



Australian Government

Department of Education, Employment and Workplace Relations

TLIF3004A Organise occupational health and safety procedures in the workplace

Release: 1

TLIF3004A Organise occupational health and safety procedures in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise OH&S procedures in the workplace, including interpreting and applying information about OH&S policies and procedures and duty of care responsibilities, identifying and assessing hazards and risks in the workplace, negotiating to control workplace hazards and risks, resolving complaints about OH&S, and instituting appropriate risk management strategies. 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 accordance with OH&S codes/regulations and workplace requirements. Safety checks and equipment tests are performed under limited supervision. Work involves the application of OH&S regulatory requirements and workplace procedures to the organisation of OH&S procedures in the workplace in the stevedoring, transport, warehousing, distribution and/or storage 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 Use information about OH&S policies and procedures	1.1 Relevant provisions of OH&S legislation and codes of practice are accurately followed 1.2 Workplace OH&S policies, procedures and programs are promoted to employees in the relevant workgroup 1.3 Implications of risks and requirements for safe work are accurately and clearly explained to the work group 1.4 Information about the outcomes of risk identification and control procedures is used in the design/redesign of work procedures
2 Identify and assess hazards	2.1 Existing and potential hazards in the work area are identified through audit, monitoring of processes, equipment and products used, and in response to employee complaints and questions 2.2 Identified hazards are assessed in relation to relative risk and impact on workplace operations and employee health, safety and welfare 2.3 Priorities for hazard resolution are established and reported to appropriate personnel
3 Negotiate to control risks and resolve complaints about OH&S	3.1 Existing risk control measures are implemented, monitored and possible improvements identified 3.2 Required improvements to existing risk control measures are implemented and identified 3.3 Required resources for implementation are established and reported to appropriate personnel 3.4 Negotiations with management and employees to revise work procedures are conducted within workplace issue resolution procedures
4 Institute risk management strategies	4.1 Workplace procedures for hazard, accident and incident reporting are used 4.2 Cooperative working relationships with other employees and external authorities involved in OH&S procedures are established and maintained 4.3 Legislative provisions for improvement notices and inspections are followed

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

REQUIRED KNOWLEDGE AND SKILLS

- Relevant regulatory and code requirements
- Relevant OH&S and environmental protection policies and procedures
- Workplace protocols and procedures for the management of personal work priorities and professional development
- The systems of risk control recognising the significance of OH&S for effective workplace operation
- The significance of other management systems and procedures for OH&S
- Hazards and associated safety risks that exist in the workplace, including: the range of control measures available for safety risks; considerations for choosing between different control measures; and how to identify when expert advice is needed
- Principles and practices of effective OH&S organisation, including: elements of an effective OH&S system; hazard control and risk management; the hierarchy of hazard and risk control measures; arrangements for participation and consultation over OH&S; and incident and accident investigation arrangements
- Training, coaching and mentoring approaches appropriate for use in OH&S training programs
- Typical problems that can occur when organising OH&S procedures and related action that can be taken

Required skills:

- Communicate effectively with others when organising OH&S procedures in the workplace
- Read and interpret instructions, procedures, information and signs relevant to the organisation of OH&S procedures in the workplace
- Interpret and follow operational instructions and prioritise work
- Negotiate and resolve issues related to the organisation of OH&S procedures in the workplace
- Complete documentation related to the organisation of OH&S procedures in the workplace
- Provide leadership and work collaboratively with others when organising OH&S procedures in the workplace
- 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 organising OH&S procedures in the workplace in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when organising OH&S procedures in the workplace
- Develop policies for precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan work activities, including predicting consequences and identifying improvements
- Modify activities depending on differing operational contingencies, risk situations and environments

Required skills:

- Ensure the application of fatigue management knowledge and techniques in the workplace
- Analyse the working environment in order to identify hazards, assess safety risks and design and implement appropriate OH&S management systems
- Select and appropriately apply technology, information systems and policies to organise OH&S compliance and reporting procedures
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Ensure the systematic use of 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

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.

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| Work may be conducted: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none">• large, medium or small worksites |
| Work may be conducted in: | <ul style="list-style-type: none">• limited or restricted spaces• exposed conditions• controlled or open environments• even or uneven surfaces• wet or dry surfaces |
| Workplace hazards may include but are not restricted to: | <ul style="list-style-type: none">• moving heavy loads in an unsafe work environment• unsecured machinery, components or repaired equipment• slippery floors• welding equipment• sharp tools and implements• power tools• moving and rotating machinery• flammable liquids, vapours and fuel• faulty machinery equipment handling equipment and lifting gear• using equipment beyond safe working limits• poor housekeeping procedures• non-compliance with safe working procedures |

RANGE STATEMENT

- electrical wiring and systems, including exposed electrical circuits
- working at heights and in confined spaces
- toxic gases and substances
- chemicals and other harmful substances
- damaged goods, pallets and containers
- dangerous/hazardous goods

RANGE STATEMENT

Consultative processes may involve:

- OH&S specialists
- trainers
- other employees and supervisors
- management
- union representatives
- manufacturers representatives
- supplier representatives
- customers/clients
- other maintenance, professional or technical staff

Depending on the type of organisation concerned and the local terminology used, workplace plans/procedures may include:

- company plans/procedures
- enterprise plans/procedures
- organisational plans/procedures
- established plans/procedures

Information/documentation may include:

- workplace OH&S procedures and policies
- workplace OH&S management system including hazard/safety risk control strategies
- OH&S training notes and materials
- journals and work related literature concerning OH&S
- competency standards
- customer/client instructions
- customer service standards and procedures
- workplace products and services information
- quality assurance standards and procedures
- relevant agreements, codes of practice including the national standards for services and operations
- manufacturers/suppliers' specifications, advice, recommended procedures, policies and instructions
- workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information
- regulations and policies relating to minimising risks to the environment and ensuring compliance with OH&S requirements
- emergency procedures

Applicable regulations and legislation may include:

- relevant regulations, standards and codes of practice
- hazardous substances and dangerous goods codes
- relevant Australian and state/territory OH&S legislation including regulations and codes of practice relating to hazards present in the workplace or industry, including:
 - general duty of care under OH&S legislation and common law

RANGE STATEMENT

- requirements for the maintenance and confidentiality of records of occupational injury and disease
- requirements for provision of OH&S information and training
- provisions relating to health and safety representatives and/or OH&S committees
- provisions relating to OH&S issue resolution
- environmental protection regulations
- relevant Australian standards and certification requirements

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

F - Safety Management