



Australian Government

TLIF5022A Develop and manage fitness for work policy and procedures

Release 1

TLIF5022A Develop and manage fitness for work policy and procedures

Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to develop and manage fitness for work policy and procedures in an organisation. It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, related policy and procedures; and acting appropriately to 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. – here or below

Application of the Unit

This unit applies to people with the responsibility for rail operation management.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

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 other applicable 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
	1.5	Risk-based approach is taken to developing programs that meet regulatory requirements
2 Establish and implement a fitness for work policy and procedures	2.1	Organisational fitness for work implementation plan is developed and/or reviewed and implemented in conjunction with relevant personnel
	2.2	Organisational fatigue management policy and procedures are developed and/or reviewed and implemented
	2.3	Policy and procedures related to drug and alcohol testing are developed and/or reviewed and implemented
	2.4	Fitness for work policy and procedures are aligned to organisational return-to-work policy and procedures
	2.5	Risk management approach is taken to identifying medical requirements for categories of rail safety workers
	2.6	Fitness for work risk management system implementation plan and related policy and procedures are distributed and presented to relevant organisational personnel for implementation
3 Monitor implementation of fitness for work policy and procedures	3.1	Reports from designated personnel on the implementation of the organisation's fitness for work risk management system implementation plan and related policies and procedures are received and interpreted
	3.2	Reports on accidents and safety incidents are reviewed to identify the extent to which a breach of the fitness for work procedures might have been a contributing factor
	3.3	Organisational activities are monitored and changes to organisation's fitness for work risk management system and procedures are

- identified, and appropriate action is taken to make the necessary adjustments
- 4 Act upon identified breaches of fitness for work policy**
- 4.1 Identified or reported breaches of fitness for work policy are investigated in accordance with organisational procedures and regulatory requirements
- 4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fitness for work policy are provided with appropriate feedback and information to avoid any recurrence of the breakdown in planned processes
- 4.3 Where organisational procedures or culture are found to have contributed to a breach in fitness for work policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid any recurrence of the breakdown
- 4.4 Report on any breaches of fitness for work policy is prepared and submitted to designated personnel in accordance with organisational procedures and/or regulatory requirements
- 5 Ensure operations systems are compliant with fitness for work policy and regulations**
- 5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisation's fitness for work policy and regulations
- 5.2 Changes are made to operations systems and standard operating procedures to ensure they are compliant as required
- 5.3 Supplier and/or subcontractor operations systems and standard operating procedures are reviewed to ensure they are compliant with fitness for work policy and regulations, in accordance with legislated requirements
- 6 Identify required resources and operational systems**
- 6.1 Resources to support the implementation of the organisation's fitness for work risk management system are identified and submitted to appropriate authority
- 6.2 Organisation's fitness for work risk management systems resources are periodically reviewed and appropriate changes are made or requested
- 7 Communicate fitness for work policy and procedures**
- 7.1 Appropriate personnel affected by organisational fitness for work policy and procedures are identified
- 7.2 Organisational fitness for work policy and procedures are communicated to appropriate personnel using effective strategies
- 7.3 Team leaders, and supervisory and training staff are provided with adequate resources to deliver organisational fitness for work

communication strategies

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:
 - drug and alcohol policy and procedures
 - drug and alcohol testing and reporting requirements
 - fatigue management policy and procedures
 - legislated rail safety worker medical requirements
- Procedures for the auditing and review of an organisation's fitness for work management system and related policy and procedures, and for the reporting of the outcomes of audits
- Relevant commonwealth and state/territory legislation and regulations related to fatigue management, drug and alcohol use, and medical requirements in the rail industry
- Relevant commonwealth and state/territory legislation, regulations and procedures related to work health and safety (WHS)/occupational health and safety (OHS)
- Relevant documentation:
 - error and safety incident reports
 - fitness for work management system documents
 - quality assurance procedures
 - relevant standards and certification requirements
 - reports of audits of fitness for work management systems
 - return-to-work policies and procedures
 - workplace instructions and procedures on fitness for work
- Responsibilities of both an organisation and individual employees for implementing fitness for work policy and regulations
- Risk-based approaches to developing fitness for work programs
- Strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fitness for work is a contributing factor
- Systems for auditing 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 may relate to fitness for work
- Communicate effectively with others when implementing the organisation's fitness for work management system
- Facilitate systems that assist employees to identify their own learning needs on matters related to fitness for work

- Organise audits and reviews of an organisation's fitness for work management system
- Read and interpret documentation on fitness for work management legislation
- Recognise breaches of fitness for work management strategies and regulations, and take appropriate action in accordance with the organisation's fitness for work management system
- 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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement.

Assessment must include exercises which demonstrate competent performance of the following in a range of situations:

- identifying fitness for work requirements within an organisation
- developing a fitness for work system for an organisation
- reviewing current fitness for work procedures.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- 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.

Regulatory requirements may include:

- Acts, regulations, codes of practice
- guidelines
- industry standards

Operating procedures may include:

- company procedures
- enterprise procedures
- established procedures
- organisational procedures
- standard operating procedures

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management