

<b>Training Package</b>	Automotive Industry Retail, Service and Repair (AUR05)	<b>HSC Requirements and Advice</b>
<b>Unit title</b>	<b>Apply safe working practices</b>	
<b>Unit code</b>	<b>Unit descriptor</b>	<b>HSC Indicative Hours</b>
<b>AURC270103A</b>	This unit incorporates the Worksafe Australia Guidelines and encompasses competencies necessary to apply basic safety and emergency procedures to maintain a safe workplace for staff, customers and others.	<b>20</b>

<b>Evidence Guide</b>		<b>HSC Requirements and Advice</b>
<p>The evidence guide identifies critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.</p>		
<b>Critical aspects of evidence</b>	<b>Underpinning knowledge</b>	<b>Key Terms and Concepts</b>
<p>It is <u>essential</u> that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:</p> <ul style="list-style-type: none"> <li>• communicating effectively with others involved in or affected by the work</li> <li>• identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons</li> <li>• operating fire-fighting appliances</li> <li>• safely handling and storage of dangerous and/or hazardous goods and substances</li> <li>• applying safe manual handling practices</li> <li>• safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite</li> <li>• following worksite evacuation procedures.</li> </ul> <p>This unit <i>may</i> be assessed in conjunction with all and units which form part of the normal job role.</p>	<ul style="list-style-type: none"> <li>• General knowledge of the implications of OH&amp;S on efficiency, morale and customer relations.</li> <li>• General knowledge of common automotive terminology.</li> <li>• Working knowledge of OH&amp;S regulations/requirements, equipment, material and personal safety requirements.</li> <li>• Working knowledge of safe manual handling theories and practices.</li> <li>• Working knowledge of the selection and application of fire-fighting appliances.</li> <li>• Working knowledge of dangerous goods and hazardous chemicals handling processes.</li> <li>• Detailed knowledge of worksite reporting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• accident</li> <li>• Australian Standards</li> <li>• automotive terminology</li> <li>• basic first aid</li> <li>• consultation</li> <li>• dangerous/hazardous goods/materials/chemicals/substances</li> <li>• designated personnel</li> <li>• disposal of dangerous/hazardous materials</li> <li>• effective communication</li> <li>• emergency personnel</li> <li>• emergency situations</li> <li>• employer and employee responsibilities</li> <li>• evacuation procedures</li> <li>• fire-fighting appliances/equipment</li> <li>• hazard identification</li> <li>• hazardous situations</li> <li>• hierarchy of risk control</li> <li>• housekeeping/clean-up procedures</li> <li>• illness</li> <li>• incident</li> <li>• isolation and cut out switches</li> <li>• job card/maintenance log</li> <li>• level of authority</li> </ul>

Evidence Guide cont/d			HSC Requirements and Advice cont/d
Context of assessment	Method of assessment	Specific resource requirements for this unit	Key Terms and Concepts con/t
<p>Assessment of this unit <u>must</u> be completed on the job or in a simulated work environment which reflects a range of safe working practices.</p>	<p>It is <i>preferable</i> that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.</p> <p>Evidence of performance <i>may</i> be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.</p>	<p>The following <u>should</u> be made available:</p> <ul style="list-style-type: none"> <li>• a workplace or simulated workplace</li> <li>• situations requiring safe working practices</li> <li>• worksite or equivalent instructions on safe working practice</li> <li>• hazardous chemicals and/or dangerous goods information</li> <li>• materials, tooling and equipment</li> <li>• fire-fighting appliances and fire test facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Material Safety Data Sheets (MSDS)</li> <li>• mechanical aids/lifting equipment/ devices</li> <li>• monitoring and reporting</li> <li>• occupational health and safety (OHS)</li> <li>• OHS legislation and codes of practice</li> <li>• OHS representatives/committee</li> <li>• participation</li> <li>• personal protective equipment (PPE)</li> <li>• pre-operational checks</li> <li>• product labels</li> <li>• repetitive tasks</li> <li>• risk control</li> <li>• risk management</li> <li>• safe manual handling</li> <li>• safe work practices and procedures</li> <li>• safety alarms</li> <li>• safety equipment and devices</li> <li>• safety/lockout tagging</li> <li>• signs and symbols</li> <li>• simultaneous operations</li> <li>• sources of information</li> <li>• standard operating procedures (SOPs)</li> <li>• use of compressed air</li> <li>• use of electricity/power supply</li> <li>• vehicular movement</li> <li>• WorkCover NSW</li> <li>• workplace injury</li> <li>• worksite reporting procedures</li> <li>• work environment</li> <li>• weight limits</li> <li>• workplace injuries.</li> </ul>

