

**Student Assessment Book**  
**AHCCHM304 Transport and store**  
**chemicals R3**



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**Claydon Brothers**

## Document Control

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## Introduction

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This unit of competency describes the skills and knowledge required to safely handle, transport and store chemicals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

## Pre-requisite Unit

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Nil.

## Learning Outcomes

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1. Prepare to handle and transport chemicals
2. Handle and transport chemicals
3. Store chemicals in the workplace
4. Record storage details

## Assessments Overview

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This Assessment Booklet includes all your tasks for the assessment in this unit of competency and you must complete all assessment tasks.

Assessment Task	About this Task
Assessment Task 1: Written Questions	You must correctly answer all questions to show that you understand the knowledge required for this unit.
Assessment Task 2: Case Study – preparing to handle and transport chemicals	You will read the case study, complete risk assessment and other documents; respond to a number of questions about the legislative requirements and emergency procedures required; requirements of the SDS and chemical labels for transporting chemicals.
Assessment Task 3: Loading chemicals into a vehicle	You will demonstrate your performance loading containers and securing these to meet legislative requirements and transporting these to a new location.
Assessment Task 4: Managing a chemical spill	You will demonstrate your performance through a simulated case study on handling emergency procedures and complete a report in a storage incident.

Assessment Task	About this Task
Assessment Task 5: Storing chemicals, maintain a chemical storage area and recording storage details	You will demonstrate your performance through a realistic activity set up by the Assessor to store and maintain chemical storage areas. Recording storage details will also be required.
Assessment Task 6: Disposal of chemicals	You will demonstrate your performance through a realistic activity set up by the Assessor to dispose of chemicals.

### How to submit your Assessments

When you have completed each assessment task, submit all evidence listed to your Assessor either in hardcopy, electronically by email or uploading to the RTO's Assessment Portal or as otherwise instructed by your Assessor.

Make sure you keep a copy of all submitted work as your Assessor will not return these to you. It is your responsibility to keep this copy until you have completed the course.

### Assessment Cover Sheet

Each Assessment Task has a cover sheet that you need to complete and sign the declaration. Submit this with your evidence for each Assessment Task. Ensure you answer all questions and complete all details prior to submitting this form.

### Feedback from your Assessor

Your Assessor will provide feedback on the Record of Outcome for each Assessment Task. This form will be provided to you and you must return this form to the Assessor for storage. Sign and Date this form. Provide any comments that you wish your Assessor to know.

### Resubmission of any Assessment Task

If you get something wrong and have to resubmit a part of your evidence or re-do a task again, the Assessor will discuss this with you and provide a deadline for you to resubmit the evidence by.

### Deadlines for submission of evidence

Your Assessor will notify you of the last possible date of submission of evidence. There are no extensions provided unless there are extenuating circumstances. You would need to apply for an extension with your Assessor stating the grounds for the request. Do not assume an extension will be approved. It rarely is.

### Purpose of the Assessments

All assessments have been created for you to be able to demonstrate your competency levels in each area. When you are graded Satisfactory in each Assessment Task, this leads to a competent result in the entire unit.

### Assessment decisions

Your Assessor will mark each assessment task against the performance and knowledge criteria in the unit. Each aspect of the criteria being tested is listed in the section of the assessment ***"You will be required to have a good understanding of the following areas"***.

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3		
<b>Assessors Name</b>			
<b>Assessment Task 1</b>	Written Assignment		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>		<b>Yes</b>	<b>No</b>
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If Yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 1: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessor Statement</b>	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
<b>Feedback to Student</b>			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
<b>Student's signature</b>		<b>Date</b>	
<b>Assessor's name</b> Please print			
<b>Assessor's Signature</b>		<b>Date</b>	

# Assessment Task 1: Written Assessment

---

## Overview of Task

You are to answer all the questions in this task.

