

Apply Occupational Health & Safety Procedures



ICA3004B

Ref No: DDICAU04B

Elements of Competency

Determine OH&S issues relating to immediate work environment

- 1.1 Identify person responsible for *OH&S standards* in the subject workplace
- 1.2 Identify *OH&S standards* that apply to the workplace
- 1.3 Review and assess workplace according to *OH&S standards* and record findings
- 1.4 Report issues or problems with the workplace to the *appropriate person*

Document and disseminate OH&S requirements

- 2.1 Determine and document the *OH&S standards* impact upon the subject workplace
- 2.2 Submit *documentation* to *appropriate person* for verification
- 2.3 Update or reissue OH&S documents relating to IT as required

Provide basic ergonomic advice

- 3.1 Assess basic *ergonomic* requirements of people in the workplace
- 3.2 Document the *ergonomic advice* for *client* based on vendor requirements, workplace policies and *OH&S standards*
- 3.3 Submit advice to the *appropriate person* for verification

Number of Pages

52

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAD3218B Create User Documentation (Word 2007). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

Prerequisites & Corequisites

Nil

Course Length

In a training environment this manual is suitable for approximately 20 hours.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Occupational Health & Safety

State Acts

Locating State Acts

Further Legislation and Codes of Practice

OH&S in the Workplace

Duty of Care

Duties of Employers

Duties of Employees

Occupational Health and Safety Supervisor

OH & S Standards

Lighting

Ventilation

Ergonomic Setup

Hazards

Workplace Injuries

Identifying Hazards

Risks

Risk Assessment

Classification of Risks

OH&S Documentation and Advice

Providing Documents to Workstations

Changing Documentation

Safety Signs and Symbols

Types of Safety Signs

Audit and Reporting

Hazard Audit Form

Risk Assessment Form

Ergonomic Audit Form

Assessing Ergonomic Requirements

Reporting of OH&S Issues