FPICOR2005A  
Follow OH&S policies and procedures

Unit Descriptor
This unit specifies the outcomes required to work safely on a site adhering to defined OH&S policies and procedures to ensure own safety and that of others. The unit includes emergency procedures and basic risk assessment.

Pre-requisite Unit(s)

Application of the Unit

Competency Field
Forest and Forest Products

Sector
Core

ELEMENT  
PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1  Follow safe work practices

1.1 Applicable OH&S, legislative and organisational requirements relevant to working safely and healthily are verified and complied with

1.2 Tasks are performed in a safe manner and in accordance with legislative requirements, enterprise policies and procedures

1.3 Organisation of duties, equipment and materials are performed in accordance with enterprise procedures

1.4 Personal protective equipment and clothing is worn, used and stored according to enterprise procedures

1.5 Plant and equipment guards are used in accordance with manufacturers specifications and regulations

1.6 Safety signs and symbols are identified and followed

1.7 Communication with others is established and maintained in accordance with OH&S requirements

1.8 Safety induction to workplace is recorded in accordance with enterprise policies and procedures

2  Assess risks

2.1 Hazards in the work area are detected, assessed and reported to designated personnel

2.2 OH&S issues and risks in the work area are located, assessed and reported to appropriate personnel

2.3 Safe workplace procedures and safe work instructions are followed for controlling risks
2.4 OH&S, hazard, accident or incident reports are completed according to workplace procedures and State or Territory legislation

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 practiced and carried out in the event of an emergency

3.4 OH&S, emergency and evacuation procedures are recorded and reported in accordance with workplace procedures

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills include:

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for working safely and healthily
- Use and maintain personal protective equipment and clothing
- Identify problems and equipment faults and demonstrate appropriate response procedures
- Use appropriate communication and interpersonal techniques with colleagues and others
- Accurately record and maintain information relating to OH&S policies and procedures
- Efficiently follow OH&S policies and procedures

Required knowledge and understanding include:

- State/Territory OH&S legislation, regulations, standards and codes of practice relevant to the full range of processes for working safely and healthily
- Organisational and site standards, requirements, policies and procedures for working safely and healthily
- Environmental protection requirements relating to the disposal of waste material
- Established communication channels and protocols
- Problem identification and resolution
- Types of equipment and procedures for their use,
operation and maintenance

- Hazard identification
- Assessment of risks
- Emergency procedures
- Procedures for the recording, reporting and maintenance of workplace records and information

**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>How are ideas and information communicated within this competency?</td>
<td>Ideas and information, verbal and written, are communicated in simple English to confirm work requirements, convey information and requests to colleagues, and report and record outcomes for working safely and healthily</td>
<td>1</td>
</tr>
<tr>
<td>How can information be collected, analysed and organised?</td>
<td>Collect, organise, interpret and understand information required to undertake work safely and healthily</td>
<td>1</td>
</tr>
<tr>
<td>How are activities planned and organised?</td>
<td>Organise and conduct work task activities in the correct sequence for working safely and healthily to be completed within the designated timeframes</td>
<td>1</td>
</tr>
<tr>
<td>How is team work used within this competency?</td>
<td>Effective communication and interpersonal techniques are used with colleagues and others to maximise confidence, satisfaction and productivity during the process of working safely and healthily</td>
<td>1</td>
</tr>
<tr>
<td>How are mathematical ideas and techniques used?</td>
<td>Mathematical ideas and techniques are used to calculate time to complete tasks and to estimate equipment requirements</td>
<td>1</td>
</tr>
<tr>
<td>How are problem solving</td>
<td>Establish effective processes for working safely and healthily which anticipate</td>
<td>1</td>
</tr>
</tbody>
</table>
skills applied? | likely problems to avoid risks and hazards |
---|---|
How is use of technology applied? | Select and use personal protective equipment and clothing to work safely and healthily in the forestry industry | 1

**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. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

**OH&S requirements**
- are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, first aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying, safe forest practices, and 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 but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OH&S, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care, and heritage and traditional land owners issues

**Organisational requirements**
- may include but not be limited to 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, OH&S, emergency and evacuation, 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)

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

**Personal protective equipment and**
- may include but not be limited to that prescribed under
FPICOR2005A Follow OH&S policies and procedures

clothing

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 OH&S legislation

Safety signs and symbols

• may include but not be limited to hazard identification, site safety, directional, traffic and warning signs and symbols

Workplace

• may include forest site, manufacturing plant, retail outlet

Hazards

• may include but not be limited to 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

Appropriate personnel

• may include but not be limited to safety officers, supervisors, suppliers, clients, colleagues and managers

Records and reports

• may include but not be limited to OH&S policies and procedures, quality outcomes, hazards, incidents or equipment malfunctions

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 standard must be able to provide evidence that they can work safely and healthily according to organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit

• Compliance with OH&S, environmental, and organisational/site policies and procedures, and State/Territory legislation applicable to following OH&S policies and procedures
• Communicate effectively and work safely with others in the work area
• Efficiently conduct healthy working conditions

Context of, and specific resources for assessment

• The application of 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 working safely and healthily
  - specifications and work instructions

**Method of assessment**

- Assessment must satisfy the endorsed assessment guidelines of the Forest and Forest Products Industry 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, including those listed above