## What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to Policies and Procedures
- Access to SDS'
- Access to legislation, regulations and ADG Code
- Access to Manufacturers manuals/guidelines
- Access to the Resources Folder for documents from the Internet and Templates

## Instructions to Students:

- This is an open book test which means you can use your learning materials as a reference.
- You need to answer all questions
- You must answer the questions by writing in the space provided or by word processing your answers. It is recommended that all evidence is word processed wherever possible.
- Note: If you hand write your answers and the Assessor cannot read your handwriting the evidence will be returned to you to word process.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

## You will be required to have a good understanding of the following areas:

1. chemical labels and SDS their purpose, use and terminology, including:
  - a. chemical signs, symbols and coding
  - b. basic chemical properties and reactivity related to SDS and labels
2. legislation and regulations that apply to transporting and storing chemicals, including:
  - a. transport vehicle requirements
  - b. information and documentation
  - c. dangerous and hazardous chemicals
  - d. placarding requirements
3. risk factors including human and animal health and environmental
4. processes and procedures for the disposal of excess, unwanted, expired chemicals and chemical waste including industry disposal programs
5. health and safety in the workplace requirements including personal protective equipment (PPE) and manual handling
6. emergency procedures for spills and accidents
7. recording and monitoring of chemical stores including, expiration and disposal procedures.



## Grading

You must get all questions 100% correct and any supporting documentation requested is submitted to gain a satisfactory in this task.

## Location

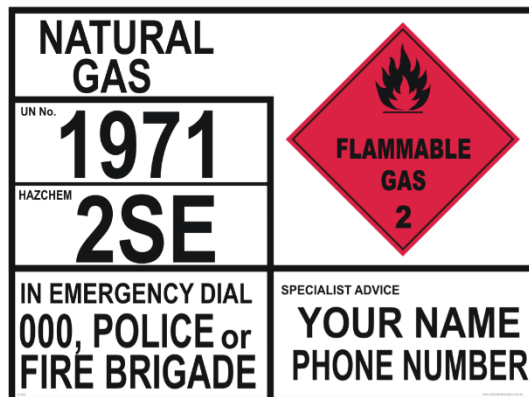
The assessment will take place in the classroom, a Computing Lab or as otherwise instructed by the Assessor.

Questions to respond to.	
Q1	What is the purpose of a chemical label and an SDS?
Q2	Why is it important to know the sections in an SDS?
Q3	What is contained in a chemical label?
Q4	Explain how the basic chemical properties and reactivity are related to SDS and labels of a particular chemical.
Q5	What are chemical signs and what are they used for?
Q6	List and explain the meaning of five chemical symbols.
Q7	Explain hazchem coding and describe the code in the two examples below. Example 1:

**Questions to respond to.**



Example 2:



Q8

What are the transport vehicle requirements for transporting chemicals according to the legislation and regulations?

Q9

What are the legislative and regulatory requirements for information and documentation when transporting dangerous chemicals?

Q10

What are the legislative and regulatory requirements for handling dangerous and hazardous chemicals when transporting dangerous chemicals?

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3		
<b>Assessors Name</b>			
<b>Assessment Task 2</b>	Case Study – preparing to handle and transport chemicals		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>		<b>Yes</b>	<b>No</b>
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If Yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
<b>Assessment Task 2</b>	Case Study – preparing to handle and transport chemicals	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessor Statement</b>	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
<b>Feedback to Student</b>			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
<b>Student's signature</b>		<b>Date</b>	
<b>Assessor's name</b> <b>Please print</b>			
<b>Assessor's Signature</b>		<b>Date</b>	

## Assessment Task 2: Case Study – Preparing to handle and transport chemicals

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### Overview of Task

You will read the case study, complete risk assessment and other documents; respond to a number of questions about the legislative requirements and emergency procedures required; requirements of the SDS and chemical labels for transporting chemicals.

### What resources do I need to complete this task?

- Risk Assessment Form
- Transport Regulations
- Workplace Procedures for Alanvale Rural Farm especially emergency procedures
- Dangerous goods Act and Regulations
- ADG Code
- Safety Data Sheets for Chemicals being transported
- Chemical Labels
- Specific workplace documents, including work instructions and procedures for chemical handling, storage and transport
- Learning materials in your Resources Folder under Learning Guide Resources
- Access to a computer and the Internet
- Access to word processing software
- Access to the Resources Folder for documents from the Internet and Templates

### Conditions of Assessment

- skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- access to legislation, risk assessment forms, regulations and ADG Code.

### Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- You must demonstrate your ability to complete a risk assessment, understand the requirements of the legislation, regulations, ADG Code for transporting and handling chemicals
- Your work for this project will also be observed over the semester by your Assessor
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

### You will be required to have a good understanding of the following areas:

- Identify health and safety hazards, assess risks and implement controls according to workplace procedures
- Ensure contact details for emergency services are available in transport vehicle according to workplace procedures and transport regulations
- Ensure transport vehicle complies with transport regulations
- Ensure emergency equipment and procedures are available in the vehicle according to workplace safety procedures and regulations

The Driver is licensed to drive this vehicle however the company has experienced a lot of sickness with Covid-19 and there is now only one driver who is well. Examining his log books, you see that he has now driven 12 hours across the last 24 hours. See below for the requirements.

## Standard hours

Work and rest hour requirements under standard hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

### Solo drivers

TIME	WORK	REST
In any period of...	A driver must not work for more than a <b>maximum</b> of...	And must have the rest of that period off work with at least a <b>minimum</b> rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive day

\*Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

Figure A-<https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours>

The company has asked the driver to continue driving for another 4 hours without a break to meet the deadline. The company wants a quick turnaround and has asked the driver to load up another chemical Methanesulphonyl Chloride when he arrives. After that he can sleep for 8 hours. The Toluene is a Class 3 and the Methanesulphonyl Chloride is a Class 6.1.

The vehicle is an old one and the ventilation in the cabin is poor. He driver has to keep his windows open at all times he is driving.

The Driver has been experiencing headaches on the first trip. Toluene is a highly flammable liquid and it can cause mild damage to the skin and the eyes. However, the most-common hazard associated with this chemical is inhalation. Products containing toluene can produce dangerous fumes which can cause nausea, headaches, unconsciousness, and even death if inhaled.

Methanesulphonyl Chloride is fatal if swallowed, or in contact with skin, or if inhaled. This chemical can causes severe skin burns and eye damage.

The driver knows the placards need to be changed but he is not sure what it should be. He has several in his truck to choose from. He chose one but he thinks it is wrong.

The packing group and aggregate quantity were not identified on the transport documents.

Placard load not identified by consignors, operators, loaders and drivers because they were not on the vehicle. The supervisor knew this but expected the driver to fix it.

The driver decides to take Route 1 on the way back as the distance is shorter.

The driver will rest overnight at the local caravan park. He will park his vehicle near a park in the nearest suburb, which is close to the local roadhouse. All the trucks seem to park here.

The documentation – transport consignment form did not include dangerous goods (DG) declaration → consignor offering DG mistakenly accepted as general freight.

Packing group and aggregate quantity not identified on TD - placard load not identified by consolidators, loaders and drivers.

## Scenario

Your Farmer, Bill has asked you to load the truck with the chemicals of **Status Herbicide** and **Triazine Pesticide** for transport to the other farm in the South West Region of WA by Road. The truck is licensed to carry any dangerous goods and meets the limits to travel on main roads and roads in the South West. The driver, Harry is licensed to use the vehicle and the vehicle meets the requirements of the Dangerous Goods Act and Regulation as well as the ADG Code.

Assume this is your vehicle that you are loading goods onto or similar. (Your Assessor will provide you with guidance on which vehicle you will be using). Your transport document, Multimodal Dangerous Goods form shows that the two chemicals have the following descriptions from the ADG Code page 428 and page 476:

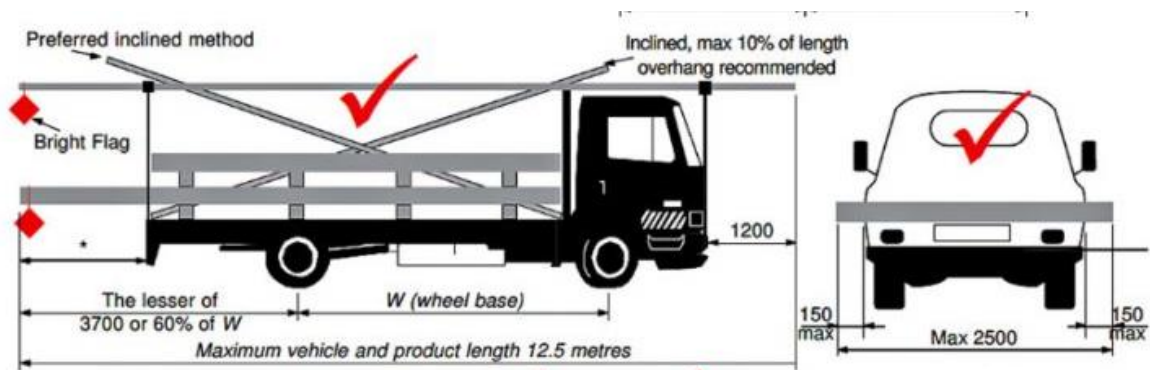


Figure C-<https://westernaustralia.meshstore.com.au/vehicle-load-restraint/>

3082	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, N.O.S.	9	III	274 331 335 375 AU01	5 L	E1	P001 IBC03 LP01	PP1	T4	TP1 TP29
2763	TRIAZINE PESTICIDE, SOLID, TOXIC	6.1	I	61 274	0	E5	P002 IBC07	B1	T6	TP33
		6.1	II	61 274	500 g	E4	P002 IBC08	B2, B4	T3	TP33

Figure B- ADG Code Excerpt

## Safe Vehicle Loading & Unloading Procedures

Criteria		Tick
<b>Preparation</b>		
1	Ensure vehicle is stopped, braked, turned off and stabilized using chocks against wheels before loading/unloading loaded back of truck.	<input type="checkbox"/>
2	Loading areas should be well lit at all times.	<input type="checkbox"/>
3	Loading areas should be free from hazards, free from traffic, other vehicles and people; and one way traffic.	<input type="checkbox"/>
4	Walk the floor of the truck/trailer prior to beginning loading operations to identify floor defects and weaknesses.	<input type="checkbox"/>
5	Truck drivers must stay in the safe zone during cargo handling operations unless authorised by an employee.	<input type="checkbox"/>
6	Secure and protect the containers so they can be safely transported to the other farm in the south west.	<input type="checkbox"/>
7	Following the ADG Code check that the containers are suitable for the chemicals.	<input type="checkbox"/>
8	Ensure cargo is safe, secured and arranged properly before loading into the vehicle.	<input type="checkbox"/>
9	Ensure goods are segregated as required by the ADG Code and the SDS's and chemical labels for each.	<input type="checkbox"/>
10	Follow correct restraint parameters as per the ADG Code.	<input type="checkbox"/>
11	Check that the vehicle supplied is suited to the load of chemical containers and segregation requirements.	<input type="checkbox"/>
12	Apply an exclusion zone prior to loading.	<input type="checkbox"/>
13	Wear appropriate PPE for this task.	<input type="checkbox"/>
14	If trucks are required to reverse then use a spotter.	<input type="checkbox"/>
15	Install traffic cones to delineate the travel path from the vehicle being loaded and the area where the load is being deposited.	<input type="checkbox"/>
16	Ensure the delineated traffic area is large enough to allow the forklift operator of lower the load and turn into the direction of travel.	<input type="checkbox"/>



**You are required to:**

1. Prepare, load and unload the containers with the two chemicals. There are 5 hard plastic boxes that have 25 kg in each box for each of the containers. Use the checklist above for this task as this follows the Farm's Procedures for loading and unloading the vehicle.
2. When you have completed loading the containers, unload them for the next student to proceed with their task. Ensure you follow the unloading procedures.
3. Follow the checklist above in the Procedures to ensure the loading and unloading is correctly completed. Note: Your assessor will use this checklist to assess your performance.
4. Respond to all questions and video your performance.

**Respond to the following questions**

Q1 | List the segregation requirements for both chemicals if they are to be loaded on the same vehicle.

Q2 | Are you able to load these containers by hand and by yourself? Why or why not?

Q3 | Describe the exclusion zone for the image below. What is missing? What is correct?



