



**Australian Government**

# **ACMWHS201A Participate in workplace health and safety processes**

**Release 1**

# ACMWHS201A Participate in workplace health and safety processes

## Modification History

Release	TP Version	Comments
1	ACM10v3	Initial release

## Unit Descriptor

This Unit of Competency covers the process required for an entry level employee to participate in workplace health and safety processes, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

## Application of the Unit

This Unit is intended for application during induction of new entrants to the workplace and where the employee has basic operational knowledge and skills for a limited range of tasks and problems. It includes apprentices, trainees and casual workers.

NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented Registered Training Organisations are advised to contextualise the unit of competency by referring to the existing State/Territory OHS Legislative requirements as well as any specific workplace risks, hazards and associated safety practices.

In addition to legal and ethical responsibilities, all Units of Competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.

## Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant State or Territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

## Pre-Requisites

Nil

## **Employability Skills Information**

This Unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a Unit of Competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare to work safely	1.1 <b>Hazards</b> in the work area are identified, and action is taken to control risk for those hazards the employee can correct. 1.2 Hazards the employee cannot correct and inadequacies in control measures are reported, in accordance with organisation procedures. 1.3 Pre-start checks are carried out as required in accordance with work procedures.
2. Conduct work safely	2.1 <b>Personal protective equipment</b> is used correctly. 2.2 Work procedures and workplace instructions for ensuring safety when planning and conducting work are followed. 2.3 <b>Incidents</b> and injuries are reported to <b>designated personnel</b> in line with work procedures and workplace instructions. 2.4 <b>Workplace health and safety housekeeping</b> is undertaken in work area in line with work procedures and workplace instructions. 2.5 Own levels of stress and fatigue are identified to ensure ability to work safely and sustainable.
3. Participate in workplace health and safety consultative activities	3.1 Contribution is made to workplace meetings, workplace inspections or other workplace health and safety consultative activities. 3.2 Workplace health and safety issues are raised with designated personnel in accordance with organisation policies and procedures. 3.3 Input to improve workplace health and safety systems and processes is provided, in accordance with organisation procedures, to eliminate hazards or reduce risk.
4. Follow emergency response procedures	4.1 <b>Emergency situations</b> are identified and reported. 4.2 Organisation procedures for responding to emergencies are followed.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this Unit.

### Required skills

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#### Required skills include:

It is critical that the candidate demonstrate the ability to:

- apply workplace health and safety knowledge by participating in workplace health and safety processes in the work context to address their own health and safety within the work area and that of others who may be affected by their actions

In addition, the candidate must be able to:

- clarify meaning with peers and supervisors
- demonstrate preparedness to be involved in workplace health and safety activities, including inspections, meetings and risk assessments
- follow clear, logical verbal or clear, logical Plain English written instructions
- give accurate verbal or written descriptions of incidents or hazards
- interpret selected pictorial/graphical and written signs/instructions.

### Required knowledge

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#### Required knowledge includes:

- awareness of the relationship between workplace health and safety and sustainability in the workplace, including the contribution of safe work practices to environmental, economic, workforce and social sustainability
- legal rights and responsibilities of the workplace parties
- nature of common workplace hazards, for example, chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- potential workplace health and safety emergency situations, alarms and signals, and required response
- roles and responsibilities of health and safety representatives and workplace health and safety committees
- roles and responsibilities of workers, officers and Persons Conducting a Business or Undertaking (PCBUs)
- safety measures related to common workplace hazards
- safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- sources of workplace health and safety information in the workplace
- standard emergency signals, alarms and required responses

- the difference between hazard and risk
- the elements within the hierarchy of risk control
- the roles and responsibilities of employees, supervisors and managers in the workplace
- workplace specific information including:
  - designated person(s) for raising workplace health and safety issues
  - hazards of the particular work environment
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of personal protective equipment and emergency response
  - potential emergencies relevant to the workplace.

## Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p><b>Overview of assessment</b></p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this Unit</p>	<p>To demonstrate competence in this Unit, a candidate must be able to provide evidence of the application of their knowledge of workplace health and safety:</p> <ul style="list-style-type: none"> <li>• in an actual or simulated workplace context involving relevant work processes</li> <li>• to their own health and safety within their work area</li> <li>• to that of others who may be affected by their actions.</li> </ul> <p>A candidate must also be able to provide evidence of participating in workplace health and safety processes. Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:</p> <ul style="list-style-type: none"> <li>• workplace demonstration, simulation exercise, scenario or role play</li> <li>• indirect evidence from workplace supervisor reports and workplace documentation.</li> </ul>
<p>Context of and specific resources for assessment</p>	<p>Products that could be used as evidence include:</p> <ul style="list-style-type: none"> <li>• verbal and written responses to verbal, pictorial, or physical scenarios</li> <li>• demonstrated action to scenarios, simulations, role plays</li> <li>• completed hazard or incident reports, completed workplace inspection checklists</li> <li>• reports from work group members, supervisor.</li> </ul> <p>Processes that could be used as evidence include:</p> <ul style="list-style-type: none"> <li>• how contributions were made to consultative processes</li> <li>• how hazard inspections were carried out</li> <li>• how incident investigation reports were completed.</li> </ul>
<p>Method of assessment</p>	<p>This Unit should be assessed together with other Units of Competence relevant to the function or work role.</p>