### Specific key competencies, underpinning and employability skills required to achieve the performance criteria

These include a number of processes learned throughout work and life, which are required in most jobs. Some of these are covered by the national key competencies, although others may be added. The details below highlight how these competencies are applied in the attainment of this unit.

Application of the key competencies in this unit are to satisfy the nominated level in which:

Level 1 – relates to working effectively within set conditions and processes;

Level 2 – relates to management or facilitation of conditions or processes; and

Level 3 – relates to design, development and evaluation of conditions or process.

How will the candidate apply the following key competency in this unit? The candidate will need to:

Collect, analyse and organise information	Collect, organise and understand information related to recognising and reporting situations.	Level 1
Communicate ideas and information	Communicate ideas and information to reporting procedures (verbal and written).	Level 1
Plan and organise activities	Plan and organise activities which implement and follow standard procedures.	Level 1
Work with others and in a team	Work with others and in a team by assisting and cooperating with team members.	Level 1
Use mathematical ideas and techniques	Use mathematical ideas and techniques to document and report numbers for emergency procedures.	Level 1
Solve problems	Establish diagnostic processes which recommend improvements for OH&S issues.	Level 1
Use technology	Use workplace technology related to the use of technology to assist with safe work practices.	Level 1

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Apply basic safety procedures	1.1 Procedures to achieve a safe working environment are followed and maintained in line with OH&S regulations and requirements and according to worksite policy.	<p>The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:</p> <p><b>Unit context</b></p> <ul style="list-style-type: none"> <li>worksite policies and procedures <i>may</i> include hazard policies and procedures, emergency, fire and accident procedures, personal safety procedures, procedures for the use of personal protective clothing and equipment, use of motor vehicles, resolution procedures, job procedures and work instructions</li> <li>legislative requirements <i>may</i> include State and Territory OH&amp;S legislation and National/State codes of practice</li> <li>OH&amp;S procedures <i>may</i> include safe manual handling and lifting, customers, staff, equipment/tooling, premises and stock.</li> </ul> <p><b>Information</b></p> <ul style="list-style-type: none"> <li>Worksite documentation <i>for</i> OH&amp;S, general duty of care, emergency procedures, safe working practices, enterprise operating procedures, customer requirements and industry/workplace codes of practice.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of the cost of workplace injury:</p> <ul style="list-style-type: none"> <li>human</li> <li>social</li> <li>economic</li> <li>organisational.</li> </ul> <p>General knowledge of:</p> <ul style="list-style-type: none"> <li>the implications of occupational health and safety (OHS) on efficiency, morale and customer relations</li> <li>common automotive terminology.</li> </ul> <p>An awareness of sources of information regarding OHS in the workplace including:</p> <ul style="list-style-type: none"> <li>workplace/organisation policies and procedures</li> <li>emergency plan</li> <li>training manuals</li> <li>operator's manuals</li> <li>WorkCover NSW and Australian Safety and Compensation Council (ASCC) – formerly National Occupational Health and Safety Commission (NOHSC) – publications/safety alerts</li> <li>legislation/regulations/codes of practice</li> <li>manufacturer's specifications</li> <li>standard operating procedures (SOPs)</li> <li>Material Safety Data Sheets (MSDS)</li> <li>Australian Standards.</li> </ul> <p>A basic awareness of the differences between:</p> <ul style="list-style-type: none"> <li>an act</li> <li>a regulation</li> <li>codes of practice.</li> </ul> <p>A basic understanding of OHS legislation and codes of practice including:</p> <ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2000 (NSW)</i></li> <li><i>Occupational Health and Safety Regulations 2001 (NSW)</i></li> <li><i>Workers Compensation Act 1987 (NSW)</i> and amendments</li> <li><i>Workplace Injury Management and Workers Compensation Act 1998 (NSW)</i></li> </ul>
