Australian Government

Department of Education, Employment and Workplace Relations

FDFOHS3001A Contribute to OHS processes

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

FDFOHS3001A Contribute to OHS processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the workplace performance required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.

Application of the Unit

Application of the unit	This unit is intended for application by a skilled worker who contributes to team outcomes. The team may be a designated operational team or a larger work group.
	Workers are likely to perform work activities requiring a range of well developed skills where some discretion and judgment is required.
	Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	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 conduct work safely	1.1. Work is planned in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes, guidance material and workplace safe working procedures 1.2. Hazards are identified as part of work planning and work process 1.3. Identified hazards are addressed prior to starting work using judgement within defined scope of responsibilities 1.4. Inadequacies in control measures are reported according to organisation procedures 1.5. Incidents and injuries are reported in line with organisation policies and procedures 1.6. OHS housekeeping is undertaken in work area
2. Support safe work practices in work area	2.1. Information on safe work practices and safety issues in the workplace is shared with members of the work group 2.2. The OHS practices of less experienced members of the workgroup are checked and support provided as required to ensure safe work practices are followed 2.3. Members of the workgroup are supported to accurately record incidents and complete associated workplace documentation according to organisation procedures
3. Contribute to OHS participative processes	3.1. OHS issues are raised in accordance with organisation procedures 3.2. Workplace meetings, workplace inspections or other consultative activities are contributed to in a constructive manner to improve safety 3.3. Knowledge of roles and responsibilities of OHS representatives and OHS committees is applied
4. Contribute to hazard identification, OHS risk assessment and risk control activities	4.1. Identified hazards and inadequacies in risk controls are reported 4.2. The workplace is checked for hazards using itemised checklists in accordance with work procedures 4.3. Risk assessments are contributed to 4.4. Input to development and implementation of control measures is provided, with reference to the hierarchy of control
5. Participate in the	5.1. Emergency signals and alarms are identified and

ELEMENT	PERFORMANCE CRITERIA
control of emergency situations	responded to appropriately
	5.2. Initial action to control/confine emergency is taken according to organisation procedures, and taking account of the nature and scope of the emergency
	5.3. Emergency response procedures are implemented within scope of training and competence

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- check the workplace for hazards and risks using an itemised checklist
- provide advice and feedback in a constructive and supportive manner
- communicate with others
- identify emergency situations
- work with others

Required knowledge

Knowledge of:

- applicable commonwealth, state or territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- the difference between hazard and risk
- sources of OHS information within the workplace with knowledge of external sources of OHS information
- nature of common workplace hazards, such as chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- basic hazard identification procedures, such as workplace inspections and review of workplace data
- standard emergency signals, alarms and required responses
- principles of basic risk assessment
- hierarchy of control and its application
- personal protective equipment requirements, including use, storage and maintenance
- roles and responsibilities of employees, supervisors and managers in the workplace
- roles and responsibilities of OHS representatives and OHS committees
- workplace specific information, including:
  - hazards of the particular work environment
  - hazard identification procedures relevant o the hazards in their workplace
  - designated person for raising OHS issues

REQUIRED SKILLS AND KNOWLEDGE

- organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and OHS issue resolution, consultation, use of personal protective equipment and emergency response
- potential emergency situations, alarms and signals and required response
- the legal rights and responsibilities of the workplace parties

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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	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations

Critical aspects for assessment and evidence required to demonstrate competency in this unit	• To demonstrate competence in this unit, a candidate must be able to provide evidence of contribution to OHS processes in the workplace. This includes:
	  • addressing their own health and safety
	  • addressing that of others who may be affected by their actions
	  • supporting members of the workgroup who may be less experienced in the workplace in regard to OHS matters
	  • taking some initiative to address hazards and manage risks at a systemic level
	• Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
	  • workplace demonstration, simulation exercise, scenario or role play
	  • indirect evidence from workplace supervisor reports, workplace documentation, and written responses to problems, scenarios and case studies
	• Evidence of workplace performance over time must be obtained to inform a judgement of competence.

