

MTMMP70C Participate in OH&S risk control process

Unit descriptor	This unit covers the skills and knowledge required to participate in the reduction of OH&S risks in a meat processing plant.
Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.
Pre-requisite unit	MTMMP4C Follow safe work policies and procedures.
Application of the unit	This unit is applicable to supervisors or those with OH&S responsibilities in abattoirs, boning rooms, knackeries, game processing plants, smallgoods plants, food services operations, wholesale and retail operations.

ELEMENT

Elements describe the essential outcomes of a Unit of Competency.

PERFORMANCE CRITERIA

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1 Participate in workplace inspections	1.1	Group processes are facilitated to identify potential OH&S hazards.
	1.2	Workplace inspections are participated in to identify potential hazards as appropriate.
	1.3	Reporting obligations are fulfilled.
	1.4	Risk control processes are implemented.
2 Participate in OH&S risk control process	2.1	Risk assessment processes are participated in.
	2.2	Hazards are controlled in accordance with hierarchy of controls.
	2.3	Workplace procedures for dealing with hazardous events are initiated.
	2.4	Information is provided to relevant parties in line with action or is reported to designated personnel.
3 Monitor implementation of safe work practices	3.1	Compliance with safe work practices is demonstrated by example.

		3.2	Safe work performance by employees is monitored.
		3.3	Safe work practices are implemented in accordance with <i>regulatory requirements</i> .
4	Assist development of safe work practices	4.1	Changes to work procedures or Standard Operating Procedures (SOPs) are developed in line with outcomes of risk control processes and regulatory requirements.
		4.2	Employees are consulted in relation to the development of safe work practices.
		4.3	Employee understanding of safe work procedures on-the-job is reinforced.
5	Contribute to participative arrangements for the management of OH&S	5.1	Organisational procedures for consultation over OH&S issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute.
		5.2	Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures.
		5.3	Outcomes of consultation over OH&S issues are made known to the work group promptly.
6	Contribute to workplace rehabilitation program as appropriate	6.1	Contributions are made to workplace rehabilitation programs in accordance with rehabilitation co-ordinator' and/or rehabilitation providers' requirements.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge required for this unit. Where bold italicised text is used, further information is detailed in the Range Statement.

- Demonstrate participative problem-solving techniques to identify and resolve OH&S issues.
- Describe procedures for reporting hazards, accidents and incidents.
- Explain risk management principles.
- Identify and apply extent of responsibility.
- Identify and apply relevant *OH&S* and *workplace requirements*.
- Identify and demonstrate safe work practices associated with work tasks.
- Identify OH&S hazards in the workplace.
- Identify relevant *hazard control equipment* and explain function, safe operation, maintenance and storage requirements.
- Outline process for developing and altering work procedures or SOPs.

- Use facilitation skills to ensure participation from all group members.
- Use relevant *communication skills*.

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments within the meat industry and situations that may affect performance. This includes any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. Bold italicised wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Regulatory requirements

may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2002 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards, codes of practice etc.

Workplace requirements may include:

- enterprise-specific procedures
 - OH&S requirements
 - Quality Assurance requirements
 - SOPs
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	<ul style="list-style-type: none"> • the ability to perform the task to production requirements • work instructions
<i>Hazard control equipment</i> may include:	<ul style="list-style-type: none"> • dust extractors • machine guards • mechanical aids • acoustic insulation • PPE.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence – not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat</p>
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	industry standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competency must be demonstrated while exercising an appropriate level of involvement in the risk control process.
Context of and specific resources for assessment	Assessment must include demonstration of competence in a meat establishment.
Method of assessment	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration of competency for the assessor • workplace project • workplace referee or third party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	Resource materials available from MINTRAC, telephone 1800 817 462.