



Australian Government

Department of Education, Employment and Workplace Relations

UEENEEE001B Apply OHS practices in the workplace

Release: 1

UEENEEE001B Apply OHS practices in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

Note:

Components of this unit are included in the critical aspects of evidence of each applicable unit to ensure that OHS practices are demonstrated as they apply to specific work functions and situation.

Application of the Unit

Application of the Unit 4)

This unit addresses information, processes and techniques for the application of general occupational health and safety requirements in workplaces and is essential for employees without managerial or supervisory responsibilities. The unit is based on Generic Competency A in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards [NOHSC: 7025 (1998) 2nd Edition].

Note: All States/Territories and the Commonwealth have enacted legislation that establishes a general duty of care for workplace parties to ensure healthy and safe working conditions. In most workplaces, the final responsibility for providing a healthy and safe working environment, as far as practicable, rests with the employer. Employees also have a duty of care in relation to OHS that ensures their health and

Application of the Unit 4)

safety and that of others in the workplace. The relevant jurisdictional OHS legislation should always be consulted to ascertain the exact duties set down for employers and employees.

Licensing/Regulatory Information**1.2) License to practice**

The competency described in this unit does not directly require a license to practice but is subject to regulations for occupational health and safety and contracts of training where they apply.

Note

Some workplace equipment requires an operative to hold a current user permit e.g. scaffolding and elevated platforms above certain heights, excavation equipment. Competencies for receipt of such permits are not included in this unit.

Pre-Requisites

Prerequisite Unit(s) 2)

2.1) Competencies

There are no prerequisite competencies for this unit.

Employability Skills Information

Employability Skills 3)

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

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| 6) 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. |
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to enter a work area	1.1 Instruction in hazards and risk control measures for specific work functions and work areas are identified and obtained.
	1.2 Work area access permits are obtained from appropriate personnel according to established procedures.
	1.3. Preparations for electrical and non-electrical isolation are carried out to prevent creation of hazards from loss of machine/system/process control according to established procedures.
	1.4 Tools and equipment needed for the work are checked for safety and correct functionality according to established procedures and regulatory requirements.

ELEMENT	PERFORMANCE CRITERIA
2 Apply safe working practices.	2.1 Workplace procedures and work instructions for controlling risk are followed accurately.
	2.2 Workplace procedures for dealing with accidents, fires and emergencies are followed according to work procedures and scope of responsibility and competencies.
3. Follow workplace procedures for hazard identification and risk control	3.1 Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees.
	3.2 Hazards in the work area are recognised and reported to appropriate personnel according to established procedures.
	3.3 OHS records of incidents are completed in accordance with regulatory requirements and established procedures.
	3.4 Workplace instructions and training are followed accurately within established procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of safe working practices and applying OHS practices in the workplace.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

The extent of the essential knowledge and associated skills (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

2.18.1 Occupational Health and Safety principles

Evidence Guide

EVIDENCE GUIDE

9) The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment

9.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in

EVIDENCE GUIDE

the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

9.2)

Before the critical aspects of evidence are considered all prerequisites must be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines - UEE07'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
 - Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement encompassing:
 - Apply sustainable energy principles and practices as specified in the performance criteria and range statement
 - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
 - Demonstrate an appropriate level of skills enabling employment
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
 - Applying OHS practices in the workplace as described in 8) and including:
 - A Preparing to enter the workplace including, the use of work permits and clearances and isolation permissions.
 - B Applying work procedures and instructions as they apply to risk control measures.

EVIDENCE GUIDE

- C Dealing with accidents and emergencies within the scope of responsibility.
- D Participation in consultation processes, identifying hazards and implementing and monitoring control measures.
- E Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items, and

Note:

Ability to implement these Occupation Health and Safety measures shall be demonstrated on all occasions safety issues arise.

Context of and specific resources for assessment

9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to applying OHS practices in the workplace.

EVIDENCE GUIDE

Method of assessment**9.4)**

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units**9.5)**

This unit shall be assessed concurrently, as it relates to other units undertaken in a possible skill clusters or qualification.

Components of this unit are included in the critical aspects of evidence of all units to help ensure the appropriate level of responsibility for safety has been acquired

Range Statement

RANGE STATEMENT

8) This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

This unit shall be demonstrated in relation to:

- (a) Relevant Occupational Health and Safety legislation, regulations and codes of practice related to hazards present in the industry and particular workplace
- (b) Accepted industry work procedures and the specific safety procedures and work instructions for particular workplace.

RANGE STATEMENT

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Not Applicable

Competency Field

2.2) Literacy and numeracy skills

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading	3	Writing	3	Numeracy	3
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Custom Content Section

Competency Field 5)

Electrotechnology