



Australian Government

Department of Education, Employment and Workplace Relations

TLIF3022A Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances

Release: 1

TLIF3022A Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement and monitor OH&S policies, safe work procedures and programs for the warehousing or storage of dangerous goods and or hazardous substances in accordance with regulatory requirements. This includes accessing and providing information; implementing and monitoring procedures for identifying and assessing hazards; and implementing and monitoring procedures for controlling risks. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

This unit covers anyone working in the transport, warehousing, distribution and storage industries who may be involved in storing dangerous goods and/or hazardous substances. Work must be carried out in compliance with all relevant OH&S regulations concerning the safe handling and storage of dangerous goods and hazardous substances. Work is performed under general supervision. It involves the application of the codes of practice and established procedures for implementing and monitoring safe procedures when warehousing/storing dangerous goods and or hazardous substances.

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 Access/provide information on legislative requirements, workplace policies and procedures	1.1 Legislative requirements for hazardous substances and/or dangerous goods are identified, stored and retrieved as required 1.2 Information on workplace occupational health and safety policies and safe work procedures relating to the storage of hazardous substances and/or dangerous goods is stored in a readily accessible location and manner 1.3 Information on legislative requirements, workplace policies and safe work procedures relating to the storage of hazardous substances and/or dangerous goods is accurately and clearly explained to the work group 1.4 Information on the outcome of hazard identification, risk assessment and application of control measures is accurately and clearly explained to the work group
2 Implement and monitor procedures for identifying and assessing hazards	2.1 Dangerous goods and/or hazardous substances are identified from information provided, including class labels, manifests, material safety data sheets and other documentation 2.2 Confirmation is sought from relevant personnel where potentially hazardous substances or dangerous goods do not appear to be appropriately marked 2.3 Risks associated with the storage of identified hazardous substances or dangerous goods are assessed, reported/recorded in accordance with workplace policy
3 Implement and monitor procedures for controlling risks	3.1 Established risk control measures for the safe storage of hazardous substances and/or dangerous goods are implemented, monitored and reviewed in accordance with workplace procedures 3.2 Work procedures to control risks are implemented 3.3 Adherence to risk control procedures by the work group is monitored in accordance with workplace procedures 3.4 Required improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel 3.5 Procedures for monitoring and controlling risks provide for a hierarchy of risk control

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge:

- Relevant regulations and codes concerning the storage of dangerous goods and hazardous substances
- Permit and licence requirements
- Workplace procedures for handling and storing dangerous goods and hazardous substances
- Risks when storing dangerous goods and hazardous substances and related precautions to control the risk
- Problems that may occur when storing or warehousing dangerous goods and hazardous substances and action that can be taken to resolve the problems
- Equipment applications, capacities, configurations, safety hazards and control mechanisms
- Housekeeping standards procedures required in the workplace

Required skills:

- Communicate effectively with others when storing or warehousing dangerous goods and hazardous substances
- Read and interpret instructions, procedures, information and signs relevant to the storing or warehousing of dangerous goods and hazardous substances
- Identify containers and goods coding, markings, labels and, where applicable, emergency information panels for the mode of transport/storage selected
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the storing or warehousing of dangerous goods and hazardous substances
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when storing or warehousing 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, faults or malfunctions that may arise when storing or warehousing dangerous goods and hazardous substances in accordance with regulatory requirements and workplace procedures
- Plan own work including predicting consequences and identifying improvements
- Implement contingency plans for unanticipated situations that may occur when storing or warehousing dangerous goods and hazardous substances
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the storing or warehousing of dangerous goods and hazardous substances
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments

Required skills:

- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating 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:
 - identifying dangerous goods/hazardous substances (from labels, IMDG markings, HAZCHEM signs and other relevant identification criteria)
 - safely storing dangerous goods/hazardous substances
 - determining (any) required permits
 - identifying job and site hazards and planning work to minimise risks
 - identifying any special requirements for the dangerous goods/hazardous substances
 - assessing the handling and storage precautions and requirements for dangerous goods/hazardous substances

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.

- | | |
|---|---|
| The dangerous goods may be stored in a range of work environments by day or night and may be: | <ul style="list-style-type: none">• for short-term storage• for long-term storage• in transit |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Workplace environment may include: | <ul style="list-style-type: none">• movement of equipment• movement of goods• materials and vehicular traffic |
| Requirements for work may include: | <ul style="list-style-type: none">• site restrictions and procedures• use of safety and personal protective equipment• communications equipment• specialised lifting and/or handling equipment• incident/accident procedures• authorities and permits• hours of operations• noise restrictions• additional gear and equipment• segmentation procedures• emergency procedures, including response to spillage/leaks, evacuation and firefighting |
| Hazards may include: | <ul style="list-style-type: none">• hazardous or dangerous materials• contamination of, or from, materials being handled |

RANGE STATEMENT

- noise, light, energy sources
- stationary and moving machinery, parts or components
- service lines
- spills, leakages, ruptures
- fire or ignition
- dust/vapours

RANGE STATEMENT

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
Consultative processes may involve:	- other employees and supervisors - suppliers, potential customers and existing clients - representatives of regulatory authorities with jurisdiction over OH&S, dangerous goods and hazardous substances - management and union representatives - industrial relations and OH&S specialists - other maintenance, professional or technical staff
Personnel in the work area may include:	- workplace personnel - site visitors - contractors - official representatives
Identification of goods may be:	- from material safety data sheets - packaging labels - manifests - stock lists - HAZCHEM interpretative advice
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	- company procedures - enterprise procedures - organisational procedures - established procedures
Personal protective equipment may include:	- gloves - safety headwear and footwear - safety glasses - mask and respirator - protective clothing - breathing apparatus
Information/documents may include:	- goods identification numbers and codes - manifests, stock lists, packaging labels, bar codes - goods and container identification - workplace procedures and policies concerning the storage of dangerous goods and hazardous substances - supplier and/or client instructions - material safety data sheets - current Australian Dangerous Goods Code - HAZCHEM interpretative advice - relevant legislation, codes, regulations and related

RANGE STATEMENT

Applicable regulations and legislation may include:

- documentation concerning the storage of dangerous goods and hazardous substances
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures pertaining to dangerous goods and hazardous substances
- relevant Australian and state/territory regulations relating to the storage of dangerous goods and hazardous substances
- Australian and international regulations and codes of practice for the storage and transport of dangerous goods and hazardous substances, including:
 - current Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - current Australian and International Explosives Codes
- all relevant Australian Standards
- relevant state/territory OH&S legislation
- workplace relations regulations
- equal opportunity legislation
- equal employment and affirmative action legislation
- relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

F - Safety Management