Guidance information for assessment	<p>Access and equity considerations:</p> <ul style="list-style-type: none"><li>• all assessment should be applied with respect to relevant work-related access and equity issues</li><li>• competence should reflect an ability to work in a culturally diverse environment.</li><li>• assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities.</li></ul>
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## Range Statement

The range statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

### ***Hazard***

A hazard is a source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these. Common workplace hazards (from Safe Work Australia *Work Health and Safety Risks - Code of Practice*) include:

- Manual tasks - overexertion or repetitive movement can cause muscular strain
- Gravity - falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
- Electricity - potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
- Machinery and equipment - being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
- Hazardous chemicals - chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
- Extreme temperatures - heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frost bite
- Noise - exposure to loud noise can cause permanent hearing damage
- Radiation - ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
- Biological - micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
- Psychosocial hazards - effects of work-related stress, bullying, violence and work-related fatigue.

	<p>Examples of hazards in an animal care environment may include:</p> <ul style="list-style-type: none"><li>• animal bites, envenomation, kicks, scratches or crush injuries</li><li>• biological hazardous waste</li><li>• bodily fluids</li><li>• chemicals and medicines</li><li>• sharps</li><li>• zoonotic and exotic disease possibilities.</li></ul>
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<b><i>Risk</i></b>	<p>Risk in relation to any hazard means:</p> <ul style="list-style-type: none"> <li>• the probability and consequences of injury, illness or damage resulting from exposure to a hazard</li> </ul> <p>Hierarchy of risk control (from Safe Work Australia <i>Work Health and Safety Risks - Code of Practice</i>) includes:</p> <ul style="list-style-type: none"> <li>• Level 1 controls <ul style="list-style-type: none"> <li>• eliminate hazards</li> </ul> </li> <li>• Level 2 controls <ul style="list-style-type: none"> <li>• substitute the hazard with something safer</li> <li>• isolate the hazard from people</li> <li>• use engineering controls</li> </ul> </li> <li>• Level 3 controls <ul style="list-style-type: none"> <li>• use administrative controls</li> <li>• use personal protective equipment (PPE)</li> </ul> </li> </ul> <p>Residual risk is:</p> <ul style="list-style-type: none"> <li>• the risk which remains after controls have been implemented.</li> </ul>
<b><i>Personal protective equipment</i></b>	<p>Personal protective equipment includes equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard:</p> <ul style="list-style-type: none"> <li>• clothing and footwear</li> <li>• face and eye protection</li> <li>• hand protection</li> <li>• head protection</li> <li>• hearing protection</li> <li>• respiratory protection.</li> </ul>
<b><i>Incidents</i></b>	<p>Incidents include any event that has caused, or has the potential for, injury, ill-health or damage.</p>
<b><i>Designated personnel</i></b>	<p>Designated personnel may include:</p> <ul style="list-style-type: none"> <li>• team leaders/supervisors</li> <li>• officers</li> <li>• health and safety representatives</li> <li>• workplace health and safety committee members</li> <li>• Persons Conducting a Business or Undertaking (PCBUs)</li> <li>• organisation workplace health and safety personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• other persons designated by the organisation.</li> </ul>
<b><i>Workplace health and safety housekeeping</i></b>	<p>Workplace health and safety housekeeping includes workplace and personal routines designed to improve health and safety, for example:</p> <ul style="list-style-type: none"> <li>• cleaning up spills</li> <li>• keeping walkways, exits and traffic areas clear.</li> </ul>
<b><i>Emergency situations</i></b>	<p>Emergency situations may include any abnormal or sudden event that requires immediate action, such as:</p> <ul style="list-style-type: none"> <li>• serious injury events</li> <li>• events requiring evacuation</li> <li>• fires and explosions</li> <li>• hazardous substance and chemical spills</li> <li>• explosion and bomb alerts</li> <li>• security emergencies, such as armed robberies, intruders and disturbed persons</li> <li>• internal emergencies, such as loss of power or water supply and structural collapse</li> <li>• external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation.</li> </ul>

## Unit Sector(s)

Workplace health and safety