



Australian Government

Department of Education, Employment and Workplace Relations

PUAOHS001C Follow defined occupational health and safety policies and procedures

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers competency for applying general occupational health and safety requirements when working in the usual workplace environment, excluding emergency incidents.

This unit is based on the national Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1994)].

Application of the Unit

This unit applies to all workers within the public safety Industry, but is particularly relevant to new workers who need to understand OHS in the public safety context.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Follow workplace procedures for hazard identification and risk control	<p>1.1 <i>Hazards</i> in the work area are recognised, rectified where possible and reported to designated personnel according to <i>workplace procedures</i>.</p> <p>1.2 Workplace procedures and work instructions for controlling risks are followed.</p> <p>1.3 Workplace procedures for dealing with <i>workplace emergencies</i> are followed whenever necessary within scope of responsibilities and competencies.</p>
2. Contribute to participative arrangements for the management of occupational health and safety (OHS)	<p>2.1 Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety <i>legislation</i>.</p> <p>2.2 Contributions to <i>participative arrangements</i> in the workplace are made within organisational procedures and scope of responsibilities and competencies.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communicate concerns verbally
- fill in accident and incident forms
- identify hazards and assess risks
- participate in group meetings
- use communication technology if relevant to workplace requirements

Required Knowledge

- ability to interpret Material Safety Data Sheets
- accidents
- emergencies
- fire
- incidents
- meaning of occupational health and safety signs and symbols relevant to area of work
- organisation's policies and procedures relating to hazards
- organisation's policies procedures relating to risk control and hazard reporting
- participative arrangements for occupational health and safety

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in all relevant workplace procedures followed.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

A combination of oral or written presentation. Observation, on the job and/or in a range of simulated environments.

Specific resources for assessment

No special requirements.

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 in the Performance Criteria is detailed below.

Workplace procedures may include:

- hazard procedures
- emergency procedures
- accident and incident procedures
- procedures for use of personal protective equipment
- procedures for reporting accidents
- incidents
- hazards and emergencies
- risk control procedures
- extrication procedures

Hazards may include:

- extreme temperatures
- emergency situations requiring evacuation or security
- earthquake
- manual handling
- damaged or broken furniture and fittings
- spillages
- damaged or worn equipment
- items blocking exits
- cords/ropes across walkways
- items of equipment in areas of pedestrian traffic
- slippery surfaces
- breakages
- noise
- machinery
- electricity
- sea conditions
- rocks
- dangerous creatures

Legislation may include:

- Commonwealth
- state and territory legislation
- standards
- codes of practice
- regulations and statutory requirements relevant to workplace OHS

Workplace emergencies may include:

- accidents
- vehicle and industrial accidents
- incidents involving dangerous goods and hazardous

substances

- bomb scares
- terrorist action
- fires
- floods
- storm and tempest
- earthquake
- emergency situations requiring evacuation or security
- aquatic accidents
- vessel aground, holed
- towing emergencies
- fire on board
- Occupational health and safety committees team or workgroup meetings

Participative arrangements
may include:

Unit Sector(s)

Not applicable.