Mapping ensures the learning resources cover the requirements of the unit.

Learning resources include handouts, learner guides, presentation slides, videos, practical activities and any other resources you think are suitable and appropriate to cover the requirements of the unit.

You will populate this template using the components of the unit from [https://training.gov.au/](about:blank)

You can expand the table by adding rows as required.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Code** | AMPCOR204 | **Unit Title** | Follow safe work policies and procedures | | | | | | | |
| **Element** | **Performance Criteria** | | | **Learning resources**  (adjust titles as required) | | | | | | |
|  | | | **Learning Activities** | **Presentation slides** | **Learner guide** | **Handouts** | **Videos** | **Practical activities** | **Formative Assessments** |
| 1. Understand and fulfil workplace health and safety responsibilities | 1.1 Meet workplace health and safety responsibilities according to regulatory and workplace requirements | | |  |  |  |  |  |  |  |
| 1.2 Recognise and explain workplace health and safety responsibilities of key personnel | | |  |  |  |  |  |  |  |
| 2. Follow workplace health and safety policies and procedures | 2.1 Follow workplace health and safety policies, procedures and programs | | |  |  |  |  |  |  |  |
| 2.2 Use, maintain and store Personal Protective Equipment (PPE) as appropriate | | |  |  |  |  |  |  |  |
| 3. Follow legal provisions related to workplace health and safety | 3.1 Follow relevant provisions of workplace health and safety legislation and codes of practice | | |  |  |  |  |  |  |  |
| 4. Contribute to workplace health and safety | 4.1 Raise workplace health and safety issues with designated personnel in accordance with workplace requirements and relevant legislation | | |  |  |  |  |  |  |  |
| 4.2 Contribute to WHS through participation appropriate to the scope of own responsibilities and competencies | | |  |  |  |  |  |  |  |
| 5. Follow workplace requirements for hazard identification and risk control | 5.1 Recognise and report hazards to health and safety in the work area to designated personnel according to workplace requirements | | |  |  |  |  |  |  |  |
| 5.2 Follow workplace requirements for controlling risks to health and safety | | |  |  |  |  |  |  |  |
| 6. Follow emergency procedures | 6.1 Follow emergency procedures according to workplace requirements | | |  |  |  |  |  |  |  |
| 6.2 Follow reporting procedures for emergencies according to workplace requirements | | |  |  |  |  |  |  |  |
| 7. Operate machinery safely | 7.1 Operate machinery according to safe work practices and procedures | | |  |  |  |  |  |  |  |
| 7.2 Operate and maintain machinery according to manufacturer specifications and workplace requirements | | |  |  |  |  |  |  |  |
| **Performance Evidence** | The candidate must be observed consistently complying with workplace health and safety requirements in the workplace under normal production conditions.  The candidate must: | | | | | | | | | |
| * work safely as an individual and as a member of a team | | |  |  |  |  |  |  |  |
| * explain and report on workplace health and safety issues | | |  |  |  |  |  |  |  |
| * demonstrate safe work practices in all worksite activities | | |  |  |  |  |  |  |  |
| * follow workplace health and safety policies and procedures | | |  |  |  |  |  |  |  |
| * identify and apply relevant regulatory requirements as applicable | | |  |  |  |  |  |  |  |
| * identify and follow emergency procedures, including evacuation procedures, according to workplace requirements | | |  |  |  |  |  |  |  |
| * identify workplace health and safety hazards especially slips, falls and manual handling | | |  |  |  |  |  |  |  |
| * list hazards at the work site and control measures that have been implemented | | |  |  |  |  |  |  |  |
| * outline and observe own workplace health and safety legal responsibilities | | |  |  |  |  |  |  |  |
| * outline the employer's workplace health and safety legal requirements | | |  |  |  |  |  |  |  |
| * seek advice from more experienced colleagues or from manuals in order to operate new machinery and equipment safely | | |  |  |  |  |  |  |  |
| * use relevant communication skills. | | |  |  |  |  |  |  |  |
| **Knowledge Evidence** | The candidate must demonstrate a basic factual, technical and procedural knowledge of: | | | | | | | | | |
| * use, maintenance and storage of PPE required for different areas of the worksite, according to workplace requirements and manufacturer specifications | | |  |  |  |  |  |  |  |
| * ways of minimising manual handling hazards | | |  |  |  |  |  |  |  |
| * safe operating procedures for machinery at own work station | | |  |  |  |  |  |  |  |
| * procedures for reporting accidents at the work site | | |  |  |  |  |  |  |  |
| * functions of workplace health and safety committees and representatives at the work site | | |  |  |  |  |  |  |  |
| * PPE that must be worn for different areas at the work site | | |  |  |  |  |  |  |  |
| * process for making suggestions for improvement. | | |  |  |  |  |  |  |  |

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|  | | **Foundation Skills -** *This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*  Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.. | | | | | | | |
| **Foundation Skills listed in the unit** | | **Learning resources**  (adjust titles as required) | | | | | | |
| **Learning Activities** | **Presentation slides** | **Learner guide** | **Handouts** | **Videos** | **Practical activities** | **Formative assessments** |
| Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency. | |  |  |  |  |  |  |  |

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| **Have you considered the Assessment Conditions** | **YES** | **NO** |
| * What equipment is required for this unit |  |  |
| * What resources are required for this unit |  |  |