworking forms are checked for sufficient supply and correct completion 3.2 Work practices of relevant workers are checked to ensure compliance with safeworking procedures
4 Complete reports and take remedial action	4.1 Reports are completed in accordance with workplace requirements 4.2 Where necessary, follow-up action is taken to ensure safe passage of train and equipment

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- Relevant OH&S and environmental procedures and regulations
- Workplace procedures for the inspection of safeworking procedures and infrastructure
- Problems that may occur during the inspection of safeworking procedures and infrastructure and action that can be taken to report or resolve the problems
- Hazards that may be identified during an inspection of safeworking procedures and infrastructure and ways of controlling the risks involved
- Safeworking system requirements/regulations
- Relevant Australian Standards, technical specifications and manuals
- Documentation/authorisation processes and procedures
- Material safety data sheets
- Hazardous situations associated with workplace activities and ways of controlling the risks involved

REQUIRED KNOWLEDGE AND SKILLS

- Relevant records procedures
- Emergency procedures manuals
- Operational equipment manuals and operating instructions

Required skills:

- Communicate effectively with others when inspecting safeworking procedures and infrastructure
- Read and interpret instructions, procedures, information and signs relevant to the inspection of safeworking procedures and infrastructure
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the inspection of safeworking procedures and infrastructure
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when inspecting safeworking procedures and infrastructure
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when inspecting safeworking procedures and infrastructure in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events when inspecting safeworking procedures and infrastructure
- 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
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in situations and equipment in accordance with standard operating procedures
- Identify, select and use relevant office equipment required when inspecting safeworking procedures and infrastructure
- Select and use required personal protective equipment conforming to industry and OH&S standards

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 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

RANGE STATEMENT

environments and situations that may affect performance.

RANGE STATEMENT

Operations may be conducted:	• by day or night • in all relevant weather conditions
Work may be conducted in:	• restricted spaces or exposed conditions • controlled or open environments
Work may involve exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, materials and vehicles
Conditions under which examination is undertaken may include:	• full range of weather conditions • full range of light conditions • typical running temperatures of trains
Infrastructure to be inspected may include:	• telephones • catchpoints • scotchblocks • rigid levers • Annett keys • trackwork and perway signs • signals and marker plates • station limit and station indicator boards • warning bells, boomgates, flashlights, level crossing signage • safeworking instruments
Facilities to be inspected may include:	• train order and pilot key sheds • signal cabins/boxes
Relevant workers may include:	• workplace personnel • contractors
Communication equipment may include:	• two-way radios • computers • telephones
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Safety and protective equipment may include:	• high visibility clothing • hearing protection • gloves • sunscreen • sunglasses • safety glasses

RANGE STATEMENT

Information/documents may include:

- insect repellent
- safety headwear
- safety footwear
- portable radios
- hand lamps
- flags
- safety devices
- applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- working timetables
- track layouts
- signalling diagrams
- written advice
- inspection schedules
- reports
- maintenance notices, records and requests
- relevant Australian Standards
- manufacturers or workplace equipment operation manuals
- operational instructions, policies and workplace procedures
- emergency procedure manuals
- two-way radio operation procedures
- emergency procedures manual
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- relevant Australian Standards and related requirements
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- ADG Code and associated requirements

Applicable regulations and legislation may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

B - Equipment Checking and Maintenance