FPICOT2205A: Follow OHS policies and procedures

Description

This unit specifies the outcomes required to work safely adhering to defined OHS policies and procedures to ensure own safety and that of others. The unit includes emergency, risk and hazard response procedures.

This unit replaces FPIOHS1A Follow defined Occupational Health and Safety policies and procedures.

Application of unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in forest and forest products operations of all sizes. The unit applies to a forest industry environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.

Performance criteria

1. Follow safe work practices
   1.1 Applicable Occupational Health and Safety (OHS), legislative and organisational requirements relevant to working safely are identified and complied with.
   1.2 Work tasks are performed following safe operating procedures in accordance with organisational policies and procedures.
   1.3 Operation and use of tools, equipment and machinery is appropriate to work task requirements and in accordance with manufacturer's recommendations and organisational policies and procedures.
   1.4 Personal protective equipment and clothing is selected and used appropriate to work task requirements, and stored according to organisational procedures.
   1.5 Plant and equipment guards are used in accordance with manufacturer's specifications.
   1.6 Safety signs and symbols are identified and complied with.
   1.7 Communication with others is established and maintained in accordance with organisational policies and procedures.

2. Identify risks
   2.1 Existing and potential hazards in the work area are identified and reported to appropriate personnel.
   2.2 OHS issues and risks in the work area are identified and reported to appropriate personnel.
   2.3 Safe workplace procedures and safe work instructions are followed for controlling risks.
Working safely
Unit of competency

2.4 Hazard, accident or incident reports are completed accurately and clearly in accordance with organisational policies and procedures

3. Follow emergency procedures
   3.1 Appropriate personnel are notified in the event of an emergency
   3.2 Safe workplace procedures for dealing with accidents, and emergencies are followed within scope of responsibilities
   3.3 Emergency and evacuation procedures are practised and carried out in the event of an emergency
   3.4 Emergency and evacuation procedures are recorded and reported accurately and clearly in accordance with organisational policies and procedures

Key competencies

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace

Performance Level 1 at this level, the candidate is required to undertake tasks effectively

Performance Level 2 at this level, the candidate is required to manage tasks

Performance Level 3 at this level, the candidate is required to use concepts for evaluating and reshaping tasks

<table>
<thead>
<tr>
<th>Key Competency</th>
<th>Example of Application</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating ideas and information</td>
<td>By reporting incidents and near misses to appropriate personnel</td>
<td>2</td>
</tr>
<tr>
<td>Collecting analysing and organising information</td>
<td>By accessing, interpreting and applying workplace safety procedures</td>
<td>1</td>
</tr>
<tr>
<td>Planning and organising activities</td>
<td>By practising emergency and evacuation procedures</td>
<td>2</td>
</tr>
<tr>
<td>Working with others and in teams</td>
<td>By communicating with other personnel</td>
<td>1</td>
</tr>
<tr>
<td>Using mathematical ideas and techniques</td>
<td>By following emergency response procedures</td>
<td>1</td>
</tr>
<tr>
<td>Solving problems</td>
<td>By identifying and reporting risks and hazards</td>
<td>1</td>
</tr>
<tr>
<td>Using technology</td>
<td>By using personal protection equipment and clothing</td>
<td>1</td>
</tr>
</tbody>
</table>
**Skills and Knowledge**

**Required skills include:**

- comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for working safely
- use and maintain personal protective equipment and clothing
- follow established safe operating procedures to complete work tasks
- identify potential or existing risks and hazards in the workplace and demonstrate appropriate response procedures
- use appropriate communication and interpersonal techniques with colleagues and others
- accurately complete and maintain workplace information, records and reports
- effectively practice and apply OHS policies and procedures
- accurately identify and comply with safety signs and symbols
- accurately follow emergency and evacuation procedures

**Required knowledge and understanding includes:**

- basic knowledge and understanding of applicable Commonwealth, State or Territory legislation, regulations, standards and codes of practice relevant to the full range of processes for working safely
- environmental protection requirements, including the safe disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- types of equipment and procedures for their use, operation and maintenance
- risk and hazard identification and response procedures
- emergency and evacuation procedures
- procedures for recording, reporting and maintaining workplace records and information

**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.

OHS requirements are to be in accordance with Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures. Requirements may include:

- the use of personal protective equipment and clothing
- safety equipment
Working safely
Unit of competency

- first aid equipment
- fire fighting equipment
- hazard and risk control
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to
- manual handling including shifting, lifting and carrying
- machine isolation and guarding

Legislative requirements are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care
- heritage and traditional land owner issues

Organisational requirements

- may include legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation procedures and trials, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)

Personal protective equipment and clothing

- may include that prescribed under legislation, regulation and workplace policies and practices including overalls, steel capped boots, high visibility vest, jackets, gloves, safety glasses, safety visors, hard hats, caps, dust masks, respirators, ear muffs, ear plugs and cut resistant leg protection

Plant and equipment guards

- may include those prescribed by the manufacturer of the plant or equipment and specified to be used under OHS legislation

Safety signs and symbols
Working safely
Unit of competency

- may include hazard identification, site safety, directional, traffic and warning signs and symbols

Communication
- may include verbal and non-verbal language, constructive feedback, active listening, questioning to clarify and confirm understanding, use of positive, confident and cooperative language, use of language and concepts appropriate to individual social and cultural differences, control of tone of voice and body language

Hazards
- may include chemical spills, gases, liquids under pressure, moving machinery and equipment, hazardous materials, work at heights, high temperatures, noise, dust, vapours, fires, protrusions, sharp equipment, overhanging beams and traffic

Work area
- may include forest site, manufacturing plant, retail outlet, warehouse, factory, office, plant

Appropriate personnel
- may include safety officers, supervisors, suppliers, clients, colleagues and managers

Records and reports
- may include but not be limited OHS policies and procedures, quality outcomes, hazards, incidents or equipment malfunctions
- may be manual, using a computer-based system or another appropriate organisational communication system

Evidence guide
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

Overview of assessment
A person who demonstrates competency in this unit must be able to provide evidence that they can apply safe work practices, including effective response procedures to workplace risk and emergencies, according to applicable OHS and organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit
- Comply with applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to following OHS policies and procedures
Working safely
Unit of competency

- Communicate effectively and work safely with others in the workplace
- Demonstrate effective response procedures to workplace risk, hazards and emergency
- Accessing and apply workplace safety procedures

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to follow environmental care procedures
  - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI05 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge
- Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
Working safely
Unit of competency

- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role