



Australian Government

Department of Education, Employment and Workplace Relations

TLIF2019A Ensure a safe on-board passenger and working environment

Release: 1

TLIF2019A Ensure a safe on-board passenger and working environment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to ensure a safe on-board passenger and working environment in accordance with OH&S regulatory and workplace requirements, including performing checks and inspections; rectifying and reporting work hazards and non-compliances; and completing all required documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in accordance with workplace requirements and relevant OH&S regulations.

Work is performed under some supervision, generally within a team environment.

Work involves the application of regulatory requirements and workplace procedures to ensure a safe on-board passenger and working environment during work activities in the transport and 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
1 Perform checks and inspections	1.1 All non-compliances are identified in accordance with OH&S procedures and statutory requirements 1.2 Actual and potential hazards are accurately identified
2 Rectify and report work hazards and non-compliances	2.1 Hazards and non-compliances are reported in accordance with workplace instructions 2.2 Appropriate action to minimise or eliminate identified hazards is taken in accordance with workplace procedures and OH&S regulations
3 Complete documentation	3.1 Records, reports and other documentation concerning inspections, identified safety hazards and action taken are completed in accordance with workplace and OH&S regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Regulations and codes of practice relevant to work activities including the Australian Dangerous Goods Code
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies related to ensuring a safe workplace
- The location of safety equipment and procedures for its use
- Manual handling procedures
- Emergency procedures
- First aid procedures
- Personal protective equipment and procedures for its use
- Equipment, and materials used during work activities and precautions and procedures that should be followed in their use
- Hazards that may occur in the workplace and action that can be taken to control and minimise the risks involved
- Communication and negotiation requirements
- Documentation and record requirements

Required skills:

- Communicate effectively with others when taking action to ensure a safe on-board passenger and working environment
- Read and interpret instructions, procedures, information and signs relevant to ensuring a safe on-board passenger and working environment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to ensuring a safe on-board passenger and working environment
- Write and prepare safety incident reports and other documents required within workplace activities
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when taking action to ensure a safe on-board passenger and working environment
- 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 when taking action to ensure a safe on-board passenger and working environment in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when taking action to ensure a safe on-board passenger and working environment
- 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
- Select and safely use relevant equipment and materials during work activities
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Make appropriate judgements regarding the relative urgency of hazard reports
- Use correct manual handling procedures
- 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

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: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Work is carried out in accordance with: | <ul style="list-style-type: none">• relevant codes of practice• OH&S regulatory requirements• insurance requirements• workplace policies and procedures |
| Work may be carried out in an range of long-distance passenger vehicles including: | <ul style="list-style-type: none">• sleeping cars• sit-up cars• dining cars• lounge and/or entertainment cars• brake vans and staff cars |
| Hazards may include: | <ul style="list-style-type: none">• slippery floors• broken glass• self-closing doors• hot food and beverages• faulty equipment• moving trains and vehicles• contaminated or spoilt food or beverages• stairways• sudden and unexpected movement• infectious and contagious diseases• sharp objects• syringes and drugs• human and biological waste |
| Consultative processes may involve: | <ul style="list-style-type: none">• customers• other workplace personnel• supervisors and managers• official representatives |
| Communication in the work area may include: | <ul style="list-style-type: none">• phone• fax• email/internet• electronic data interchange (EDI)• radio• oral, aural or signed communications |
| Depending on the type of organisation concerned and the local terminology used, workplace | <ul style="list-style-type: none">• company procedures• enterprise procedures• organisational procedures |

RANGE STATEMENT

procedures may include:

- established procedures

Information/documents may include:

- workplace procedures and policies
- work instructions, job description and induction materials
- manufacturers instructions for the use of equipment and materials
- relevant OH&S and environmental protection requirements and policies
- relevant codes of practice and regulations
- award, enterprise bargaining agreement and other industrial arrangements
- customer service and quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- relevant codes and regulations pertaining to workplace activities
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- relevant state/territory health and hygiene legislation
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

F - Safety Management