



REGISTERED NATIONAL STANDARD

UNIT OF COMPETENCY

Title:	Apply basic workplace health and safety procedures for SE		
TQF Level:	1	Credits:	3
		Version:	1 ¹
National standard code:	NS040-01		
Associated qualification (and code):	National Certificate in Sustainable Energy Level 1 (QR-01-NQ-018-01-0504-20-01)		
Approval date:	30 Nov 2020	Review date:	30 Nov 2025
Purpose:	<p>This unit standard is for persons who work, or intend to work, in the energy/sustainable energy sector. It encompasses responsibilities for health, safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work. Persons credited with this unit standard are able demonstrate skills and knowledge required to support the organisations workplace health and safety (WHS) principles and practice. Persons credited with this unit standard are able to:</p> <ol style="list-style-type: none"> 1. Apply safe work practices in a range of contexts and work locations. 2. Determine relevant local Pacific Island Country and/or regional legislation and contribute to workplace actions to ensure compliance with legislation, codes and standards. 3. Explain the specified workplace requirements pertaining to hazard identification and risk assessment. 4. Contribute to identifying WHS hazards and assess risks. 5. Follow workplace emergency procedures. 		

¹ This standard is the national (Tonga) version of a regional (Pacific) unit standard with the same title as above but with unit code CG1002 (Version 1) which is a generic skills component of the registered regional qualification *Regional Certificate 1 in Sustainable Energy (SE)*.

Learning Outcome 1 (LO1)	Follow workplace procedures for hazard identification and risk control
Performance standards	<p>1.1 Identify and report hazards or WHS issues through active participation in the consultation process with employer, other employees and community members</p> <p>1.2 Hazards in the work area/community location are recognized and reported to appropriate personnel according to established procedures and community protocols</p> <p>1.3 WHS records of incidents are completed in accordance with regulatory requirements and established procedures</p> <p>1.4 Workplace instructions and training are followed accurately with established procedures</p>
Learning Outcome 2 (LO2)	Apply safe work practices
Performance Standards	<p>2.1 Safe work methods for controlling risk are followed accurately</p> <p>2.2 Workplace procedures for dealing with accidents, fires and emergencies are followed according to work procedures and scope of responsibility and competencies</p> <p>2.3 Interpret legislative requirements, safety documentation and signage, and apply to work tasks</p> <p>2.4 Use personal protective equipment and other measures as required to prevent injury or impairment</p> <p>2.5 Use tools, equipment and materials according to safe work practices</p>
Learning Outcome 3 (LO3)	Prepare to enter a work area
Performance standards	<p>3.1 Work area access permits are obtained from appropriate personnel according to established procedures and community protocols</p> <p>3.2 Safe work methods for controlling risk obtained, read and understood prior to undertaking a work activity</p> <p>3.3 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</p> <p>3.4 Tools and equipment needed for the work are checked for safety and correct functionality according to established procedures and</p>

	regulatory requirements
Pre-requisites	N/A
Co-requisites	N/A
Underpinning skill and knowledge	<p>The following knowledge and skill underpin this unit standard;</p> <ul style="list-style-type: none"> • Knowledge on WHS rights and responsibilities that apply to own role • Knowledge of typical health and safety roles in the workplace • Knowledge of commonly used safety signs and symbols • Knowledge of procedures for reporting hazards, risks, incidents and accidents • Knowledge of common hazards and major causes of accidents relevant to the workplace • Skills to communicate WHS issues to relevant personnel • Skills to identify and report hazards in the workplace • Skills to follow procedures for responding to incidents and emergencies • Skills in basic process of fighting a fire • Use internet, email, and mobile phones to communicate messages • Requirements for the location and maintenance of portable fire extinguishers
Suggested assessment methods	<p><u>Context of assessment:</u></p> <p>Under direct supervision, they will need to demonstrate skills and knowledge to apply safe working practices at all times.</p> <p>All activities shall be conducted in accordance with workplace procedures and local community protocols.</p> <p>To show that students have the required competence they will need to:</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge in the workplace (or in an environment that closely resembles the workplace) on: <ol style="list-style-type: none"> i. Procedures, principles, acts, rules and codes of Tonga Government relating to: <ul style="list-style-type: none"> - safety (examples tools and equipment, personal gear, ergonomics, fire and emergency); - health (example health and wellness, hygiene) environment (e.g.

