

Accreditation : This Module is a Nationally Accredited Program

Course Title : **ICTCC100A – FOLLOW OCUPATIONAL HEALTH & SAFETY POLICY & PROCEDURE**

What is this course all about?

This unit applies to occupational health and safety competencies for employees with or without supervisory responsibility. This includes school-based workers, entry-level workers, trainees and apprentices. This competency complements, and is applicable in combination with, other industry or enterprise-specific competencies.

When you have finished this course you should be able to demonstrate your ability to:

- ❑ Ensure hazards in the work area are recognised and reported to designated personnel according to workplace procedures.
- ❑ Ensure workplace procedures and work instructions for controlling risks are followed accurately.
- ❑ Ensure workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities and competencies.
- ❑ Ensure health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation.
- ❑ Contribute to participative arrangements for occupational health and safety management in the workplace within organisational procedures and scope of responsibilities and competencies.

Some examples of individuals that will benefit from these courses are: -

- ❑ Supervisors
- ❑ Managers
- ❑ Team leaders
- ❑ Management occupational health and safety personnel
- ❑ Key Staff

Some examples of other persons authorize or nominated by the enterprise or industry to: -

- ❑ Perform specified work
- ❑ Approve specified work
- ❑ Inspect specified work
- ❑ Direct specified work.

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Rights and responsibilities of the workplace parties under occupational health and safety Acts, regulations and codes of practice.
- ❑ The ways in which occupational health and safety is managed in the workplace, and activities required under occupational health and safety legislation, for example:
 - ❑ Policies;
 - ❑ Procedures;
 - ❑ Plant and equipment maintenance;
 - ❑ Hazard identification;
 - ❑ Risk assessment and control;
 - ❑ Occupational health and safety instruction;
 - ❑ Training and provision of occupational health and safety information. ;
 - ❑ Hazards that exist in the workplace. ;
 - ❑ The preferred order of ways to control risks (known as the hierarchy of control).
 - ❑ Workplace occupational health and safety procedures relevant to the work being undertaken, including procedures for:
 - ❑ Recognising and reporting on hazards, for example, work area inspections;
 - ❑ Work operations to control risks, for example, permit to work systems and isolation procedures;
 - ❑ Responding to accidents, fires and emergencies;
 - ❑ Raising occupational health and safety issues;
 - ❑ Employee participation in occupational health and safety management, for example, consultative or occupational health and safety committees and joint employer/employee inspections;
 - ❑ The meaning of occupational health and safety symbols found on signs and labels in the workplace;
 - ❑ Designated personnel responsible for occupational health and safety.

You will have better skills & knowledge and familiarise yourself more in the following areas

Workplace procedures

- ❑ Specific hazards;
- ❑ Emergency response;
- ❑ Consultation and participation;
- ❑ Occupational health and safety issue resolution;
- ❑ Identifying hazards, for example, inspections;
- ❑ Assessing risks;
- ❑ Controlling risks;
- ❑ Use of personal protective equipment;
- ❑ Reporting occupational health and safety issues.

Occupational health and safety legislation

- ❑ State/Territory/Commonwealth occupational health and safety Acts, regulations and codes of practice, including regulations and codes of practice relating to hazards present in the workplace or industry;
- ❑ General duty of care under occupational health and safety legislation and common law;
- ❑ Provisions relating to roles and responsibilities of health and safety representatives and/or occupational health and safety committees;
- ❑ Provisions relating to occupational health and safety issue resolution.

Hazard identification and risk control

- ❑ Checking equipment or the work area before work commences and during work;
- ❑ Workplace inspections;
- ❑ Housekeeping.

Participative arrangements

- ❑ Formal and informal meetings which include occupational health and safety;
- ❑ Occupational health and safety committees;
- ❑ Other committees, for example, consultative, planning and purchasing;
- ❑ Health and safety representatives;
- ❑ Suggestions, requests, reports and concerns put forward by employees to management.

What Recognition will you achieve?

Where demonstrated competencies has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II to IV level.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on www.matrixtraininggroup.com/downloads.php in order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.