

Training Package	Electrotechnology (UEE07)		HSC Requirements and Advice
Unit title	Document occupational hazards and risks in computer systems		HSC Indicative Hours
Unit code	UEENEEE032B	Competency field	15
		Electrotechnology	

Unit descriptor	This unit covers i) occupational work hazard identification, ii) identifying health and safety risks to workers, iii) classification of risks, iv) documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and v) consultation processes with those involved with computer systems work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.
Application of the unit	This unit cannot be used in the workplace without the achievement of competence in other relevant technical units that are associated with other vocational disciplines at the same AQF level or in the same vocational discipline at another AQF level.
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.
Prerequisite unit(s)	Competencies There are no prerequisite competencies for this unit.
	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 <i>Appendix 1</i> of this Syllabus. Reading 3 Writing 3 Numeracy 3
Licence to practise	The skills and knowledge described in this unit do not require a license to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships. Notes: <ol style="list-style-type: none"> In addition to OHS compliance there may be additional requirements to be licensed or obtain permits to work. Additionally, this may vary between jurisdictions but typically will relate to the operation of plant, machinery and equipment such as elevating work platforms, power operated fixing tools, power operated tools, vehicles, road signage and traffic control, lifting equipment. They may also be required for some work environments such as confined spaces, working aloft, near live electrical apparatus and site rehabilitation. Competency in applying safety practices for working in close proximity to electrical power systems and equipment is covered by other specific safety-related units. The skills and knowledge described in this unit should not be practised in the workplace until units relevant to a work function have been achieved. The skills and knowledge described in this unit should not be practised in the workplace until units relevant to a work function have been achieved.

Required Skills and Knowledge

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 documenting occupational hazards and risks in computer systems.

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 *Appendix 2* of this Syllabus. It forms an integral part of this unit.

- 2.2.1 Enterprise communication methods
- 2.2.2 Enterprise work activities records
- 2.18.1 Occupational Health and Safety principles
- 2.18.16 Documenting hazards and identifying risks.

Evidence Guide

This provides essential advice for assessment of the unit. It must be read in conjunction with the Performance Criteria and the Range Statement of the unit and the Training Package Assessment Guidelines. All Knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

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	Critical aspects of evidence required to demonstrate competency in this unit
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Before the critical aspects of evidence are considered all prerequisites must be met.</p> <p>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:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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 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: <ul style="list-style-type: none"> - documenting occupational hazards and risks in computer systems as described in the Range Statement and including: <ul style="list-style-type: none"> ▪ identifying and noting hazards ▪ assessing the risks and developing and documenting control measures ▪ reviewing and documenting variations to prior arranged documents ▪ recording activities ▪ dealing with unplanned activities by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items.

Evidence Guide cont/d

Context of and specific resources for assessment	Method of assessment	Concurrent assessment and relationship with other units
<p>This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace.</p> <p>This should include:</p> <ul style="list-style-type: none"> • OHS policy and work procedures and instructions • suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit. <p>These should be used in the formal learning/assessment environment.</p> <p>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.</p> <p>The resources used for assessment should reflect current industry practices in relation to documenting occupational hazards and risks in computer systems.</p>	<p>This unit shall be assessed by methods given in <i>Appendix 3</i> of this Syllabus.</p> <p>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.</p>	<p>For optimisation of training and assessment effort, competence in this unit may be assessed concurrently with other related units making up a qualification or possible skill clusters.</p> <p>Components of this unit are also included in the critical aspects of evidence of all units to help ensure the appropriate level of responsibility for safety has been acquired.</p>

Element	Performance Criteria	Range Statement
1 Identify and document hazards and risks	<p>1.1 Hazards are identified using appropriate processes with involvement of others, where appropriate.</p> <p>Note: Typically this will relate to such things as: The type of job, Electrical conditions, Energy levels, Radiation levels, Toxic substances, Airborne particles, Pressure discharge, Explosive atmosphere, Work-site location, General work-site conditions, Specific work location, Moving parts, Tools and equipment, Workers competence and/or capacity and/or personal effects.</p> <p>1.2 Risks associated with identified hazards are determined in consultation with others, where appropriate, and documented in accordance with regulations and following established procedures.</p> <p>1.3 Provision is made to accommodate changes to documentation should unforeseen hazards be identified.</p>	<p>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.</p> <p>This unit shall be demonstrated in relation to:</p> <ul style="list-style-type: none"> • relevant occupational health and safety legislation, regulations and codes of practice related to computer systems devices and hazards present in domestic, commercial and industrial buildings • accepted industry work procedures and the specific safety procedures and work instructions for a particular workplace. <p>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 <i>Appendix 4</i> of this Syllabus.</p>
2 Determine risk class and document control measures	<p>2.1 Risk class is determined for the risks involved in accordance with the regulations and following established procedures.</p> <p>2.2 Control measures are developed on the basis of the determined risk(s) and risk class to eliminate and/or mitigate the risk to health and safety in accordance with regulations and following established procedures.</p> <p>2.3 Risk class and control measures are agreed to and documented in consultation with all involved, where appropriate, in accordance with regulations and established procedures.</p>	
3 Monitor and review the control measures	<p>3.1 Documented control measures are made available for reference by all involved with the work.</p> <p>3.2 Control measures are modified where required in consultation with all involved with the work in accordance with established procedures.</p> <p>3.3 Documentation associated with the risk assessment process are filed in accordance with established procedures.</p>	