## Observation Checklist

<b>Student's Name</b>				
<b>Name of Assessor</b>				
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3			
<b>Procedure</b>	Demonstration in the field.			
<b>Assessment Task 3</b>	Demonstration in the field, loading and unloading chemicals to and from a vehicle.			
<b>Instructions for students</b>				
<p>You will demonstrate your performance loading containers and securing these to meet legislative requirements and transporting these to a new location. You will video this demonstration and answer all questions in the scenario. Chemicals will be simulated with water and sand. Vehicle must be available for loading chemicals into e.g. a Van, truck etc. Equipment to load chemicals should be used.</p>				
<b>Instructions for the Assessor</b>				
<p>You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed. If they did tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.</p>				
<b>Criteria</b>	<b>Task #</b>	<b>Did the student meet the requirements below?</b>	<b>Yes/No</b>	<b>Comments</b>
<b>Preparation</b>				
PE1,PE3, EL1.1,1.3,1.6 EL2.1,FDN-R1, NWW1,GTWD1	1	Ensure vehicle is stopped, braked, turned off and stabilized using chocks against wheels before loading/unloading loaded back of truck.		
PE1,PE3, EL1.1,1.3,1.6 EL2.1,FDN-R1, NWW1,GTWD1	2	Loading areas should be well lit at all times.		
PE1,PE3, EL1.1,1.3,1.6 EL2.1,FDN-R1, NWW1,GTWD1	3	Loading areas should be free from hazards, free from traffic, other vehicles and people; and one way traffic.		
PE1,PE3, EL1.1,1.3,1.6	4	Walk the floor of the truck/trailer prior to beginning loading		

<b>Student's Name</b>				
<b>Name of Assessor</b>				
<b>Unit of Competency</b>		AHCCCHM304 Transport and store chemicals Release 3		
<b>Procedure</b>		Demonstration in the field.		
<b>Assessment Task 3</b>		Demonstration in the field, loading and unloading chemicals to and from a vehicle.		
EL2.1,FDN-R1, NWW1,GTWD1		operations to identify floor defects and weaknesses.		
PE1,PE3, EL1.1,1.3,1.6 EL2.1,FDN-R1, NWW1,GTWD1	5	Truck drivers must stay in the safe zone during cargo handling operations unless authorised by an employee.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	6	Secure and protect the containers so they can be safely transported to the other farm in the south west.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	7	Following the ADG Code check that the containers are suitable for the chemicals.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	8	Ensure cargo is safe, secured and arranged properly before loading into the vehicle.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	9	Ensure goods are segregated as required by the ADG Code and the SDS's and chemical labels for each.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	10	Follow correct restraint parameters as per the ADG Code.		
PE1,PE3, EL1.1,1.3,1.4, EL1.6, EL2.1, FDN-R1, NWW1,GTWD1	11	Check that the vehicle supplied is suited to the load of chemical containers and segregation requirements.		
PE1,PE3, EL1.1,1.3, EL1.6, EL2.1,	12	Apply an exclusion zone prior to loading.		

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3		
<b>Assessors Name</b>			
<b>Assessment Task 4</b>	Observation - Managing a chemical spill		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>		<b>Yes</b>	<b>No</b>
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 4: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 4	Observation - Managing a chemical spill	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

## Assessment Task 4: Managing a chemical spill

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### Overview of Task

You will demonstrate your performance through a simulated case study on handling emergency procedures and complete a report about a traffic incident.

### What resources do I need to complete this task?

- Computer and the Internet and word processing software for questions to be responded to.
- Workplace Procedures for managing chemical spill
- SDS' and chemical labels
- Tools, equipment, and Spill Kit for managing spill
- Resources Folder for learning materials and templates
- chemicals for simulated spill
- PPE
- legislation, regulations and ADG Code for handling of chemicals.

### Assessment of skills must take place under the following conditions:

- skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- access to storage facility for chemicals
- access to vehicle for transporting chemicals
- chemicals
- PPE
- materials and equipment to handle, secure and protect chemical loads
- spill kit
- specific workplace documents, including work instructions and procedures for chemical spills
- chemical labels and safety data
- legislation and regulations about handling of chemicals.

### Student Instructions

1. You must demonstrate your understanding of the issues and procedures related to this task
2. You must demonstrate your practical skills to be able to manage a chemical spill according to chemical safety data information, chemical label, legislative and regulatory requirements. This will be via a video of your demonstration.
3. Follow the workplace procedures, manufacturer instructions, legislative and regulatory requirements for managing a chemical spill and wearing PPE.
4. Your work for this project will also be observed over the semester by your Assessor
5. Your Assessor will advise you how to submit your evidence
6. Submit your evidence on time.
7. Your evidence must be authentic (original, references, not plagiarised).