			<ul style="list-style-type: none"> <li>Codes of practice (WorkCover NSW)</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> <li>- OHS Consultation</li> <li>- Risk Assessment</li> <li>- Labelling of Workplace Substances</li> <li>- Storage and Handling of Dangerous Goods.</li> </ul> <p>An awareness of employer responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> <li>• maintaining places of work under their control in a safe condition, and ensuring safe entrances and exits</li> <li>• making arrangements to ensure the safe handling, storage and transport of plant and substances</li> <li>• providing and maintaining systems of work and work environments that are safe and without risks to health</li> <li>• providing information, instruction, training and supervision necessary to ensure the health and safety of employees</li> <li>• providing adequate facilities for the welfare of employees</li> <li>• must not require employees to pay for anything done or provided to meet the requirements of the Act or Regulation</li> <li>• must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare</li> <li>• must ensure the health and safety of visitors or people working who are not employees.</li> </ul> <p>An awareness of employee responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> <li>• employees must take reasonable care of the health and safety of themselves and others</li> <li>• employees must cooperate with employers in their efforts to comply with occupational health and safety requirements</li> <li>• employees must not interfere with or misuse things provided for the health, safety or welfare of persons at work</li> <li>• employees must not obstruct attempts to give aid or attempts to prevent serious risk to the health and safety of a person at work</li> </ul>
			<ul style="list-style-type: none"> <li>• employees must not refuse a reasonable request to assist in giving aid or preventing a risk to health</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>and safety</p> <ul style="list-style-type: none"> <li>• employees must not disrupt the workplace by creating false health or safety fears.</li> </ul> <p>An awareness of safe work practices and procedures including:</p> <ul style="list-style-type: none"> <li>• OHS induction training (general, work activity and site-specific)</li> <li>• selection, use and maintenance of personal protective equipment (PPE)</li> <li>• selection of appropriate tools for the task</li> <li>• correct use, maintenance and storage of tools and equipment</li> <li>• correct handling, application, labelling and storage of hazardous and non-hazardous materials</li> <li>• safe posture (sitting, standing, bending and lifting)</li> <li>• correct manual handling (lifting and transferring)</li> <li>• hazard identification and risk control</li> <li>• correct use of electricity/power supply <ul style="list-style-type: none"> <li>- cut-out switches and/or earth leakage core balance (ELCB) device</li> <li>- tagging of leads</li> <li>- temporary power boards</li> <li>- correct use and placement of power leads</li> </ul> </li> <li>• correct use of compressed air <ul style="list-style-type: none"> <li>- safety inspections and awareness of the need for <ul style="list-style-type: none"> <li>▪ checking pressure tanks</li> <li>▪ lines and connections</li> <li>▪ overload pressure valves to compressor</li> <li>▪ purge procedures</li> </ul> </li> </ul> </li> <li>• safely working with <ul style="list-style-type: none"> <li>- moving parts</li> <li>- hot components</li> </ul> </li> <li>• safe removal of hot fluids</li> <li>• awareness of vehicular movement</li> <li>• procedures to follow in the event of an emergency <ul style="list-style-type: none"> <li>- emergency shutdown procedures</li> <li>- stopping of equipment</li> <li>- site evacuation</li> </ul> </li> <li>• basic first aid and access to first-aid kits</li> <li>• effective communication and teamwork</li> </ul>
			<ul style="list-style-type: none"> <li>• location and use of safety alarms and emergency exits</li> <li>• correct use of fire fighting equipment:</li> </ul>