- waste disposal, sanitation);
 - welfare (e.g. work life balance) in the workplace when applying in your local context
 - ii. How to identify workplace hazards, hazards to personal safety, and how to avoid them
 - iii. What to do at work when detecting an accident, fire or emergency including but not limited to:
 - physical injury
 - fire
 - cyclone
 - earthquake
 - flooding
 - tsunami
 - lightning and thunder storms
 - hazardous substance accident
 - electric shock
 - iv. The importance of safety audits
 - v. Safety procedures for isolating machinery and equipment
 - vi. Shutdown procedures for machinery and equipment
2. Apply their knowledge in the workplace, by:
- i. Working safely at all times
 - ii. Following workplace rules and instructions from colleague, tradesperson/instructor/supervisor/community authorities
 - iii. Wearing correct personal protective clothing and equipment at all times. PPE includes hand gloves, safety boots, safety helmets, safety glasses, ear masks, and dust mask
 - iv. Safely storing, carrying and disposing hazardous materials in accordance with standard specifications stipulated for physical, biological, electrical and chemical substances. This may include but not limited to: batteries, e-waste (electronic and IT products), industrial waste (biological and chemical waste), carbon emission and reduction of toxic materials and substances
 - v. Safely operating equipment and tools in accordance with standard specifications and operating procedures
 - vi. Keeping work areas clean and free of debris
 - vii. Safely handling, use, clean and store a range of tools, equipment

and resources

- viii. Using electrical safeguards with power tools and equipment
- ix. Reporting on any workplace risks to assist work personnel
- x. Executing safe use of equipment such as ladders and scaffolding, and safety harness where required
- xi. Attending safety awareness meetings
- xii. Implementing routine checks before starting work to identify and report workplace hazards which may related to:
 - equipment
 - slippery surfaces
 - machinery
 - product handling
 - electrical
 - other environmental hazards
 - chemical
 - fire
 - gas
 - fumes
 - confined spaces
 - compressed air
 - noise

Methods of assessment:

A range of assessment methods should be used to assess students' knowledge and application of skills, include but not restricted to the following:

- i. Direct observation of students performing certain tasks (such as preparation of work area, apply safe work practices, workplace communication techniques and follow workplace procedures for hazard identification and risk control)
- ii. Written or oral questions to test relevant skills and knowledge during observation
- iii. Inspection of equipment and workplace area
- iv. Checklist of compliance with workplace procedures

	<ul style="list-style-type: none"> v. Portfolios of evidence vi. Review of workplace attachment reports (e.g. Supervisor/third party reports)
Resource requirements	<ul style="list-style-type: none"> i. Text Books or printed resources for Workplace Health & Safety and Emergency Procedures at the discretion of the course/unit coordinator or trainer, ii. Computer, Internet Access iii. Safety Posters, Emergency Plan Checklist, Alarms, First Aid kits, Fire Extinguisher, Wooden Clipboards for routine inspection, ladder (wooden or fiberglass), safety harness, etc. iv. PPE (protective clothing, safety boots, safety helmets, safety glasses, dust masks, ear masks, safety gloves and other equipment designed to protect body from injury) v. Safety and Rescue equipment for first-aid, fire protection, natural disasters, evacuation, and chemical safety
Moderation arrangements	<p>Provider Institutions are responsible for moderation arrangements to ensure consistency in assessments. Moderation process must be approved by TNQAB.</p>
Requirements to complete this unit	<p>There are three (3) Learning Outcomes and thirteen (13) Performance Standards to measure competence.</p> <p>To demonstrate competence, the person studying this unit is:</p> <ol style="list-style-type: none"> 1. Required to achieve a <i>Achieved</i>² grade (Competent) to fulfil the requirements of the Unit Standard. 2. Eligible to three (3) attempts to achieve the required competency within 5 days of the first attempt. <p>Failure to achieve the required competency level after three (3) attempts of the exam or specific part of the assessment will require the person studying this Unit to re-enrol for the same Unit.</p>
Important notes and	<u>Notes:</u>

² This unit is competency-based in which there are only two possible grades: *Achieved and Not Achieved*. An 'Achieved' grade is assigned to a candidate who has met the competency requirements of the unit.

<p>definitions</p>	<ol style="list-style-type: none"> 1. All training and assessment activities must be in accordance with health and safety legislation and related regulations of Tonga. 2. Assessors must comply with the Tonga national assessment and moderation requirements. <p><u>Definitions:</u></p> <ol style="list-style-type: none"> 1. Workplace Health and Safety (WHS) is concerned with protecting the safety, health and welfare of people engaged in work practices 2. Occupational Health and Safety (OHS) is interchangeable with WHS 3. Work area includes any place where work activities are conducted inside or outside a physical building. This includes a location in a rural or remote areas, villages, communities, houses, water-based location above or below the water surface, caves, and travel to reach a work site. 4. Hazard is a danger or risk. 5. Risk is the possibility that something bad or unpleasant (such as an injury or a loss) will happen, or someone or something that may cause an unpleasant occurrence. 6. Safety is the condition of being protected from or unlikely to cause danger, risk, or injury
<p>Public comments on unit</p>	<p>Please contact TNQAB National Qualifications Unit (email EnquireNQ@tnqab.to or Telephone 28136) if you like to discuss or suggest changes to the details of this unit.</p>