CATAPULT

TLIF4014

Develop and maintain a safe workplace

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 TLIF4014.

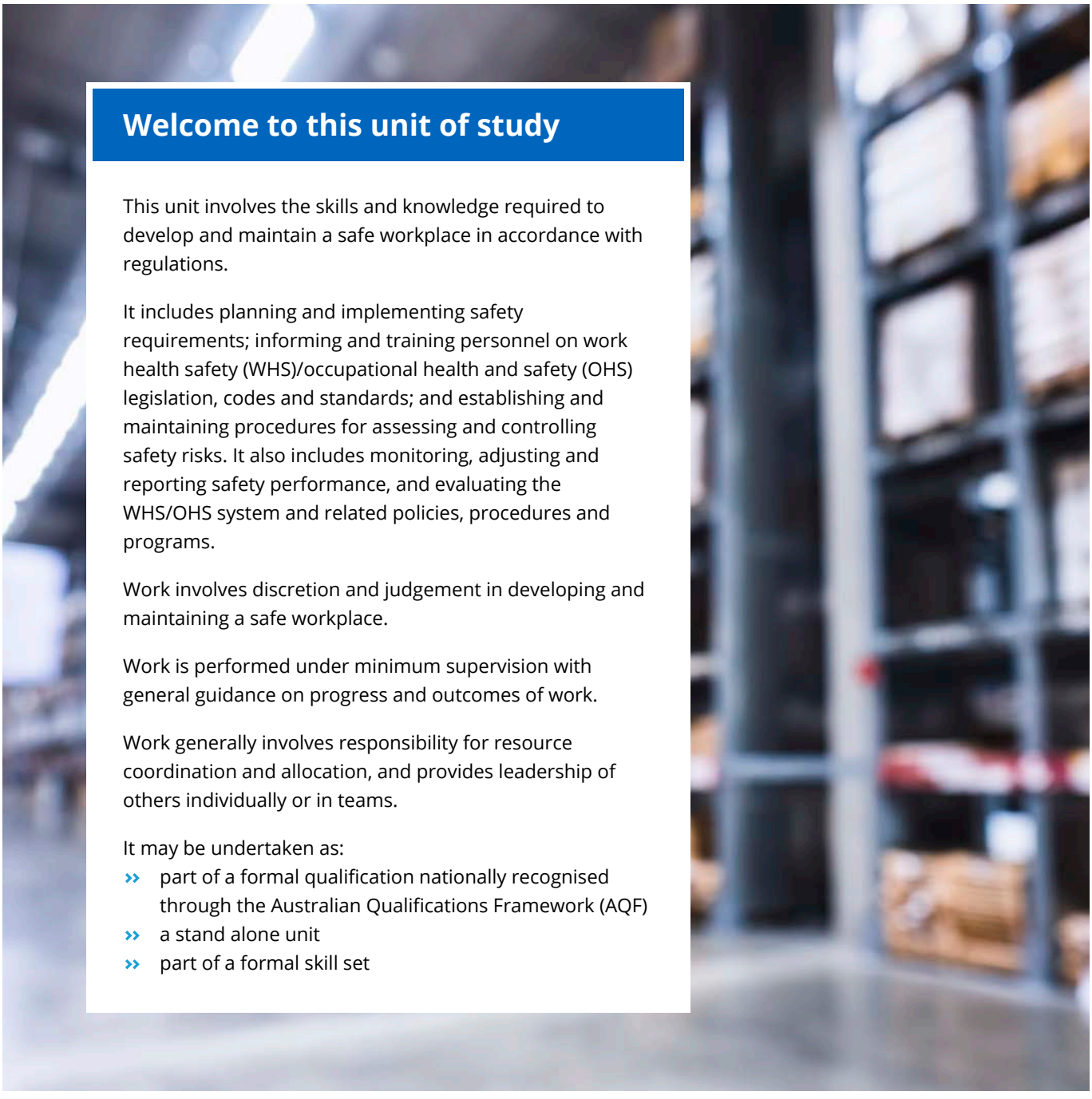
For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/TLIF4014/

© Catapult Smallprint Pty Ltd

Trainer/assessor guide

TLIF4014
Develop and maintain a safe workplace



Welcome to this unit of study

This unit involves the skills and knowledge required to develop and maintain a safe workplace in accordance with regulations.