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			<ul style="list-style-type: none"> <li>- fire blanket</li> <li>- fire extinguishers</li> <li>- fire hydrant and hose</li> <li>• adherence to work instructions and workplace/organisation policies and procedures</li> <li>• housekeeping/clean-up procedures, including waste disposal, with proper consideration of OHS and the environment.</li> </ul> <p>Use and application of a range of PPE including:</p> <ul style="list-style-type: none"> <li>• footwear</li> <li>• head protection</li> <li>• gloves</li> <li>• protective clothing</li> <li>• hearing protection</li> <li>• eye protection</li> <li>• masks.</li> </ul> <p>Selection of PPE:</p> <ul style="list-style-type: none"> <li>• correct for the task</li> <li>• manufacturer's specifications for use</li> <li>• correct fitting</li> <li>• serviceability.</li> </ul> <p>Importance of correctly fitting PPE.</p> <p>Maintenance of PPE according to manufacturer's instructions and workplace/organisation policy and procedures:</p> <ul style="list-style-type: none"> <li>• cleaning and decontamination</li> <li>• correct storage</li> <li>• regular checks for damage</li> <li>• repair/replacement of worn, malfunctioning or damaged equipment/parts</li> <li>• disposal of single-use equipment.</li> </ul> <p>Selection and use of standard signs and symbols common in the automotive industry including:</p> <ul style="list-style-type: none"> <li>• legislative requirements</li> <li>• meaning of colour and shape</li> <li>• appropriate placement and positioning.</li> </ul>
	<p>1.2 All unsafe situations are recognised and reported according to worksite policy.</p>	<p><b>Unit scope</b></p> <ul style="list-style-type: none"> <li>• unsafe situations <i>may</i> include but not limited to sharp cutting tooling and instruments, electricity and water, toxic</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>Identification of potential hazards to:</p> <ul style="list-style-type: none"> <li>• self</li> </ul>

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		<p>substances, damaged packing material or containers, broken or damaged equipment, flammable materials and fire hazards, lifting practices, spillages, waste and debris especially on floors, ladders, trolleys and glue guns/burns.</p>	<ul style="list-style-type: none"> <li>• visitors</li> <li>• colleagues</li> <li>• customers</li> <li>• the general public.</li> </ul> <p>A range of hazards including:</p> <ul style="list-style-type: none"> <li>• tools, equipment, machinery and plant <ul style="list-style-type: none"> <li>- operation</li> <li>- maintenance</li> <li>- broken/faulty</li> </ul> </li> <li>• manual handling</li> <li>• hazardous and non-hazardous materials in use <ul style="list-style-type: none"> <li>- spills</li> <li>- leakages</li> <li>- flammable/explosive</li> </ul> </li> <li>• vehicular movement</li> <li>• high pressure fluids</li> <li>• high temperatures <ul style="list-style-type: none"> <li>- cooling systems</li> <li>- lubrication system</li> <li>- engine components (manifold and exhaust system)</li> </ul> </li> <li>• rotating parts</li> <li>• work processes/practices</li> <li>• work environment <ul style="list-style-type: none"> <li>- poor/inadequate lighting</li> <li>- inadequate amenities</li> <li>- lack of storage</li> <li>- poor housekeeping</li> <li>- wet or slippery floors</li> <li>- exposed cables, extension leads and wires</li> <li>- damaged carpets</li> <li>- falling objects</li> <li>- noise</li> <li>- vibration</li> <li>- poor ventilation</li> </ul> </li> <li>• working <ul style="list-style-type: none"> <li>- alone</li> <li>- with electricity</li> <li>- with engine systems</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>• human factors <ul style="list-style-type: none"> <li>- stress</li> <li>- violence/bullying</li> <li>- playing practical jokes</li> </ul> </li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> <li>- fatigue</li> <li>- substance abuse</li> <li>- failure to follow procedures</li> <li>- lack of training or experience</li> <li>- carelessness</li> <li>- poor personal health/hygiene</li> <li>- using wrong techniques/procedures</li> <li>- ignoring safety rules/signs</li> <li>- taking short cuts</li> <li>- knowingly using unsafe equipment/tools</li> <li>• simultaneous operations</li> <li>• repetitious tasks.</li> </ul> <p>A basic understanding of risk management:</p> <ul style="list-style-type: none"> <li>• identify hazards</li> <li>• assess associated risks</li> <li>• use appropriate control measures to eliminate or minimise risks</li> <li>• monitor and review the control measures.</li> </ul> <p>A basic awareness of the hierarchy of risk control measures:</p> <ul style="list-style-type: none"> <li>• Level 1 – eliminate the risk (such as discontinue the activity or not use the equipment)</li> <li>• Level 2 – minimise the risk by <ul style="list-style-type: none"> <li>- substituting the system of work/equipment (with something safer)</li> <li>- modifying the system of work/equipment (to make it safer)</li> <li>- isolating the hazard (such as introducing a restrictive work area)</li> <li>- introducing engineering control (such as guards, screens or barriers)</li> </ul> </li> <li>• Level 3 – other controls <ul style="list-style-type: none"> <li>- adopt administrative controls and safe work practices</li> <li>- PPE.</li> </ul> </li> </ul> <p>Knowledge of designated personnel in relation to hazard identification and control within the workplace/organisation.</p>

