



Australian Government

TLIF4103A Implement fitness for work procedures

Release 1

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Modification History

Release 1 - New unit of competency

Unit Descriptor

This unit involves the skills and knowledge required to implement fitness for work policy and procedures in an organisation.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans and related policy and procedures; and acting appropriately upon reports on the implementation of fitness for work policy and any identified breaches of associated regulations.

It also includes ensuring that the operation's systems are compliant with regulations and organisational policy, and establishing, implementing, monitoring and communicating fitness for work programs.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in compliance with the relevant fitness for work regulations and procedures.

Work is performed under some supervision generally within a team environment. It involves implementing and monitoring fitness for work policies and procedures as part of workplace activities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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

1 Identify or confirm regulatory requirements and organisational responsibilities

1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within the organisation are identified and interpreted

1.2 National health assessment standards for rail safety workers and/or any other applicable state/territory standards are accessed and interpreted

1.3 Current regulatory requirements, obligations and responsibilities regarding the use of drugs and alcohol by rail safety workers are identified and interpreted

1.4 Current regulatory requirements, obligations and responsibilities regarding fatigue management of rail safety workers are identified and interpreted

2 Implement fitness for work policy and procedures

2.1 Organisational fitness for work policy is implemented in conjunction with relevant personnel

2.2 Organisational fatigue management program is implemented

2.3 Drug and alcohol program is implemented in accordance with organisational policies and procedures

2.4 Health assessment program is implemented in accordance with organisational procedures and regulatory requirements

2.5 Fitness for work risk management system implementation plan and related policy and procedures are accessed and interpreted

2.6 Identified non-conformance to fitness for work is reported in accordance with organisational procedures and regulatory requirements

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Components of a fitness for work risk management system including returning to work
- Relevant legislation and regulations relating to fatigue management, drug and alcohol use, and medical requirements in the rail industry
- Responsibilities of an organisation and employees for implementing fitness for work regulations and policies
- Systems for auditing of the effectiveness of an organisation's fitness for work management strategies, policies and procedures

Required skills:

- Adapt to any changes in legislation and regulations as they relate to fitness for work
- Communicate effectively with others when implementing the organisation's fitness for work management system
- Contribute to audits and reviews of an organisation's fitness for work management system
- Read and interpret documentation on fitness for work management legislation
- Recognise non-conformance to fitness for work management programs and regulations, and take appropriate action
- Work collaboratively with employees and management to implement the organisation's fitness for work management system

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 required 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

- 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, and/or
 - in an appropriate range of situations in the workplace

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.

Components of a fitness for work management system may include:

- fatigue management policy and procedures
- drug and alcohol policy and procedures
- drug and alcohol testing and reporting requirements
- legislated rail safety worker medical requirements
- health assessment requirements

Information and documents may include:

- commonwealth and state/territory regulations and guidelines concerning fatigue management, drug and alcohol and medical requirements for rail safety workers
- fitness for work management system documents
- workplace instructions and procedures on fitness for work
- reports of audits of fitness for work management systems
- error and safety incident reports
- relevant occupational health and safety (OH&S) regulations and procedures
- relevant standards and certification requirements
- quality assurance procedures
- return to work policies and procedures

Applicable legislation, regulations and codes may include:

- commonwealth government and state/territory regulatory authority regulations and codes of practice concerning fitness for work
- national health assessment standards for rail safety workers
- relevant state/territory OH&S legislation
- Privacy Act

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management