Context of and specific resources for assessment	Products that could be used as evidence include: • verbal and written responses to verbal, pictorial or physical scenarios • demonstrated response to scenarios, simulations, role plays • completed hazard or incident reports, completed workplace inspection checklists • reports from workgroup members, supervisors Processes that could be used as evidence include:

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EVIDENCE GUIDE	
	- how workplace checks/inspections are carried out - how hazards are addressed - how mentoring of fellow workgroup members is undertaken - how incident investigations reports were completed Access and equity considerations: - all assessment should be applied with respect torelevant work related access and equity issues - competence should reflect an ability to work in a culturally diverse environment - 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
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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.	

Hazard identification	Hazard identification is
	
	• the process of identifying sources of harm, and may be required:
	  • before new forms of work and organisation of work are implemented
	  • before changes are made to workplace, equipment, work processes or work arrangements
	  • as part of planning major tasks or activities, such as equipment shutdowns
	  • following an incident report
	  • when new knowledge becomes available
	  • at regular intervals during normal operations
	  • prior to disposal of equipment, or materials

Hazards	Hazards refer to: • 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
Specific hazards	Specific hazards may include, but are not limited to: • chemicals • bodily fluids • sharps • noise • manual handling • work posture • underfoot hazards • moving parts of machinery • cytotoxic medicines and waste

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RANGE STATEMENT	
Other workplace hazards	Other workplace hazards may include: • occupational violence • stress • fatigue • bullying
Risks	Risks, in relation to any hazard, means: • the probability and consequences of injury, illness or damage resulting from exposure to a hazard
Residual risk	Residual risk is: • the risk which remains after controls have been implemented

Organisation procedures	Organisation procedures include:
	 • policies and procedures underpinning the management of OHS, including:
	   • hazard, incident and injury reporting
	   • hazard identification, risk assessment and control
	   • consultation and participation
	   • quality system documentation

OHS housekeeping	OHS housekeeping includes: • workplace and personal routines designed to improve health and safety, for example, cleaning up spills, keeping walkways, exits and traffic areas clear
Information	Information includes: • hazard, incident and investigation reports • workplace inspection reports • incident investigation reports • minutes of meetings • job safety analyses and risk assessments • material safety data sheets (MSDS) and registers • employees handbooks • manufacturers' manuals and specifications • information from OHS representatives • reports from OHS committee

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RANGE STATEMENT

	• information from external sources on hazards and risk relevant to the work group
Work procedures	Work procedures include: • standard operating procedures • batch specifications • operator or manufacturer manuals • procedures for selecting, fitting, using and maintaining personal protective equipment
Incidents	Incidents include: • any event that has caused or has the potential for injury, ill-health or damage
Other workplace documentation	Other workplace documentation may include: • job checklists and schedules • workplace inspection checklists
Risk controls	Risk controls include: • the devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard
Designated persons	Designated persons may include: • team leaders • supervisors • OHS representatives • OHS committee members • managers • organisation OHS personnel • other persons designated by the organisation
Hierarchy of control	Hierarchy of control is the preferred order of control measures for OHS risks: • elimination (e.g. controlling the hazard at the source) • substitution (e.g. replacing one substance or activity at the source) • engineering control (e.g. installing guards on machinery) • administration control (e.g. policies and procedures for safe work practices) • personal protective equipment (e.g. respirators

RANGE STATEMENT	
	and ear plugs)
Emergency signals and alarms	Emergency signals and alarms may include: • machinery malfunction alarms • fire alarms • evacuation alarms or announcements • reversing beepers on mobile plant
Emergencies	Emergency may include any abnormal or sudden event that requires immediate action, such as: • serious injury events • events requiring evacuation • fires and explosions • hazardous substance and chemical spills • explosion and bomb alerts • security emergencies, such as armed robberies, intruders and disturbed persons • internal emergencies, such as loss of power or water supply and structural collapse • external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation

Unit Sector(s)

Unit sector	Occupational health and safety

Competency field

Competency field	

Co-requisite units

Co-requisite units		

Co-requisite units		