

Course outline: 111 WH&S E101A
UEENEEE101A - Occupational Health and Safety regulations, codes and practices in the workplace

Qualification:	Certificate III in Electrotechnology Electrician - UEE30811
Applicable to:	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
Unit of competency:	Accessible from: http://training.gov.au/Training/Details/UEENEEE101A
Related policies:	<p>Policy & Procedure 1 – Enrolment Policy</p> <p>Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning</p> <p>Policy & Procedure 3 – Learner Support</p> <p>Policy & Procedure 4 – Assessment</p> <p>Policy & Procedure 5 – Academic Misconduct</p> <p>Policy & Procedure 6 – Alcohol & Other Drugs</p> <p>Policy & Procedure 7 – Access, Equity & Diversity</p> <p>Policy & Procedure 8 – Vulnerable People</p> <p>Policy & Procedure 9 – Work, Health & Safety</p> <p>Policy & Procedure 10 – Incident, Injury & Rehabilitation</p> <p>Policy & Procedure 11 – Competency, & Qualification Assessment Decisions</p> <p>Policy & Procedure 12 – Complaints & Appeals</p> <p>Policy & Procedure 13 – Privacy</p> <p>Policy & Procedure 14 – Fees</p> <p>Policy & Procedure 15 – Industry & Employer Engagement</p> <p>Policy & Procedure 16 – Trainers & Assessors</p> <p>Policy & Procedure 17 – Administration & Other Staff</p> <p>Policy & Procedure 18 – Quality Assurance</p> <p>Policy & Procedure 19 – Business & Financial Risk Management</p> <p>Policy & Procedure 20 – Changes to Qualifications or Business</p> <p>Policy & Procedure 21 – Conflict of Interest</p> <p>Policy & Procedure 22 – Records Management</p> <p>Policy & Procedure 23 – Marketing & Advertising</p>
Monitor and review:	Policy & Procedure 18 – Quality Assurance
Responsibility:	Ben Murphy – as Proprietor
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1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

2. Session summary

Day 1	
Required Skills and Knowledge	<p>T1 The basic legal requirements covering occupational health and safety in the workplace encompassing:</p> <ul style="list-style-type: none"> • underlying principles of OH&S • general aims and objectives of the relevant state or territory legislation relating to OH&S. • employer and employee responsibilities, rights and obligations. • major functions of safety committees and representatives. • powers given to Occupational Health and Safety Inspectors • housekeeping and potential hazards in relation to improper housekeeping • selecting appropriate personal protective equipment (PPE) given hazardous situations <p>T2 The work environment encompassing:</p> <ul style="list-style-type: none"> • typical hazards associated with a range of work environments • procedures used to control the risks associated with these hazards • principles of risk assessment / management and state the purpose of each. • hierarchy of OH&S hazard control measures. • required documentation for risk assessment. • commonly used workplace safety signs. • workplace emergencies that pose a threat to health and safety and suitable procedure for an emergency workplace evacuation. • appropriate fire extinguisher for a given type of fire. • requirements for the location, mounting and maintenance of portable fire extinguishers. • basic process of fighting a fire. • Importance of safe premises, buildings and security in an industrial setting and the consequences of non- compliance. • standard work procedure. <p>T3 Manual Handling encompassing:</p> <ul style="list-style-type: none"> • typical manual handling injuries and the effect they can have on lifestyle

	<ul style="list-style-type: none"> • situations that may cause manual handling injuries • correct procedures for lifting and carrying to prevent manual handling injuries
T4	<p>Chemicals in the workplace encompassing:</p> <ul style="list-style-type: none"> • hazardous substances and dangerous goods. • classification of chemicals as hazardous substances and/or dangerous goods • requirements for labelling of chemicals in the workplace • safe storage procedures for chemicals • purpose and interpretation of material safety data sheet (MSDS)
T5	<p>Working at heights encompassing:</p> <ul style="list-style-type: none"> • dangers associated with working on ladders and scaffolds • identification of work area as a height risk and use appropriate safety equipment to prevent a fall • selecting an appropriate ladder for a given situation and perform a safety check before use • precautions that should be taken when ascending and working off a ladder • precautions that should be taken when working on and around a scaffold and elevated platforms.
T6	<p>Confined spaces encompassing:</p> <ul style="list-style-type: none"> • hazards associated with working in a confined space • identifying workplace situations that could be classified as a confined space • control measures for working in a designated confined space
T7	<p>Physical and psychological hazards encompassing:</p> <ul style="list-style-type: none"> • short and long term effects of excessive noise and techniques to avoid damage to hearing due to excessive noise • effects of vibration on the human body and work practices to protect against vibration • effects of thermal stress on the human body and work practices to protect against thermal stress • effects of ultraviolet (UV) radiation on the human body and work practices to protect against UV radiation. • dangers associated with laser operated equipment and tools and suitable protective measures to overcome the danger. • occupational overuse syndrome, how it occurs and means to overcome it • factors that cause stress in the workplace, symptoms of a person suffering from stress and personal stress management techniques • detrimental effects and dangers of drug and alcohol use in the workplace
T8	<p>Working safely with electricity encompassing:</p> <ul style="list-style-type: none"> • effects of electric shock on the human body • common causes of electrical accidents • precautions that can minimise the chance of electric shock (earthing, extra low voltage, fuses, circuit breakers and residual current devices – RCDs) • protection offered by a residual current device (RCD) • need for ensuring the (safe) isolation of an electrical supply • appropriate method of removing an electric shock victim from a live electrical situation
T9	<p>Life support - CPR in the workplace encompassing:</p> <ul style="list-style-type: none"> • First Aid. • responsibilities of the First Aider. • priorities of first aid management for any accident or injury. • procedures required at an accident scene. • legal and ethical issues, which may impact on the management of care. • 'Duty of Care'.

	<ul style="list-style-type: none"> • examination of a casualty for injuries. • effect of cardio pulmonary arrest on the body. • Managing simulated conditions of: airway obstruction; respiratory arrest and cardio pulmonary arrest, • single and two-person cardio pulmonary resuscitation (CPR). • signs and symptoms of an altered level of consciousness • management of simulation of a casualty with an altered level of consciousness. • signs and symptoms of shock. • management of simulation of a casualty in shock
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3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element		Performance Criteria	Work Performance
1: Prepare to enter a work area.	1.1	Work area access permits are obtained from appropriate personnel according to established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.2	Safe work methods for controlling risk obtained, read and understood prior to undertaking a work activity.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.3	Preparations for electrical and non-electrical isolation are carried out to prevent creation of hazards from loss of machine/system/process control according to established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.4	Tools and equipment needed for the work are checked for safety and correct functionality according to established procedures and regulatory requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2: Apply safe working practices.	2.1	Safe work methods for controlling risk are followed accurately.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Workplace procedures for dealing with accidents, fires and emergencies are followed according to work procedures and scope of responsibility and competencies.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
3: Follow workplace procedures for hazard identification and risk control.	3.1	Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.2	Hazards in the work area are recognised and reported to appropriate personnel according to established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.3	OHS records of incidents are completed in accordance with regulatory requirements and established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.4	Workplace instructions and training are followed accurately within established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 1	70%
Practical assessment 1	Day 1	100%
Practical assessment 2	Day 1	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added extra practical assessment Added Elements and Performance Criteria