



**CATAPULT**

# TLIF1001

Follow work health and safety procedures

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIF1001.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/TLIF1001/>**

# Trainer/assessor guide

## TLIF1001

### Follow work health and safety procedures

#### Welcome to this unit of study

This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out work activities in compliance with the relevant WHS/OHS regulations and procedures.

It includes following workplace procedures for hazard identification and risk control, contributing to WHS/OHS management arrangements and completing WHS/OHS records.

Work is performed under some supervision generally within a team environment. It involves applying established WHS/OHS and hazard minimisation principles and procedures to conduct workplace activities.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Follow workplace procedures for hazard identification and risk control .....	5
Accident, fire and emergency procedures.....	5
Controlling risks .....	10
Identifying hazards .....	14
Safety regulations and workplace practices.....	19
Confined spaces.....	24
Personal protection equipment.....	27
Emergency and contingency plans.....	28
Check your understanding .....	31
Topic 2: Contribute to arrangements for managing work health and safety .....	33
Raising issues .....	33
Contributing to health and safety.....	37
Check your understanding .....	41
Topic 3: Complete work health and safety records .....	43
Health and safety records .....	43
Check your understanding .....	47
<b>Assessment workbook.....</b>	<b>49</b>
Unit information.....	51
What is competency-based assessment?.....	52
How will my competency be assessed?.....	53
Assessment agreement.....	54
Foundation skills checklist.....	55
<b>Skills recognition.....</b>	<b>56</b>
Topic 1: Follow workplace procedures for hazard identification and risk control .....	57
Topic 2: Contribute to arrangements for managing work health and safety .....	58
Topic 3: Complete work health and safety records .....	59
<b>Knowledge questions .....</b>	<b>60</b>
Topic 1: Follow workplace procedures for hazard identification and risk control .....	61
Topic 2: Contribute to arrangements for managing work health and safety .....	73
Topic 3: Complete work health and safety records .....	81
Topic 4: Specific knowledge evidence .....	84
<b>Performance tasks.....</b>	<b>93</b>
Third party evidence collection agreement .....	94
Topic 1: Follow workplace procedures for hazard identification and risk control .....	95
Topic 2: Contribute to arrangements for managing work health and safety .....	98
Topic 3: Complete work health and safety records .....	99
<b>Completion record.....</b>	<b>100</b>
<b>Unit mapping and assessment checklist .....</b>	<b>101</b>
<b>Trainer/ assessor user instructions.....</b>	<b>104</b>



# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Follow workplace procedures for hazard identification and risk control
- » Contribute to arrangements for managing work health and safety
- » Complete work health and safety records

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---