



Australian Government

Department of Education, Employment and Workplace Relations

UEPOPS201A Comply with Occupational Health and Safety Policy and Procedures

Release: 1

UEPOPS201A Comply with Occupational Health and Safety Policy and Procedures

Modification History

Not Applicable

Unit Descriptor

- **Unit Descriptor**

1)

This unit deals with the skills and knowledge required to follow defined Occupational Health and Safety policies and procedures related to the work being undertaken in order to ensure the individual's own safety and that of others in the workplace.

Application of the Unit

- **Application of the Unit**

3)

This unit describes generic Occupational Health and Safety competencies applicable for employees without supervisory or managerial responsibilities
This unit may be included in a work entry program such as Safety Induction training required to gain access to a workplace.
It involves application of relevant Occupational Health and Safety legislation and codes of practice, including duties and responsibilities of all parties under the general duty of care.

License to practise

3.1)

The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, employment in the Electricity Generation industry is subject to regulations directly related to Occupational Health and Safety.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

- Prerequisite Unit(s) 2)

Competencies 2.1)

There are no prerequisite competencies to this unit.

Employability Skills Information

Refer to the Evidence Guide

Elements and Performance Criteria Pre-Content

5) Elements describe the essential outcomes of a competency standard unit. 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 Follow workplace procedures for hazard identification and risk control.	1.1 Workplace procedures and work instructions for controlling risks are identified and followed.
	1.2 Workplace procedures for dealing with accidents, fires and emergencies are followed, whenever necessary, within scope of responsibilities and competencies.
	1.3 Responsibilities and duties of employees in relation to the relevant Occupational Health&Safety legislation are demonstrated in day-to-day actions.

• ELEMENT	• PERFORMANCE CRITERIA
2 Contribute to participative arrangements for Occupational Health and Safety in the workplace	1.4 Potential hazards in the workplace are recognised and the enterprise procedure to eliminate the hazard is followed.
	1.5 The workplace is maintained in a safe and clean condition following the enterprise procedures.
	2.1 Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.
	2.2 Occupational Health and Safety issues are raised with designated personnel in accordance with workplace procedures and relevant Occupational Health and Safety legislation.

Required Skills and Knowledge

• REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of complying with Occupational Health and Safety policy and procedures.

The extent of the Essential Knowledge and Associated Skills required follows:

Evidence shall show that knowledge has been acquired for safe working practices of:

- Relevant Occupational Health and Safety regulations
- Relevant statutory legislation
- Relevant enterprise/site safety procedures
- Enterprise /site emergency procedures and techniques
- Environmental legislation
- Plant status

Specific skills needed to achieve the Performance Criteria:

- Apply relevant Occupational Health and Safety regulations
- Apply relevant statutory legislation

- Apply relevant enterprise/site safety procedures
- Apply enterprise /site emergency procedures and techniques
- Apply enterprise recording procedures
- Locate and/or identify relevant plant and equipment
- Identify plant status
- Communicate effectively.

Evidence Guide

• EVIDENCE GUIDE

8) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the Range Statement of the competency standard unit and the Training Package Assessment Guidelines. The Evidence Guide forms an integral part of this competency standard unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment

8.1)

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's 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 accord with Industry and, Regulatory policy in this regard.

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. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

• EVIDENCE GUIDE

Activities associated with normal every day 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 the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

8.2)

Before the critical aspects of evidence are considered all prerequisites shall 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 - UEP06". Evidence shall also comprise:

- A representative body of Performance Criteria 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

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 6) Essential Knowledge and Associated Skills of this unit

Demonstrate an appropriate level of skills enabling employment

Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures

• EVIDENCE GUIDE

- Apply as a minimum, the following relative to the Elements and Performance Criteria of this competency standard unit on at least two occasions:
 - Evidence of recognition of potential hazards in the workplace.
 - Evidence that symbols are identified and used for Occupational Health and Safety signs.
 - Dealing with an unplanned event by drawing on Essential Knowledge and Skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

Context of and specific resources for assessment

8.3)

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 by this competency standard unit.

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of and specific resources for assessment, evidence should show demonstrated competency working: in confined spaces with different types of plant and equipment as well as different structural/construction types and method and in a variety of environments.

Method of assessment

8.4)

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 competency standard 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**8.5)**

Competency in this unit may be assessed concurrently with other units that require the application and implementation of Occupational Health and Safety policies and procedures. Competence may need to be assessed in conjunction with units relating to communication competencies, particularly those relating to information provision.

Key competencies**8.6)**

Evidence that particular key competencies have been achieved within this competency standard unit is in the context of the following Performance Criteria of evidence. See Volume 2, Part 4 for an explanation of Key competencies and levels of this Training Package.

Key competencies	Example of Application	Performance Level
How are ideas and information communicated within this competency?	Refer to the following example of application: Sharing information orally or in writing in simple English to confirm work requirements. Discussion may take place with supervisors or others in the work group.	1
How can information be collected, analysed and organised?	Refer to the following example of application: Accessing information required for operating the plant / equipment, including operating procedures and work instructions.	1
How are activities planned and organised?	Refer to the following example of application: Planning the required activity, to include co-ordination and use of equipment, materials and tools to avoid backtracking and rework.	1
How is team work used within this competency?	Refer to the following example of application: Planning the required activity, to include co-ordination and use of equipment, materials and tools to avoid backtracking and rework.	1
How are mathematical ideas and techniques	Refer to the following example of application: Calculation of time to complete tasks, estimation of distances, levels, loads and	1

Concurrent**8.5)**

used?	material requirements.	
How are problem solving skills applied?	Refer to the following example of application: Follow established operational procedures.	1
How is use of technology applied?	Refer to the following example of application: Access, communicate, measure and record information with regard to operations and performance of plant and equipment.	1

Skills Enabling Employment**8.7)**

Evidence that competency in this unit incorporates skills enabling employment is in the context of the following performance. See Volume 2, Part 5 for definitions and an explanation of skills enabling employment.

Skills for Employment		Example of Application
1	Developing and using skills within a real workplace	Refer to the following example of application: Completion of tasks within an acceptable timeframe and performance under supervision.
2	Learning to learn in the workplace	Refer to the following example of application: Recalling of knowledge and development of practical skills.
3	Reflecting on the outcome and process of work task	Refer to the following example of application: Recognition that performance of a work task meets the accepted standard.
4	Interacting and understanding of the context of the work task	Refer to the following example of application: Completion of work tasks to meet the team's goals.
5	Planning and organising the meaningful work task	Refer to the following example of application: Achievement of work tasks in a timely manner which contributes to the team's objectives.

Concurrent 8.5)

6	Performing the work task in non-routine or contingent situations	Refer to the following example of application: Complete the assigned work task to meet timelines and to seek supervisor assistance as required.
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Range Statement

• RANGE STATEMENT

7) This relates to the competency standard 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.

Demonstration of competency requires that an individual will have the ability to comply with workplace procedures in hazard identification and risk control, observe safe practices during work operations and participate in arrangements for maintaining health and safety of all individuals in the workplace.

Relevant workplace procedures will include hazard policies and procedures; emergency, fire and accident procedures; procedures for the use of personal protective clothing and equipment; hazard identification and issue resolution procedures; and job procedures and work instructions.

Consultative arrangements could include Occupational Health and Safety Committees and / or emergency response teams

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Volume 2, Part 1.

Unit Sector(s)

Not Applicable

Literacy and numeracy skills

Literacy and numeracy skills 2.2)

Participants are best equipped to achieve 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 2 Writing 2 Numeracy 2

Competency Field

Competency Field 4)

Operations.