



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS201A Participate in OHS processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who require a fundamental knowledge of OHS to carry out their own work which may be in a defined context under direct supervision or with some individual responsibility. This unit has broad applicability across industries and workplace contexts.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Work safely	<p>1.1. Follow established <i>safety procedures</i> when conducting work</p> <p>1.2. Carry out pre-start systems and equipment checks in accordance with workplace procedures</p>
2. Implement workplace safety requirements	<p>2.1. Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace</p> <p>2.2. Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons and record them in accordance with workplace procedures</p> <p>2.3. Identify and implement workplace procedures and work instructions for controlling risks</p> <p>2.4. Report <i>emergency incidents</i> and injuries to designated persons</p>
3. Participate in OHS consultative processes	<p>3.1. Contribute to workplace meetings, inspections or other consultative activities</p> <p>3.2. Raise OHS issues with designated persons in accordance with organisational procedures</p> <p>3.3. Take actions to eliminate workplace hazards or to reduce <i>risks</i></p>
4. Follow safety procedures	<p>4.1. Identify and report emergency incidents</p> <p>4.2. Follow organisational procedures for responding to emergency incidents</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- literacy skills to interpret safety signs, symbols and notices
- problem-solving skills to analyse options in an emergency situation.

Required knowledge

- responsibilities of employers and employees under relevant health and safety legislation
- emergency procedures including procedures for fires and accidents
- commonly used hazard signs and safety symbols.

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • accurately following all relevant safety procedures • identifying and reporting hazards to designated personnel • knowledge of relevant health and safety legislation • knowledge of relevant materials, equipment and work processes.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • safety processes, hazards and risk are relevant to the area of work
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of documentation identifying and reporting emergency incidents
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other units related to the work environment

Range Statement

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.

Safety procedures may include:

- completing required documentation
- local, state and federal legislation
- Materials Safety Data Sheets (MSDSs)
- National Health and Medical Research Council guidelines
- following OH&S guidelines relevant to workplace
- maintenance and use of cleaning apparatus in a work environment, such as;
 - disposing of spilled substances, dangerous products, 'sharps' and waste correctly
 - maintaining stocks of cleaning equipment (eg. disposable gloves, liquid repellent aprons, disinfectant)
 - sterilising and/or disposing of cleaning equipment
 - using appropriate cleaning equipment to clean spillages and breakages
 - wearing protective clothing, protective eye wear when in contact with body fluids or chemicals that may splash
- using and storing toxic and hazardous materials correctly
- keeping workplace clean and tidy
- office practice manual
- displaying health and safety brochures, magazines and other material
- undergoing operator training when using new equipment or processes
- special guidelines in a medical setting:
 - RACGP Code of Practice for the Management of Health Information in General Practice
 - RACGP Entry Standards for General

RANGE STATEMENT	
	<p>Practices</p> <ul style="list-style-type: none"> • RACGP Sterilisation/Disinfection guidelines for General Practice
<i>Designated persons</i> may include:	<ul style="list-style-type: none"> • designated health and safety officers • health and safety representatives • supervisors • managers • team leaders • other persons authorised or nominated by the enterprise or industry
<i>Hazards</i> may include anything which is a source of:	<ul style="list-style-type: none"> • potential harm in terms of human injury or ill health • damage to property • damage to the environment • potential harm in terms of human injury or ill health including: <ul style="list-style-type: none"> • toxic or hazardous materials • hazardous work processes • unsafe work practices • hazardous equipment • unstable personnel • potential harm in a medical setting: <ul style="list-style-type: none"> • blood • breakage / spillage • drug hold-ups • needle sticks • medical emergencies (eg. Falls, bleeding, seizures, fainting, collapses, panic attack, psychosis) • spread of infection • potential sources of infection: <ul style="list-style-type: none"> • breakages • contaminated waste • patients with colds, flu and other infectious diseases • sharps (eg. needles, scalpel blades) • spillage • used dressings, bandages and equipment • unsterilised/poorly sterilised equipment and

RANGE STATEMENT	
	work surfaces <ul style="list-style-type: none"> • unwashed hands
Risk is:	<ul style="list-style-type: none"> • the chance of something occurring that will result in injury or damage
Emergency incidents may include:	<ul style="list-style-type: none"> • accidents • emergency situations • fire • flood • sudden illness • incidents • external threats

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		