Australian Government

TLIF4014 Develop and maintain a safe workplace

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and implement safety	1.1 Health and safety risk assessments are made as part of

requirements		production planning exercises
	1.2	Policy and procedures are developed to implement requirements for a safe workplace
	1.3	Work practices are planned with colleagues to ensure compliance with workplace and environmental legislation and standards
	1.4	Safe operating procedures are documented and communicated
	1.5	Work practices are implemented in accordance with requirements specified in legislation and standards for safe workplaces and environments
	1.6	Effective induction and supervision is provided to support colleagues in managing their organisational responsibilities
	1.7	Purchasing policy for providing goods and services is informed by WHS/OHS considerations
2 Inform and train personnel on WHS/OHS legislation, codes and standards	2.1	Legislation, standards and organisational policies and practices relevant to creating and maintaining a safe workplace and environment are made available to individuals/teams
	2.2	Arrangements are made to provide information in a language, style and format that is understood by colleagues
	2.3	WHS/OHS training program is developed and implemented to identify and fulfil employee WHS/OHS training needs as part of the organisational general training program
	2.4	Individuals/teams are informed of their legal responsibility for maintaining a safe workplace and environment
	2.5	Implications of an unsafe workplace and environment are made clear to all within the workplace
3 Establish and maintain procedures for assessing and controlling safety risks	3.1	Safety risks presented by identified hazards are correctly assessed in accordance with WHS/OHS legislation and codes of practice
	3.2	Activities are monitored to ensure procedure is adopted

effectively throughout area of managerial responsibility

3.3 Risk assessment is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure risk is not increased

3.4 Measures to control assessed safety risks are developed and implemented in accordance with the hierarchy of controls, relevant WHS/OHS legislation, codes of practice and trends identified from the WHS/OHS records system

3.5 Activities are monitored to ensure risk control procedure is adopted effectively throughout area of managerial responsibility

3.6 Risk control is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure adequate risk control measures are included

4 Monitor, adjust and report safety performance

4.1 Hazards are identified, assessed and prioritised for action

4.2 Controls are selected to minimise risks to health and safety

4.3 Waste recycling, reduction and disposal is carried out within legislative and organisational requirements

4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated persons/groups

4.5 Individuals/teams are informed of improvements and alterations to WHS/OHS procedures in the workplace

4.6 Systems, records and reporting procedures are maintained according to legislative requirements

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

5.1 Effectiveness of WHS/OHS system and related policies, procedures and programs is assessed in accordance with workplace WHS/OHS aims

5.2 Improvements to WHS/OHS system are developed and implemented to ensure more effective achievement workplace WHS/OHS aims and organisational policies and objectives

	5.3	Inadequacies in existing risk control measures are identified in accordance with the hierarchy of controls, and resources enabling implementation of new control measures are sought and/or provided in accordance with appropriate procedures
6 Investigate and report non-conformance	6.1	Conformance with WHS/OHS legislation and codes of practice is assessed to ensure that as a minimum, legal WHS/OHS standards are maintained
	6.2	Non-conformance is investigated and dealt with in accordance with legislative requirements
	6.3	Colleagues are supported to acquire and apply competencies to meet legislative requirements and associated standards
	6.4	Changes to operations and practices are implemented to ensure non-conformance is not repeated
7 Establish and maintain a WHS/OHS records system	7.1	WHS/OHS record requirements are confirmed to identify patterns of occupational injury and disease within area of managerial responsibility
	7.2	WHS/OHS records system is set up to meet WHS/OHS record requirements
	7.3	Employees are trained in the use of the WHS/OHS records system
	7.4	Changes are made to the WHS/OHS records system to ensure effective achievement of workplace WHS/OHS aims
	7.3	WHS/OHS records are used as the basis for developing and submitting relevant workplace WHS/OHS reports to management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4014A Develop and maintain a safe workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

| Australian Industry Standards