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			<p>Awareness of appropriate person(s) including:</p> <ul style="list-style-type: none"> <li>• supervisor/team leader</li> <li>• manager</li> <li>• trainer</li> <li>• OHS representative/committee</li> <li>• union representative.</li> </ul> <p>The importance of acting within level of authority in terms of:</p> <ul style="list-style-type: none"> <li>• taking initiative</li> <li>• problem-solving</li> <li>• decision-making.</li> </ul> <p>How and when to report OHS issues.</p> <p>A basic awareness of monitoring and reporting for OHS including:</p> <ul style="list-style-type: none"> <li>• formal/informal</li> <li>• verbal</li> <li>• written <ul style="list-style-type: none"> <li>- safety inspection reports</li> <li>- checklists</li> <li>- accident reports</li> <li>- WorkCover NSW notification</li> <li>- registers/logs/files.</li> </ul> </li> </ul>
	<p>1.3 All breakdowns in relation to machinery and equipment are reported to supervisor or nominated persons.</p>	<p><b>Unit context</b></p> <ul style="list-style-type: none"> <li>• communications <i>may</i> be verbal, written, by telephone or by other means.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>A basic awareness of restrictions placed on the use of equipment and machinery common to the automotive industry.</p> <p>A knowledge of the use/application, limitations and maintenance of safety equipment and devices including:</p> <ul style="list-style-type: none"> <li>• screens</li> <li>• barriers and shielding</li> <li>• extraction fans</li> <li>• machine guards</li> <li>• isolation devices.</li> </ul> <p>Acknowledgement of:</p> <ul style="list-style-type: none"> <li>• the importance of safety equipment and devices</li> </ul>

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			<ul style="list-style-type: none"> <li>• the reasons for using safety equipment and devices</li> <li>• the importance of pre-operational checks.</li> </ul> <p>Reporting of serious faults including:</p> <ul style="list-style-type: none"> <li>• verbal notification to appropriate personnel</li> <li>• recording on job card/maintenance log</li> <li>• safety/lockout tagging where appropriate.</li> </ul> <p>Reasons for safety/lockout tagging including:</p> <ul style="list-style-type: none"> <li>• ease of identification</li> <li>• evidence of serviceability</li> <li>• preventing use until repaired.</li> </ul> <p>An awareness of appropriate person/process for removal of safety/lockout tagging.</p> <p>An awareness of supplier/manufacture's responsibilities under the OHS Act including:</p> <ul style="list-style-type: none"> <li>• providing access to MSDS</li> <li>• providing access to risk assessment guidelines for equipment supplied.</li> </ul>
	<p>1.4 Fire and safety hazards are identified and precautions are taken or reported according to worksite policy and procedures.</p>		
	<p>1.5 Dangerous goods and substances are identified, handled and stored according to worksite policy and procedures and OH&amp;S requirements.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of dangerous or hazardous goods and materials in an automotive industry environment including:</p> <ul style="list-style-type: none"> <li>• chemicals</li> <li>• solvents</li> <li>• adhesives</li> <li>• acids</li> <li>• flammable materials</li> <li>• explosive goods</li> <li>• petroleum-based products</li> <li>• liquefied petroleum gas (LPG)</li> <li>• paints</li> <li>• oils</li> </ul>