## Alanvale Rural Workplace Procedures for managing a spill

<b>Preparation</b>	
1	Have emergency services contact details available
2	Have emergency equipment and procedures available
3	Have SDS's and labels available for use in managing a spill
4	Have appropriate PPE (according to the SDS) on board in case of a spill
5	If you are alone, raise the alarm before you take any action.
<b>Control the Spill</b>	
6	Used emergency equipment
7	Read the SDS and Label to identify accident spill requirements
8	Move upwind if required and stay clear of Vapour and Fumes when required
9	Keep other vehicles at a safe distance from the spill
10	Isolate the area and protect yourself and others
11	Use correct PPE when attempting to control the leak.
12	Control the flow of the liquid being spilled regardless of the source.
<b>Contain the Spill or Leak</b>	
13	The spilled material was contained in as small an area as possible.
14	Everything possible was done to keep it from spreading or getting worse e.g. using a shovel or power equipment to prevent it moving.
15	Body of water was protected from the spill.
16	Contained liquid spills by spreading absorbent materials such as fine sand, vermiculite, clay or pet litter over the entire spill as required.
17	In the case of dust, wettable powder, or granular material, further spreading can be reduced by lightly misting the material with water or covering the spill with some type of plastic cover.
<b>Isolate the area</b>	
18	The contaminated area must be roped off to keep people away from the spill..
19	Any drift or fumes that may be released need to be avoided

## Reporting a spill

### The Dangerous Good Act Section 9 states that:

#### 9. Duty to report certain situations

(1) In this section — reportable situation means a situation that involves dangerous goods and that is prescribed by the regulations to be a reportable situation.

(2) If in the course of storing, handling or transporting dangerous goods a reportable situation arises, any person who to any extent has the control or management of the dangerous goods involved must as soon as reasonably practicable, report the situation to a Dangerous Goods Officer in the company.

Penalty: \$50 000.

A reportable situation as defined in the Regulations 121 is:

#### 121. Reportable situations prescribed (Act s. 9)

(a) any dangerous goods incident at a dangerous goods site or that involves dangerous goods in a pipeline is a reportable situation; and (b) any other situation at a dangerous goods site or that involves dangerous goods in a pipeline is a reportable situation if it resulted in, or but for intervening events could have resulted in, an unexpected — (i) spill, leak or other emission of dangerous goods; or (ii) fire, explosion or other release of energy.

The report must contain the following:

(a) the location of the dangerous goods site; Dangerous Goods Safety (Storage and Handling of Non-explosives)

(b) the name of the operator of the dangerous goods site;

(c) the date and time of the reportable situation;

(d) the type and quantity of the dangerous goods involved;

(e) the manner in which the dangerous goods were stored or handled;

(f) a description of the reportable situation and of the events leading up to and after the reportable situation;

(g) details of any — (i) injuries, deaths or Hospitalisation to people; or (ii) damage to property and the environment, resulting from the reportable situation, and otherwise an assessment of the risk to people, property or the environment resulting from the reportable situation;

(h) details of any evacuation of people from the dangerous goods site or adjacent places resulting from the reportable situation;

(i) an assessment of the cause of, and any contributing factors to, the reportable situation;

(j) details of any measures taken to control any leak or spill of the dangerous goods or any fire or explosion resulting from the reportable situation;

(k) the measures taken after the reportable situation to prevent a similar situation arising again.



## Assessment Task 5: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 5	Storing chemicals and maintain a chemical storage area	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessor Statement</b>	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
<b>Feedback to Student</b>			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
<b>Student's signature</b>		<b>Date</b>	
<b>Assessor's name</b> <b>Please print</b>			
<b>Assessor's Signature</b>		<b>Date</b>	

## Assessment Task 5: Storing chemicals and maintain a chemical storage area and recording stored chemicals

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### Overview of Task

You will demonstrate through a realistic activity set up by the Assessor, to move and store simulated chemicals into a real storage area. You will complete a register of stored chemicals and SDS's. You will answer a series of questions.

### What resources do I need to complete this task?

- chemical compatibility chart – segregation chart
- allowable limits for flammable liquids in a storage area
- Procedures for moving and storing chemicals
- SDS' and chemical labels
- Storage area, storage cabinet and shelves.
- Resources Folder for learning materials
- Simulated chemicals using water and sand in appropriate containers for several different types of chemicals
- PPE
- Legislation, regulations and National Code for storing chemicals.

### Assessment of skills must take place under the following conditions:

- skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- access to storage facility for chemicals
- chemicals
- PPE
- materials and equipment to handle, secure and protect chemical loads
- specific workplace documents, including work instructions and procedures for chemical handling, storage and transport
- chemical labels and safety data
- legislation and regulations about storage of chemicals.

