Title: **Apply Occupational Health and Safety procedures**

**Unit Descriptor**
This unit defines the competency required to support the organisation’s Occupational Health and Safety principles and practices.

**Field/Stream**
Use Information Technology

**Related Competency Standards**
The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support and Teamwork functional areas and Documentation.

**Key Competencies**

<table>
<thead>
<tr>
<th>Collect, Analyse, and Organise Information</th>
<th>Communicate Ideas and Information</th>
<th>Plan and Organise Activities</th>
<th>Work with Others and in Teams</th>
<th>Use Mathematical Ideas and Techniques</th>
<th>Solve Problems</th>
<th>Use Technology</th>
<th>Cultural Understandings</th>
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**Related learning for the HSC**
Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include:
- All industry curriculum frameworks

**Resources that may be used for in training and assessment for this unit**
- Non-endorsed materials for ICAITU004B
- National Information Technology Module ITL303 – Workplace health and safety
- Enterprise/industry employment documents
- Occupational Health and safety legislation and related documents
- Materials developed by Registered Training Organisations
- Various commercially produced materials including textbooks and computer tutorials
<table>
<thead>
<tr>
<th>Element of Competency</th>
<th>Performance Criteria</th>
<th>Underpinning Skills and Knowledge</th>
<th>Evidence Requirements</th>
<th>HSC Requirements</th>
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<tr>
<td>1. Determine Occupational Health and Safety (OH&amp;S) issues relating to immediate work environment</td>
<td>1. Occupational Health and Safety supervisor is determined&lt;br&gt;2. Occupational Health and Safety issues in the immediate workplace are assessed and action to rectify the problem is taken or reported to supervisor&lt;br&gt;3. Workplace and OH&amp;S procedures are followed to ensure safe working environment</td>
<td>• General OH&amp;S principles, responsibilities and legislation&lt;br&gt;• General ergonomic principles to avoid back, wrist and eye strain&lt;br&gt;• Procedures and exercises for avoiding strain and injury&lt;br&gt;• Current business practices in relation to preparing reports</td>
<td>Critical aspects of assessment&lt;br&gt;Assessment must confirm the ability to comply with Occupational Health and Safety requirements relating to the use of computing equipment through the practical demonstration of the identification of unsafe practices and taking action to correct them.</td>
<td>Key Terms and Concepts&lt;br&gt;• Occupational Health and Safety principles and regulations&lt;br&gt;• Repetitive strain injury, carpal tunnel syndrome, eye strain and other conditions associated with prolonged activity at a computer workstation&lt;br&gt;• Electrical hazards associated with computers and other office equipment&lt;br&gt;• Accident/incident reporting procedures&lt;br&gt;• Ergonomics</td>
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### 2. Document and disseminate Occupational Health & Safety requirements

1. Information relating to Occupational Health and Safety regulations and requirements are obtained.
   - OH&S regulations impacting upon the Information Technology client area are determined and documented.
2. OH&S regulations are determined and documented.
3. Documents are submitted to supervisor for verification.
4. Occupational Health and Safety documents are provided to all work stations.
5. Occupational Health and Safety documents relating to IT are updated and re-issued as required.

### 3. Provide basic ergonomic advice

1. Ergonomic requirements of clients are assessed.
2. Advice is provided to clients based on vendor requirements, workplace policies and the latest OH&S information.
3. Advice is documented and passed on to client and supervisor.

### Interdependent units of assessment

The interdependence of units of competency for assessment will vary with the particular project or scenario. This unit has importance to a range of IT services and should therefore be assessed in a holistic manner with the technical/support units.

### Learning experiences for the HSC must include:

- Broad knowledge of OHS requirements in relation to work safety, environmental factors and ergonomic considerations.
- Reading and writing are at a level where basic workplace documents are understood and presented.
- Questioning and active listening is employed to confirm information.
- Plain English literacy and communication skills in relation to dealing with clients and team members.
- Problem solving skills for a defined range of predictable problems.

### Resources

Competency is to be assessed through practical demonstration of Occupational Health and Safety as relevant to the work environment. Peers and supervisors for obtaining information on the extent and quality of the contribution made.

### Consistency

Competency in this unit needs to be assessed using formative assessment to ensure consistency of performance in a range of contexts.

### Context

Work is carried out under direct supervision. An individual demonstrating these competencies would be able to:
- demonstrate knowledge by recall in a narrow range of areas.
- demonstrate basic practical skills, such as the use of relevant tools.
- perform a sequence of routine tasks given clear direction, and
- receive and pass on messages/information.

This competency can be assessed in the workplace or in a simulated environment.
<table>
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<tr>
<th>Variable</th>
<th>Scope</th>
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<tbody>
<tr>
<td>Organisational</td>
<td>Variables may include, but are not limited to: Occupational Health and Safety legislation; organisation safety procedures; work stations and work environment procedures; presence and impact of OH&amp;S manager.</td>
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<td>Advice on ergonomics</td>
<td>Includes: Occupational Health and Safety procedures; using Visual Display Units (VDUs); advice on footrests, armrests, chairs and cleaning VDUs.</td>
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<td>Literacy skills</td>
<td>In relation to work place documentation may vary</td>
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<tr>
<td>OH&amp;S standards</td>
<td>As per company, statutory and vendor requirements. Ergonomic and environmental factors must be considered during the demonstration of this competency.</td>
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<td>Organisational standards</td>
<td>May be based upon formal, well documented methodologies or non-existent. For training delivery purposes, best practice examples from industry will be used.</td>
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<td>Quality process</td>
<td>Some organisations may be quality certified and have well document standards for addressing quality while others will not.</td>
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