



Australian Government

Department of Education, Employment and Workplace Relations

UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace

Release: 2

UEENEEE101A Apply Occupational Health and Safety regulations, codes and 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.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

1.2) License to practice

During Training: Competency development activities are subject to regulations directly related to licencing, occupational health and safety and where applicable contracts of training such as apprenticeships.

In the workplace: The application of the skills and knowledge described in this unit require a license to practice in the workplace where work is carried out on electrical equipment or installations which are designed to operate at voltages greater than 50 V a.c. or 120 V d.c.

Other conditions may apply under State and Territory legislative and regulatory requirements.

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.

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

Elements and Performance Criteria Pre-Content

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to enter a work area	1.1 Work area access permits are obtained from appropriate personnel according to established procedures
	1.2 Safe work methods for controlling risk obtained, read and understood prior to undertaking a work activity.
	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.
2 Apply safe working practices.	2.1 Safe work methods 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.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 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.

The knowledge and skills shall be contextualised to current industry standards, technologies and practices.

KS01-EE101A Occupational Health and Safety principles

Evidence shall show an understanding of Occupational Health and Safety to an extent indicated by the following aspects

T1 The basic legal requirements covering occupational health and safety in the workplace encompassing:

- underlying principles of OH&S
- general aims and objectives of the relevant state or territory legislation relating to OH&S.
- employer and employee responsibilities, rights and obligations.
- major functions of safety committees and representatives.
- powers given to Occupational Health and Safety Inspectors
- housekeeping and potential hazards in relation to improper housekeeping
- selecting appropriate personal protective equipment (PPE) given hazardous situations

T2 The work environment encompassing:

- typical hazards associated with a range of work environments
- procedures used to control the risks associated with these hazards
- principles of risk assessment / management and state the purpose of each.
- hierarchy of OH&S hazard control measures.
- required documentation for risk assessment.
- commonly used workplace safety signs.
- workplace emergencies that pose a threat to health and safety and suitable procedure for an emergency workplace evacuation.
- appropriate fire extinguisher for a given type of fire.
- requirements for the location, mounting and maintenance of portable fire extinguishers.
- basic process of fighting a fire.
- Importance of safe premises, buildings and security in an industrial setting and the consequences of non-compliance.
- standard work procedure.

REQUIRED SKILLS AND KNOWLEDGE

T3 Manual Handling encompassing:

- typical manual handling injuries and the effect they can have on lifestyle
- situations that may cause manual handling injuries
- correct procedures for lifting and carrying to prevent manual handling injuries

T4 Chemicals in the workplace encompassing:

- hazardous substances and dangerous goods.
- classification of chemicals as hazardous substances and/or dangerous goods
- requirements for labelling of chemicals in the workplace
- safe storage procedures for chemicals
- purpose and interpretation of material safety data sheet (MSDS)

T5 Working at heights encompassing:

- dangers associated with working on ladders and scaffolds
- identification of work area as a height risk and use appropriate safety equipment to prevent a fall
- selecting an appropriate ladder for a given situation and perform a safety check before use
- precautions that should be taken when ascending and working off a ladder
- precautions that should be taken when working on and around a scaffold and elevated platforms.

T6 Confined spaces encompassing:

- hazards associated with working in a confined space
- identifying workplace situations that could be classified as a confined space
- control measures for working in a designated confined space

T7 Physical and psychological hazards encompassing:

- short and long term effects of excessive noise and techniques to avoid damage to hearing due to excessive noise
- effects of vibration on the human body and work practices to protect against vibration
- effects of thermal stress on the human body and work practices to protect against thermal stress
- effects of ultraviolet (UV) radiation on the human body and work practices to protect against UV radiation.
- dangers associated with laser operated equipment and tools and suitable protective measures to overcome the danger.
- occupational overuse syndrome, how it occurs and means to overcome it
- factors that cause stress in the workplace, symptoms of a person suffering from stress and personal stress management techniques
- detrimental effects and dangers of drug and alcohol use in the workplace

REQUIRED SKILLS AND KNOWLEDGE

T8 Working safely with electricity encompassing:

- effects of electric shock on the human body
- common causes of electrical accidents
- precautions that can minimise the chance of electric shock (earthing, extra low voltage, fuses, circuit breakers and residual current devices – RCDs)
- protection offered by a residual current device (RCD)
- need for ensuring the (safe) isolation of an electrical supply
- appropriate method of removing an electric shock victim from a live electrical situation

T9 Life support - CPR in the workplace encompassing:

- First Aid.
- responsibilities of the First Aider.
- priorities of first aid management for any accident or injury.
- procedures required at an accident scene.
- legal and ethical issues, which may impact on the management of care.
- 'Duty of Care'.
- examination of a casualty for injuries.
- effect of cardio pulmonary arrest on the body.
- Managing simulated conditions of: airway obstruction; respiratory arrest and cardio pulmonary arrest,
- single and two-person cardio pulmonary resuscitation (CPR).
- signs and symptoms of an altered level of consciousness
- management of simulation of a casualty with an altered level of consciousness.
- signs and symptoms of shock.
- management of simulation of a casualty in shock

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

EVIDENCE GUIDE

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 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:

EVIDENCE GUIDE

- 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 Understanding and following risk control safe work methods.
 - C Applying work procedures and instructions as they apply to risk control measures.
 - D Dealing with accidents and emergencies within the scope of responsibility.
 - E Participation in consultation processes, identifying hazards and implementing and monitoring control measures.
 - F Dealing with unplanned events

Note:

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

EVIDENCE GUIDE

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.

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 each of the following

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

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