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	<p>1.6 Worksite policy regarding manual handling practice is followed.</p>		<ul style="list-style-type: none"> <li>• refrigerants</li> <li>• asbestos</li> <li>• waste products.</li> </ul> <p>Interpretation of product labels and MSDS for the safe preparation and use of dangerous goods and hazardous substances:</p> <ul style="list-style-type: none"> <li>• directions and precautions for use</li> <li>• recommended dosage and dilution of chemicals</li> <li>• safe handling requirements</li> <li>• first aid</li> <li>• calculating quantity required</li> <li>• disposal methods</li> <li>• suitable storage item/container.</li> </ul> <p>How and where to obtain required MSDS.</p> <p>Appropriate storage of chemicals, hazardous substances and flammable materials including:</p> <ul style="list-style-type: none"> <li>• secure storage</li> <li>• separate well-lit and ventilated storeroom</li> <li>• sealed, labelled containers with direction for use and first-aid</li> <li>• placement of Hazchem labels</li> <li>• always follow manufacturer's and/or organisation's instructions on containers</li> <li>• never mix chemicals unless recommended by manufacturer.</li> </ul> <p>A basic awareness of legislation including:</p> <ul style="list-style-type: none"> <li>• <i>OHS Amendment (Dangerous Goods) Act 2003</i> (NSW)</li> <li>• <i>OHS Amendment (Dangerous Goods) Regulation 2005</i> (NSW).</li> </ul> <p>Disposal of unwanted dangerous or hazardous goods and materials with proper consideration for the environment and legislative requirements.</p> <p><b>Learning experiences for the HSC must address:</b></p> <p>A knowledge of correct manual handling techniques when:</p>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> <li>• moving items</li> <li>• lifting/carrying items <ul style="list-style-type: none"> <li>- individually</li> <li>- in pairs</li> <li>- with a team</li> </ul> </li> <li>• using tools/equipment</li> <li>• placing items down <ul style="list-style-type: none"> <li>- loading/unloading</li> <li>- into general storage</li> <li>- in/out of transport</li> <li>- to/from raised work area</li> </ul> </li> <li>• working at heights</li> <li>• bending and twisting</li> <li>• using mechanical aids/lifting equipment</li> <li>• transferring hazardous materials</li> <li>• undertaking repetitious tasks.</li> </ul> <p>An awareness of legal requirements for weight limits.</p> <p>Knowledge of a range of lifting devices for manual handling and their correct operating procedures including:</p> <ul style="list-style-type: none"> <li>• jacks <ul style="list-style-type: none"> <li>- trolley</li> <li>- air</li> <li>- transmission</li> </ul> </li> <li>• engine crane/gantry</li> <li>• vehicle hoists <ul style="list-style-type: none"> <li>- two post</li> <li>- four post</li> <li>- clear floor two post.</li> </ul> </li> <li>• hand trolleys</li> <li>• motorised/hand pallet trucks (not sit-on)</li> <li>• scissor lifts</li> <li>• hand carts.</li> </ul> <p>OHS considerations for the use and operation of lifting equipment including:</p> <ul style="list-style-type: none"> <li>• danger to self and others</li> <li>• hazard identification and risk control measures</li> <li>• safe working loads</li> <li>• qualifications/licence and training for the operator.</li> </ul>