It includes planning and implementing safety requirements; informing and training personnel on work health safety (WHS)/occupational health and safety (OHS) legislation, codes and standards; and establishing and maintaining procedures for assessing and controlling safety risks. It also includes monitoring, adjusting and reporting safety performance, and evaluating the WHS/OHS system and related policies, procedures and programs.

Work involves discretion and judgement in developing and maintaining a safe workplace.

Work is performed under minimum supervision with general guidance on progress and outcomes of work.

Work generally involves responsibility for resource coordination and allocation, and provides leadership of others individually or in teams.

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

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

Contents

About this trainer/assessor guide **6**

Learning resource **7**

Topic 1: Plan and implement safety requirements 7

Health and safety risk assessments 7

Policy and procedures 12

Work practices 18

Safe operating procedures 22

Work practices 32

Induction and supervision 41

Purchasing policy 44

Check your understanding 47

Topic 2: Inform and train personnel on WHS/OHS legislation, codes and standards 49

Informing individuals/teams 49

Understanding information 51

Health and safety training programs 53

Individuals/teams responsiblities 55

Implications of an unsafe workplace 57

Check your understanding 59

Topic 3: Establish and maintain procedures for assessing and controlling safety risks 61

Safety risks 61

Monitoring procedures 70

Risk assessment 74

Control measures 89

Monitoring activities 92

Risk control 96

Check your understanding 99

Topic 4: Monitor, adjust and report safety performance 101

Hazards 101

Controls 103

Waste 106

Recommendations for improvements 111

Improvements and alterations 115

Systems, records and reporting procedures 120

Check your understanding 123

Topic 5: Evaluate WHS/OHS system and related policies, procedures and programs 125

Effectiveness of health and safety system 125

Improvements to health and safety system 127

Inadequacies in risk control measures 130

Check your understanding 133

© smallprint V5 Jun 2019

Topic 6: Investigate and report non-conformance 135
Conformance with legislation 135
Non-conformance 137
Supporting colleagues 141
Implementing change 143
Check your understanding 147
Topic 7: Establish and maintain a WHS/OHS records system 149
Record requirements 149
Records systems 153
Training 155
Changes to records systems 161
Records and reports 167
Check your understanding 171
References 173

Assessment workbook 175
Unit information 177
What is competency-based assessment? 178
How will my competency be assessed? 179
Assessment agreement 180
Foundation skills checklist 181

Skills recognition 182
Topic 1: Plan and implement safety requirements 183
Topic 2: Inform and train personnel on WHS/OHS legislation, codes and standards 184
Topic 3: Establish and maintain procedures for assessing and controlling safety risks 185
Topic 4: Monitor, adjust and report safety performance 186
Topic 5: Evaluate WHS/OHS system and related policies, procedures and programs 187
Topic 6: Investigate and report non-conformance 188
Topic 7: Establish and maintain a WHS/OHS records system 189

Knowledge questions 190
Topic 1: Plan and implement safety requirements 191
Topic 2: Inform and train personnel on WHS/OHS legislation, codes and standards 198
Topic 3: Establish and maintain procedures for assessing and controlling safety risks 204
Topic 4: Monitor, adjust and report safety performance 213
Topic 5: Evaluate WHS/OHS system and related policies, procedures and programs 220
Topic 6: Investigate and report non-conformance 225
Topic 7: Establish and maintain a WHS/OHS records system 229

Performance tasks **235**
Third party evidence collection agreement 236
Topic 1: Plan and implement safety requirements 237
Topic 2: Inform and train personnel on WHS/OHS legislation, codes and standards 239
Topic 3: Establish and maintain procedures for assessing and controlling safety risks 240
Topic 4: Monitor, adjust and report safety performance 242
Topic 5: Evaluate WHS/OHS system and related policies, procedures and programs 244
Topic 6: Investigate and report non-conformance 245
Topic 7: Establish and maintain a WHS/OHS records system 246
Completion record **247**
Unit mapping and assessment checklist **248**
Trainer/ assessor user instructions **255**

© smallprint V5 Jun 2019

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Plan and implement safety requirements
- Inform and train personnel on WHS/OHS legislation, codes and standards
- Establish and maintain procedures for assessing and controlling safety risks
- Monitor, adjust and report safety performance
- Evaluate WHS/OHS system and related policies, procedures and programs
- Investigate and report non-conformance
- Establish and maintain a WHS/OHS records system

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.

© smallprint V5 Jun 2019