

REGISTERED NATIONAL STANDARD



UNIT OF COMPETENCY

Title:	<i>Apply Occupational Health and Safety (OHS) requirements, policies and procedures¹</i>				
TQF Level:	3	Credits:	4	Version:	1
National standard code:	NS133-03				
Associated qualification (and code):	1. National Certificate in Bricklaying and Blocklaying Level 3 QR-03-NQ-028-01-1005-26-01 2. National Certificate in Wall and Floor Tiling Level 3 QR-03-NQ-028-03-1005-26-01				
Approval date:	10 September 2026		Review date:	10 September 2031	
Purpose:	This unit describes the skills and knowledge required to apply occupational health and safety (OHS) requirements, policies and procedures in any on-site or off-site construction environment. It focuses on performing work safety through awareness of risks, understanding work requirements and implementing safe work practices for personal and other’s safety. The unit ensures that workers entering or operating in the construction industry meet fundamental OHS compliance standards, including satisfying the general construction induction training requirements under Tonga National Building Code. In successfully completing this unit standard, learners are able to: • Work safely in construction environments by complying with OHS standards, workplace policies, procedures, and duty of care requirements. • Identify workplace hazards, assess associated risks, and report them to designated personnel in accordance with organisational requirements. • Participate in hazard and incident reporting processes, including contributing to safety documentation and records. • Identify, handle, use, and report hazardous materials safely, including recognising and reporting asbestos-containing materials. • Apply risk control measures to minimise hazards, including the use of appropriate signage, symbols, and safety controls. • Select, correctly use, and maintain personal protective equipment (PPE) in accordance with workplace procedures.				

¹ Due to safety issues inherent in working with electricity and combustible substances, all training and assessment activities must be in accordance with Tonga National Building Code.

	• Plan and prepare work tasks safely by selecting appropriate tools, equipment, and materials, and coordinating with others on site. • Interpret and apply workplace safety documentation, including Safety Data Sheets (SDS), Job Safety Analysis (JSA), and Safe Work Method Statements (SWMS). • Establish and maintain safe work areas using barricades, signage, and housekeeping practices. • Perform work tasks safely using plant and equipment in accordance with manufacturer instructions and safety requirements, including the use of guards. • Follow workplace procedures for reporting hazards, incidents, injuries, and unsafe practices. • Maintain a clean, organised, and environmentally compliant worksite to prevent accidents and incidents. • Recognise unsafe and prohibited practices, particularly in environments involving hazardous materials such as asbestos. • Follow emergency procedures, including responding to fires, accidents, and other workplace emergencies within own level of responsibility. • Carry out emergency evacuation procedures and use firefighting equipment appropriately. • Provide basic first aid for minor injuries and report treatment details according to workplace requirements.
Learning Outcome 1 (LO1)	Conduct risk assessment
Performance standards	1.1 Identify hazards in the work area; 1.2 Assess safety risks in the work area based on 1.1; 1.3 Report safety risks in the work area to designated personnel; 1.4 Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.
Learning Outcome 2 (LO2)	Determine hazardous materials on work sites
Performance Standards	2.1 Identify hazardous materials in accordance with workplace policies and procedures; 2.2 Handle and use hazardous materials correctly in accordance with workplace policies and procedures; 2.3 Use appropriate signs and symbols to secure hazardous materials that have safety implications for self and other workers;

	2.4 Identify asbestos-containing materials and report to designated personnel. 2.5 Apply measures for controlling risks and hazards immediately;
Learning Outcome 3 (LO3)	Organise safe work practices
Performance standards	3.1 Organise tasks with others on site in accordance with workplace procedures; 3.2 Use correct personal protective equipment (PPE) in accordance with workplace procedures; 3.3 Select tools, equipment and materials from the storage; 3.4 Erect required barricades and signage at the appropriate site location; 3.5 Apply job safety analysis (JSAs) and safe work method statements (SWMSs) relevant to the work to be performed.
Learning Outcome 4 (LO4)	Apply safe work practices
Performance standards	4.1 Carry out tasks in a safe manner in accordance with workplace policies and procedures; 4.2 Use plant and equipment guards in accordance with manufacturers' instructions and work site regulations; 4.3 Follow procedures and report incidents and injuries to relevant personnel; 4.4 Recognise and avoid using prohibited tools and equipment in areas containing identified asbestos; 4.5 Follow requirements of work site safety signs and symbols; 4.6 Maintain work site area in accordance with environmental requirements.
Learning Outcome 5 (LO5)	Follow emergency procedures
Performance standards	5.1 Identify designated personnel in the event of an emergency for communication purposes; 5.2 Follow safe workplace procedures for dealing with accidents, fire and other emergencies within scope of own responsibilities; 5.3 Carry out emergency response and evacuation procedures when required;