### Instructions to Students:

1. You must demonstrate your understanding of the issues and procedures related to this task by carrying out the demonstration and responding to the questions provided.
2. You must demonstrate your practical skills to be able to correctly store chemicals; and maintain the storage area; and video the demonstration.
3. Follow the workplace procedures, manufacturer instructions, legislative and regulatory requirements for storing chemicals.
4. Your work for this project will also be observed over the semester by your Assessor
5. Your Assessor will advise you how to submit your evidence
6. Submit your evidence on time.
7. Your evidence must be authentic (original, references, not plagiarised).

### **You will be required to have a good understanding of the following areas:**

1. Select, ensure serviceability, fit and use personal protective equipment according to SDS and chemical label instructions
2. Identify chemical storage requirements and store chemicals according to chemical label, safety data information and health and safety in the workplace procedures
3. Maintain storage area according to legislative and regulatory requirements, health and safety in the workplace and environmental procedures.
4. Maintain register of stored chemicals and SDS according to workplace procedures and legislative and regulatory requirements.

### **Grading**

All supporting documentation requested must be submitted; and demonstrations to the Assessor must meet the criteria specified and to industry standards to gain a satisfactory in this task. The demonstrations must be video and presented to the assessor as part of your evidence requirements.

### **Location**

The assessment will take place outside the classroom with simulated chemicals being stored.

### **Note to Assessor:**

You will be required to provide several simulated cartons of chemicals as per the previous tasks and equipment suitable for moving these into a real storage area. Each student must demonstrate these skills and must follow the workplace procedures for this task.

### **The Task**

#### **You are required to:**

1. Move the chemicals that you unloaded in previous assessment tasks, to the storage area following the procedures below.
2. Store chemicals in the store following the procedures below and using the appropriate equipment and storage facilities.
3. Read the safety data sheet (SDS) or label carefully and follow any storage recommendations. Identify what these are to your assessor.
4. Secure the chemicals against unauthorised access or use by locking the storage area.
5. Ensure that all chemicals are clearly and correctly labelled, and that the labels are intact and legible.
6. When storing the chemicals, do not allow chemicals to be exposed to the sun, excessive heat or sources of ignition.
7. Provide adequate ventilation.
8. Label shelves and cupboards so that chemicals can be stored in the right place.
9. Use placarding where required.
10. Ensure clear segregation schemes are maintained. Chemicals must be separated when being stored to ensure that incompatible chemicals do not mix if there is a spill.
11. Keep the outside of containers clean and the storage area tidy.
12. Do not store liquids above solids to avoid contamination in the event of a leak.
13. Always store corrosives on spill trays.
14. Ensure shelves are not overloaded.

## **National Standard for the Storage and Handling of Dangerous Goods excerpt**

### **Plant and Structures Used for Storage and Handling**

The occupier must ensure that a person who operates, accesses, maintains, repairs, inspects or tests plant or structures used for the storage and handling of dangerous goods is provided with information on the suitability of the plant, structures and their associated procedures for their safe operation.

34 (2) The occupier must ensure that:

- (a) prior to using dangerous goods on the premises, those goods are labelled to protect the safety and health of persons;
- (b) where dangerous goods are stored on a premises, they are placarded in accordance with clause 38 of this national standard where they are in bulk storage;
- (c) labels, placards and markings are maintained while goods are on the premises; and
- (d) any container labelled for particular dangerous goods is used only for those dangerous goods.

### **Manifest**

40 (1) The occupier must ensure that a manifest:

(a) is prepared and recorded for the premises, where the total quantity of-

- (i) any class of dangerous goods exceeds the 'Manifest Quantity' specified in Items 1, 2 or 3 of the Table in Schedule 1 in respect to the particular class, type and Packing Group (if any) for the dangerous goods; or
- (ii) mixed classes of dangerous goods exceeds the 'Manifest Quantity' specified in Item 4 of the Table in Schedule 1 applies; or
- (iii) goods too dangerous to be transported exceeds the 'Manifest Quantity' in Item 5 of the Table in Schedule 1;
- (iv) combustible liquids and fire risk dangerous goods that are stored or handled together in any area exceeds the 'Manifest Quantity' specified in Item 6 of the Table in Schedule 1; or
- (v) C1 combustible liquids exceeds the 'Manifest Quantity' specified in Item 7 of the Table in Schedule 1; or

(b) is located in a position determined in consultation with the emergency services authority;

(c) is readily accessible to the Authority or emergency services authority; and

(d) is revised to reflect significant changes in any information required by sub-clauses 40(2 and 3) as soon as practicable, and in any event within seven days.