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	<p>1.7 Participation in consultative arrangements established by company for OH&amp;S is exercised.</p>		<p>An understanding of safe and secure placement of materials on moving/lifting equipment.</p> <p><b>Learning experiences for the HSC must address:</b></p> <p>An acknowledgement that OHS is everyone's responsibility in the workplace.</p> <p>The concept of 'participation' and 'consultation' as it relates to workplace safety and employee rights and responsibilities.</p> <p>An understanding of the election/formation, roles and responsibilities of the OHS representatives or committee in the workplace.</p> <p>A basic understanding of the roles and functions of key bodies involved in OHS including:</p> <ul style="list-style-type: none"> <li>• WorkCover NSW</li> <li>• ASCC</li> <li>• local councils</li> <li>• unions</li> <li>• professional associations.</li> </ul>
<p>2 Apply emergency procedures</p>	<p>2.1 Worksite policies and procedures regarding illness or accidents are identified and applied.</p>	<p><b>Unit scope</b></p> <ul style="list-style-type: none"> <li>• emergency procedures <i>may</i> include sickness, accidents, fire or store evacuation involving staff or customers.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>A definition of:</p> <ul style="list-style-type: none"> <li>• illness</li> <li>• accident</li> <li>• incident.</li> </ul> <p>Causes of common workplace injuries including:</p> <ul style="list-style-type: none"> <li>• lack of protection and safety equipment</li> <li>• slips, trips and falls</li> <li>• poor housekeeping</li> <li>• poor maintenance</li> <li>• inadequate lighting</li> <li>• spills</li> <li>• obstructions</li> <li>• faulty or incorrect equipment</li> <li>• poor ergonomics</li> <li>• inadequate instruction, training and supervision</li> </ul>
			<ul style="list-style-type: none"> <li>• personal factors including stress, tiredness and</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>inappropriate behaviour</p> <ul style="list-style-type: none"> <li>• unrealistic time frames</li> <li>• negligence</li> <li>• fatigue.</li> </ul> <p>An awareness of a range of potential workplace injuries including:</p> <ul style="list-style-type: none"> <li>• allergic reactions</li> <li>• burns</li> <li>• dislocations and fractures</li> <li>• puncture wounds and cuts/lacerations</li> <li>• sprains and strains</li> <li>• heat exhaustion</li> <li>• hearing loss</li> <li>• medical conditions including epilepsy, diabetes and asthma</li> <li>• poisoning and toxic substances</li> <li>• shock</li> <li>• welding flash</li> <li>• electrocution/electric shock</li> <li>• stress-related illness.</li> </ul> <p>Measures to prevent common workplace accidents, injury or impairment including:</p> <ul style="list-style-type: none"> <li>• following safety procedures accurately</li> <li>• adopting correct posture and manual handling techniques</li> <li>• taking adequate rest breaks</li> <li>• using PPE</li> <li>• correct use of chemicals and dangerous substances</li> <li>• stress management techniques</li> <li>• safe use of tools, equipment, machinery and plant</li> <li>• procedures to deal with emergency, fire and accidents</li> <li>• risk management.</li> </ul>
	2.2 Safety alarms are identified.		<p><b>Learning experiences for the HSC must address:</b></p> <p>A knowledge of the location, operation and appropriate use of different types of isolation and cut-out switches including:</p>
			<ul style="list-style-type: none"> <li>• setting</li> <li>• resetting</li> <li>• consequences of activating cut-out switches.</li> </ul>

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	<p>2.3 Qualified persons are contacted in the event of accident or sickness of customers or staff and accident details are documented according to worksite accident/injury procedures.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>A basic awareness of the primary role of personnel in an emergency including:</p> <ul style="list-style-type: none"> <li>• first aid officer</li> <li>• safety officer/safety representative</li> <li>• OHS committee member</li> <li>• colleagues</li> <li>• manager</li> <li>• supervisor/team leader</li> <li>• emergency services</li> <li>• WorkCover NSW</li> <li>• union representative.</li> </ul>
	<p>2.4 Worksite evacuation procedures are identified and applied.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>Emergency situations including:</p> <ul style="list-style-type: none"> <li>• bomb threat</li> <li>• accidents/serious injury/illness</li> <li>• robbery</li> <li>• fire</li> <li>• armed hold-up</li> <li>• natural disaster</li> <li>• equipment collapse.</li> </ul> <p>Knowledge of emergency contact numbers:</p> <ul style="list-style-type: none"> <li>• '000' – landline number</li> <li>• '112' – mobile phones.</li> </ul> <p>How and when to seek assistance.</p> <p>Procedures to follow in the event of an emergency including:</p> <ul style="list-style-type: none"> <li>• Notification <ul style="list-style-type: none"> <li>- appropriate authorities (emergency services and WorkCover NSW)</li> <li>- colleagues</li> <li>- supervisor</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>• workplace/organisation policy and procedures <ul style="list-style-type: none"> <li>- evacuate</li> <li>- secure building</li> </ul> </li> <li>• reporting.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>An awareness of information required by emergency services attending the site including:</p> <ul style="list-style-type: none"> <li>• location</li> <li>• nearest cross-street</li> <li>• nature of the incident</li> <li>• number of casualties</li> <li>• nature of injuries</li> <li>• contact name and number.</li> </ul>