	5.4 Carry out emergency first aid treatment of minor injuries and report treatment details to designated personnel.
Pre-requisites	N/A
Co-requisites	N/A
Underpinning skill and knowledge	The following skills and knowledge underpin this unit standard: <u>Skills:</u> Risk Identification and Reporting - Identify, assess and report workplace hazards to designated personnel. - Report safety risks based on identified hazards. - Contribute to OHS, hazard, accident or incident reports as required. Hazard and Hazardous Material Management - Identify, handle and use hazardous materials safely following legislation and workplace procedures. - Apply immediate controls for risks and construction hazards. - Identify and report asbestos-containing materials. - Use appropriate signs and symbols to secure hazardous materials. Safe Work Planning and Preparation - Select, fit, use and store appropriate PPE. - Select tools, equipment and materials and organise tasks with other site personnel. - Determine, erect and position barricades and signage appropriately. - Read and apply Safety Data Sheets, Job Safety Environment Analysis and Safe Work Method Statements relevant to the job. Safe Work Practice - Perform construction tasks in a safe manner in compliance with legislation and workplace policies. - Use plant and equipment with required guards and in line with Australian Standards. - Follow procedures for hazard, incident and injury reporting.

	• Recognise and avoid prohibited tools in asbestos-affected areas. • Maintain a safe, clear and environmentally compliant work area. Emergency Response • Identify designated emergency personnel. • Follow procedures for responding to accidents, fires and other emergencies. • Use fire equipment within own level of responsibility. • Carry out emergency first aid for minor injuries and report details <u>Knowledge:</u> OHS and Environmental Legislation • Jurisdictional OHS and environmental legislation and regulations. • Employer and worker responsibilities under duty-of-care requirements. Workplace Processes and Requirements • Workplace procedures for identifying, reporting and managing hazards and risks. • Processes for reporting hazardous materials (including asbestos). • Procedures for safe handling and control of hazards. • Necessity of maintaining a clean worksite to prevent incidents and meet environmental requirements. Safe Work Practices • Correct use of PPE. • Appropriate selection and use of tools, barricades, signage and safety controls. • Methods for safely performing tasks in accordance with regulations and workplace procedures. Hazardous Materials • Types of hazardous materials found on construction sites, including asbestos. • Reporting procedures when encountering asbestos-containing materials. Emergency Procedures • Accident, fire and emergency response procedures.
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	• Evacuation requirements and use of firefighting equipment within scope of responsibility. • Reporting requirements following emergency first aid. Documentation and Communication • Requirements for interpreting work orders and reporting issues. • Use of OHS documentation such as Safety Data Sheets, Job Safety Environment Analysis and Safe Work Method Statements
Assessment requirements	<u>Assessment methods</u> may include more than one of the following: Direct Observation Assessment of learners while they are performing tasks in real time in a real simulated environment. • The learner performs practical tasks. • The assessor watches the learner complete these tasks against a checklist or performance standards. Assessor Requirements • Use a structured observation checklist aligned to performance standards • Observe multiple occasions to ensure consistency of competence. • Record evidence of safe work practices, correct use of equipment, etc. • Provide immediate feedback where appropriate. • Ensure conditions reflect real workplace standards. Oral Questioning Verbal questions asked to assess the learner’s understanding of knowledge and reasoning. • Conducted during or after practical tasks. • Can be structured (planned questions) or informal (follow-up probing). Assessor Requirements • Ask questions that test underpinning knowledge • Use open-ended questions • Confirm learner understanding where practical performance is not enough. • Record responses clearly (notes or checklist).

- Adjust language to suit learner literacy levels.

Written Test

A structured assessment requiring learners to provide written responses.

- Short-answer questions, multiple choice, or case scenarios.
- Typically conducted off-site or in a classroom environment.

Assessor Requirements

- Design questions that assess knowledge.
- Ensure the test is clear, aligned to unit requirements and appropriate for language, literacy, numeracy levels
- Mark responses using a marking guide or model answers.
- Provide feedback and identify gaps in knowledge.
- Ensure results reflect the learner's independent performance.

Work-Based Activity

Assessment conducted in a real workplace while the learner performs actual job tasks.

- Learners complete normal workplace duties.
- Evidence is collected over time.

Assessor Requirements

- Coordinate with workplace supervisors.
- Gather evidence such as - Observation reports, Supervisor feedback, etc.
- Verify that tasks meet unit performance standards.
- Ensure authenticity (learner's own work).
- Confirm competence across different situations and timeframes.

Assessment should use a combination of the above methods to ensure sufficient, valid, authentic, and current evidence of competence in both skills and knowledge, in line with unit requirements.

Context of Assessment:

Competency is to be assessed in the workplace or a simulated workplace environment that accurately reflects a real workplace setting.

	Assessment is to comply with relevant regulatory or relevant standards' requirements. Assessment of essential knowledge will usually be conducted in an off-site situation.
Moderation arrangements	1. Training providers must have their own moderation system approved by TNQAB before accreditation is granted: a) Relevant internal moderation processes are documented; b) Assessment is planned for each unit, and moderation processes are integrated into such plan. 2. Unless specified elsewhere, external moderation is conducted by the National Qualifications unit of TNQAB for all unit components of a national qualification: a) Samples of assessed activities are submitted for moderation; b) Moderation (external) forms are available on request.
Resource requirements	1. Power point presentations 2. Trainer's Guide 3. Learner's Guide 4. Videos. (Asbestos, equipment safety, manual handling/personal protection/hearing today gone tomorrow/safety signs & tags/eye safety/accident investigation/hazardous atmospheres, General construction site safety, ladder safety, power tools) 5. Tonga National Building Code 6. Fire- fighting Equipment 7. Ladders 8. First-Aid kit 9. Barricade mesh and all construction safety signs 10. Personal Protective Equipment (PPE) 11. Job Safety Analysis Form (JSAF) 12. Safe Work Method Statement (SWMS) 13. Material Safety Data Sheets 14. Hazard Report Form 14. Incident/Injury Report Form
Requirements to complete this unit	There are five (5) Learning outcomes and twenty-four (24) Performance Standards to measure competence.