(2) The occupier must ensure the manifest contains the:

- (a) date when the information was prepared;
- (b) name of the occupier and address of the premises;
- (c) contact information for two people who may be contacted in case of emergency;
- (d) location and type of storages of:
  - (i) dangerous goods;

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3		
<b>Assessors Name</b>			
<b>Assessment Task 6</b>	Disposal of chemicals		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>		<b>Yes</b>	<b>No</b>
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If Yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 6: Disposal of Chemicals

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### Overview of Task

You will demonstrate your performance through a realistic activity set up by the Assessor to dispose of chemicals.

### What resources do I need to complete this task?

- Learning Resources
- Form to report incidents in storage areas
- Chemicals to be disposed of
- PPE
- Procedures for disposal of chemicals
- Legislation, regulations and ADG Code for storage of chemicals.

### Assessment of skills must take place under the following conditions:

- skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- chemicals to be disposed of
- PPE
- specific workplace documents, including work instructions and procedures for chemical handling and storage
- chemical labels and safety data sheets
- legislation and regulations about handling and storage of chemicals.

### Instructions to Students:

1. You must demonstrate your understanding of the issues and procedures related to this task by carrying out the demonstration and responding to the questions provided.
2. You must demonstrate your practical skills to be able to correctly dispose of the chemicals.
3. Follow the workplace procedures, manufacturer instructions, legislative and regulatory requirements for disposing of chemicals.
4. Your work for this project will also be observed over the semester by your Assessor
5. Your Assessor will advise you how to submit your evidence
6. Submit your evidence on time.
7. Your evidence must be authentic (original, references, not plagiarised).

### You will be required to have a good understanding of the following areas:

1. Dispose of chemicals and chemical waste according to chemical label instructions and environmental regulations
2. Monitor chemical expiration dates and dispose of expired chemicals according to chemical label instructions, workplace and legislative and regulatory requirements.
3. Report storage incidents according to legislative and regulatory requirements and workplace procedures

## Observation Checklist

<b>Student's Name</b>				
<b>Name of Assessor</b>				
<b>Unit of Competency</b>	AHCCHM304 Transport and store chemicals Release 3			
<b>Procedure</b>	Demonstration near Storage area			
<b>Assessment Task 6</b>	Disposal of chemicals			
<b>Instructions for students</b>				
You will demonstrate your performance through a realistic activity set up by the Assessor to dispose of chemicals.				
<b>Instructions for the Assessor</b>				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed. If they did tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.				
<b>Criteria</b>	<b>Task #</b>	<b>Did the student meet the requirements below?</b>	<b>Yes/No</b>	<b>Comments</b>
FDN-R1 PE6,EL3.4 FDN- NWW1,GWD1,2	1	Read the SDS to determine how to manage a minor spill of this chemical in the storage area.		
EL3.1,3.3, PE6, FDN- NWW1,GWD1,2	2	Clean up the area and use your PPE.		
FDN- NWW1,GWD1 EL4.2,PE6	3	Determine who you need to notify about the spill in the storage area.		
PE10,EL3.4, FDN- NWW1,GWD1	4	Clean out all empty containers prior to return to DrumMuster.		
PE10,EL3.4, EL3.5, FDN- NWW1,GWD1	5	Dispose of chemicals, containers and other waste materials as per the legislation and regulatory requirements and workplace procedures, and SDS and label requirements.		
FDN-R1 PE7,9,EL3.5, 4.1	6	Read the manifest and determine which chemicals have expired. Update		

## Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	AHCCHM304 Transport and store chemicals Release 3		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Case Study – preparing to handle and transport chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 3: Loading chemicals into a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 4: Managing a chemical spill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 5: Storing chemicals and maintain a chemical storage area and recording stored chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 6: Disposal of chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	



## Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: [sales@claydonbrothers.com.au](mailto:sales@claydonbrothers.com.au).

Thank you for your time.

Qualification code and name					
Unit code and name	AHCCHM304 Transport and store chemicals Release 3				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.