

Modification history

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

AHCARB404	Conduct a safety audit
Application	<p>This unit of competency describes the skills and knowledge required to prepare for and conduct safety audits of work team, work procedures and practices and the safety of tools and equipment involved in tree operations.</p> <p>The unit applies to individuals who apply specialist skills to provide solutions to technical and unpredictable problems. They work autonomously, instruct and monitor the work of others within a team. They use discretion and judgment in the selection, allocation and use of available resources.</p> <p>Legislation, regulations and by-laws relating to the treatment and removal of trees apply nationally and in some states, territories and jurisdictions.</p>
Prerequisite Unit	Nil
Unit Sector	Arboriculture (ARB)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Perform audit planning	1.1 Identify objectives, scope and focus of safety audit 1.2 Identify target operations and documentation 1.3 Determine safety audit process and sampling technique 1.4 Prepare plan of frequency and scheduling of audit events 1.5 Prepare audit documentation 1.6 Conduct pre-audit communications with client and relevant stakeholders
2. Undertake safety audit activities	2.1 Undertake a site-specific job safety analysis (JSA) and record and implement control measures 2.2 Conduct planned audit testing of site operations for usage of personal protective equipment 2.3 Conduct planned audit testing of tools, equipment and machinery for defective components 2.4 Conduct planned audit inspection of emergency and rescue equipment 2.5 Conduct planned audit inspection of workplace safety documentation 2.6 Confirm currency of licencing requirements of individuals in work team for specialised work functions
3. Identify and respond to non-conformance	3.1 Assess safety audit outcomes against compliance to safety policies and procedures 3.2 Identify non-conformance with safety policies, procedures and industry standards 3.3 Issue rectification notices for breaches in work health and safety policies, procedures and practices 3.4 Remove from service and tag unsafe tools, equipment and machinery according to workplace safety procedures 3.5 Promote safety improvements through professional development activities

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Record, report and present audit results	4.1 Prepare safety audit report according to workplace procedures 4.2 Review safety audit outcomes against workplace policies, procedures and industry safety standards 4.3 Identify and record inconsistencies in safe work practices and recommend action for approval according to workplace safety procedures 4.4 Implement recommendations to resolve unsafe work practices on approval according to workplace safety procedures 4.5 Record and report results of safety audit according to workplace procedures

Foundation Skills	
<i>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.</i>	
Skill	Description
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Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB404 Conduct a safety audit	AHCARB404 Conduct a safety audit		Equivalent unit

Links	
	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

TITLE	Assessment requirements for AHCARB404 Conduct a safety audit
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has demonstrated the ability to conduct safety audits on at least three (3) occasions and has:</p> <ul style="list-style-type: none"> • prepared for safety audit including: <ul style="list-style-type: none"> • identified safety audit objectives, scope and focus • identified target operations and documentation required for audit • determined the audit process and sampling technique • determined the frequency and scheduling of audit events • prepared audit documentation for recording audit • communicated audit requirements with client and relevant stakeholders • undertook a site-specific job safety analysis (JSA) and recorded and implemented control measures • conducted site audits according to planned schedule against workplace and industry safety standards for the following: <ul style="list-style-type: none"> • testing and use of personal protective equipment • testing and inspection of tools, equipment and machinery for safety defects • inspection and operation of emergency and rescue equipment • maintenance of workplace safety documentation • confirmed currency of licencing requirements for specialised equipment • identified and recorded non-conformances with safety policies, procedures and standards • issued rectification notices for breaches in safe work practices • removed from service and tagged unsafe tools, equipment and machinery according to workplace safety procedures • promoted safety improvements through professional development • prepared safety audit report • reviewed safety audit report and recommended action for approval • obtained approval and implemented recommendations • recorded and reported safety audit outcomes according to workplace procedures. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • process and procedures of developing and conducting safety audits including: <ul style="list-style-type: none"> • developing safety audit objectives • understanding and developing safety audit scope and focus • specifying the operational targets for audit • audit sampling technique • scheduling the frequency and timing of audit events • developing audit documentation and checklists • communication strategies for informing key stakeholders of audit and their purpose • testing and observation of safety procedures and practices including: <ul style="list-style-type: none"> • work function and operational safety • use and condition of personal protective equipment • testing and observation of use of tools, equipment and machinery including: <ul style="list-style-type: none"> • defective components • correct safe operation • pre-start checks and shut down procedures • use and maintenance of safety guards • restriction on equipment use • tagging tools and equipment • repair information and logbooks 	

<p>Knowledge Evidence</p> <ul style="list-style-type: none"> • testing and checking operation and availability of emergency equipment including: <ul style="list-style-type: none"> • rescue equipment kit • first aid kit • emergency response procedures • purpose and use of safety documentation including: <ul style="list-style-type: none"> • injury, accident and incident reports • job safety analysis (JSA) • machinery equipment tags and repairs log books • availability of chemical and material safety data sheets • audit requirements and safety procedures requiring tickets and certifications for operation of equipment or performance of work functions • procedures for assessing work performance and activities against safety policies, procedures and industry standards • managing non-conformance to safety standards including: <ul style="list-style-type: none"> • non-conformance notices • professional development • changes to policies and procedures • recommendations for rectification of non-conformance • safety audit reporting procedures and documentation. 	
<p>Assessment Conditions</p> <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • access to an active arboriculture work site or environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • computer and software for producing audit documentation and reports • internet connection for sourcing safety and industry standards • specifications: <ul style="list-style-type: none"> • workplace safety policies and procedures • client brief and instruction for safety audit objectives • access to industry standards relating to safety • relationships: <ul style="list-style-type: none"> • client. <p>Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.</p> <p>Assessment must be conducted only by persons who have:</p> <ul style="list-style-type: none"> • arboriculture vocational competencies at least to the level being assessed • current arboriculture industry skills directly relevant to the unit of competency being assessed 	
<p>Links</p>	<p>Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</p>