	To demonstrate competence, the person studying this unit is: - Required to demonstrate all LOs to the expected standards; - Required to attain an Achieved Grade (Competent) to fulfil the requirements of the Unit Standard; - Eligible to three (3) attempts to achieve the required competency within 14 days of the first attempt. Failure to achieve the required competency after three (3) attempts on the specific part of the assessment will require the person studying this Unit to re-enrol for the same Unit.
Important notes and definitions	<u>Notes:</u> - All training and assessment activities must be in accordance with Tonga National Building Code. - Assessors must comply with the Tonga national assessment and moderation requirements. <u>Definitions:</u> <i>Accident</i> is an incident that results in injury, illness or property damage. <i>Asbestos-Containing Material (ACM)</i> refers to any material that contains asbestos fibres; must not be disturbed and must be reported to designated personnel. <i>Barricades</i> is a physical barrier used to restrict access to hazardous areas on a work site. <i>Correct Fit and Use of PPE</i> ensure PPE is the right type, fits properly, is used correctly and stored as per workplace procedures. <i>Designated Personnel</i> are workers assigned specific responsibilities for WHS, supervision, or emergency coordination. <i>Duty of Care</i> is the legal responsibility of workers and employers to take reasonable steps to ensure their actions do not cause harm to themselves or others. <i>Emergency Procedures</i> refers to pre-planned actions to be followed in events such as fire, accidents, spills or evacuations.

8. *Environmental Requirements* refers to safety practices that prevent environmental harm, such as correct waste disposal and spill control.
9. *Evacuation Procedures* are the steps workers must follow to safely leave a site during an emergency.
10. *First Aid (Minor Injuries)* refers to immediate treatment provided for small injuries within the limits of training and responsibility and reported promptly.
11. *Hazard and Incident Reporting* refers to the process of informing designated personnel about hazards, incidents or injuries according to workplace procedures.
12. *Hazard* refers to anything in the workplace that has the potential to cause injury, illness or damage
13. *Hazardous Materials* are substances that can cause harm to people or the environment if not handled safely, including chemicals and asbestos.
14. *Hierarchy of Control* is an order of preferred risk control methods, from most effective (elimination) to least effective (PPE).
15. *Housekeeping* refers to keeping the work site clean, orderly and free from hazards to prevent accidents.
16. *Incident* refers to an unplanned event that causes or could cause injury, illness, damage or harm.
17. *Job Safety Analysis (JSA)* refers to document that breaks a task into steps, identifies hazards for each step, and specifies control measures.
18. *Legislation and Regulations* refer to laws and rules set by government that define minimum safety requirements for construction work.
19. *Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS)* is a document providing information about a hazardous substance, including safe handling, storage and emergency measures.
20. *Near Miss* is an incident that did not result in injury or damage but had the potential to do so.

21. *Occupational Health and Safety (OHS)* refers to the system of laws, policies and procedures designed to protect the health, safety and welfare of people at work.
22. *Personal Protective Equipment (PPE)* refer to clothing and equipment worn to reduce exposure to workplace hazards, such as helmets, gloves, eye protection and high-visibility clothing.
23. *Plant and Equipment Guards* refer to safety devices fitted to machinery to prevent contact with moving or dangerous parts.
24. *Prohibited Tools and Equipment* are tools or equipment that must not be used in certain environments, particularly where asbestos is present.
25. *Reasonable adjustments* are principle of fairness for people with disabilities must be made to assessment processes where required. This could include access to modified equipment, ensuring that training materials have been made available to assist learners with disabilities, and other physical resources, and the provision of appropriate assessment support.
26. *Risk Assessment* refers to the process of identifying hazards, evaluating risks, and deciding on appropriate control measures.
27. *Risk Control Measures* are actions used to eliminate or minimise risks, such as engineering controls, safe work procedures, or PPE.
28. *Risk* refers to the likelihood and consequence of harm occurring from exposure to a hazard.
29. *Safe Work Method Statement (SWMS)* refers to a formal document required for high-risk construction work that outline task hazards, controls and responsibilities.
30. *Safe Work Practices* are approved methods of performing tasks that reduce the risk of injury or harm.
31. *Safety Signs and Symbols* is a visual warnings or instructions used to communicate hazards, mandatory actions or emergency information.

	32. <i>Work area</i> refers to the particular section where tasks are performed at the work site. 33. <i>Work site</i> refers to the specific location of a job or project. 34. <i>Work place</i> refers to the entire place where people work (Industry).
Public comments on unit	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.