



Australian Government

SITXWHS301 Identify hazards, assess and control safety risks

Release 1

SITXWHS301 Identify hazards, assess and control safety risks

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXOHS003B Identify hazards, and assess and control safety risks. Minor name change.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks and document all processes.

Application of the Unit

This unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

All people working at all levels can participate in risk assessments which are commonly conducted as a team effort. Frontline operational personnel, who operate with some level of independence and under limited supervision, would assist other colleagues during the process. Individuals may conduct the assessments independently of others.

Licensing/Regulatory Information

This unit incorporates the requirement, under state and territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation, for businesses to conduct risk assessments involving their workers to manage the safety of those workers and anyone else in the workplace.

No occupational licensing or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

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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|---|--|
| 1. Identify hazards. | 1.1 Access and use <i>hazard identification and risk assessment tools and template documents.</i>
1.2 Use <i>appropriate methods</i> to identify actual or foreseeable hazards that have the potential to harm the health and safety of workers or <i>anyone else</i> in <i>the workplace.</i>
1.3 Work alone or with <i>other personnel</i> to identify hazards.
1.4 Keep records of identified <i>hazards</i> according to organisational procedures. |
| 2. Assess the safety risk associated with a hazard. | 2.1 Access and use risk assessment tools and template documents.
2.2 Work alone or with other personnel to assess the risk.
2.3 Use a <i>systematic method</i> to assess the risk.
2.4 Collect sufficient evidence of the type and level of risk posed by the identified hazard.
2.5 Document the outcome of the risk assessment suggesting actions to eliminate or control risks.
2.6 Keep records of risk assessments according to organisational procedures. |
| 3. Eliminate or control the risk. | 3.1 Discuss, with others, <i>ways of eliminating or controlling the risk.</i>
3.2 Take <i>measures</i> to eliminate or control risks. |

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - discuss hazards and associated risks with other workers
 - participate in risk assessments and assertively suggest control methods
- literacy skills to:
 - read and interpret hazard identification and risk assessment template documents and organisational policies and procedures
 - complete hazard identification and risk assessment reports using template documents
- numeracy skills to score the risks and calculate an overall risk level for the identified hazard
- problem-solving skills to identify and logically evaluate hazards, associated risks and suggest control measures
- teamwork skills to:
 - actively and cooperatively participate in group risk assessments
 - suggest effective controls while incorporating the views of other people in the workplace.

Required knowledge

- basic aspects of the relevant state or territory OHS or WHS legislation, specifically requirements for:
 - when, where and how hazards must be identified
 - when, where and how risk assessments must be conducted
 - consultation in the hazard identification and risk assessment process
 - work health and safety committees or work health and safety representatives as mechanisms for consultation
 - record keeping
- for the specific industry sector and organisation:
 - range of group risk assessment mechanisms commonly used
 - format and use of appropriate hazard identification and risk assessment templates
 - range of methods for identifying hazards in the workplace
 - common methods applied to the assessment of safety risks, including the four-staged process model recommended and published by state and territory work health and safety authorities
 - common methods applied to controlling risks, including the five-stepped hierarchical process model recommended and published by state and territory work health and safety authorities
 - hazard identification and risk assessment procedures.

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

Evidence of the ability to:

- participate in multiple risk assessments to identify workplace hazards, assess the associated safety risks and take measures to eliminate or control those risks
- use appropriate methods and documents for hazard identification, risk assessment and control
- demonstrate knowledge of the basic aspects of OHS or WHS legislation for identifying hazards, assessing and controlling risks.

Context of and specific resources for assessment

Assessment must ensure use of:

- a real or simulated tourism, hospitality or events industry environment where hazards must be identified and risk assessed
- current plain English regulatory documents distributed by the local work health and safety government regulator
- work health and safety information and business management manuals issued by industry associations or commercial publishers
- current commercial policies and procedures, and hazard identification and risk assessment template documents.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation, using role plays, of the individual discussing hazard identification, risk assessment and control with colleagues
- evaluation of hazard identification and risk assessment documents completed by the individual
- use of simulated activities to assess participation in:
 - hazard identification
 - risk assessments
- use of, case studies and problem-solving exercises so the individual can suggest methods of eliminating or controlling the risks associated with various hazards

- written or oral questioning to assess knowledge of:
 - legal requirements for hazard identification and risk assessment
 - contents of hazard identification and risk assessment procedures
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITHACS103 Prepare rooms for guests
- SITHASC201 Cook simple Asian dishes
- SITHCCC201 Cook simple dishes
- SITHCCC202 Prepare and present food
- SITTGDE401 Coordinate and operate tours
- SITTPPD404 Develop in-house recreational activities
- SITTTOP301 Load touring equipment
- SITTTOP402 Set up and operate a camp site
- SITTTSL305 Process reservations
- SITTVAF303 Tow and site recreational vehicles
- SITXINV201 Receive and store stock
- SITXWHS101 Participate in safe work practices.

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 and risk assessment tools and template documents may include:

- self-designed tools
- tools and templates developed:
 - by external consultancy services
 - by industry associations for use by member businesses
 - for public use and found within business management publications, including those developed by work health and safety government regulators
- tools developed for the organisation as part of a work health and safety management system.

Appropriate methods include:

- conduct of site safety audits
- completion of safety checklists
- inspections of the workplace
- observation of daily activities
- investigation of accidents and incidents
- review of injury or illness registers
- environmental monitoring of the workplace
- investigation of staff complaints or reports of safety concerns
- review of staff feedback via consultative processes, such as meetings, surveys or suggestion box submissions.

Anyone else in the workplace may include:

- contractors
- customers
- visiting supplier representatives.

The workplace may include:

- any tourism, hospitality or event environment, such as:
 - heritage venues
 - holiday parks and resorts
 - hotels, motels
 - clubs
 - event, meeting and exhibition venues
 - restaurants
 - retail outlets
 - retail travel agencies

- office environment for tour operators, event organisers, tour wholesalers
- any location where a tour is delivered, for example:
 - onboard a coach or cruise vessel
 - a tourist precinct where walking tours are operated
 - in a national park.

Other personnel may include:

- contractors
- managers
- work health and safety committee members
- work health and safety representatives
- peers and colleagues
- staff under supervision
- supervisors
- tourism suppliers.

Hazards may be associated with:

- physical environment, for example:
 - crowds
 - customer ability to fully engage in all activities, e.g. health issues
 - electrical items
 - exposure to weather and natural disasters
 - flooring
 - hot and cold work environments
 - lighting
 - noise levels
 - pests
 - touring activities to be undertaken
 - wild animals and local wildlife
 - working space of workers
- plant, for example:
 - appliances
 - beverage dispensing systems using inert gases
 - equipment
 - machinery
 - tools
- working practices, for example:
 - length of time spent at certain task and allocation of breaks
 - rostering and shift allocation
 - opening and closing procedures
 - standard operating procedures for work-related

tasks

- security issues, for example:
 - customer behaviour
 - storage of cash, documents and keys
 - theft and robbery.

Systematic method involves:

- identifying the injury or illness or consequences that could result from the hazard
- determining the exposure to the hazard
- estimating the probability that an incident or injury will occur
- determining an overall risk level for the identified hazard.

Ways of eliminating or controlling the risk involves:

- substituting a system of work or equipment with something safer
- isolating the hazard
- introducing engineering controls
- adopting administrative controls
- using personal protective equipment
- implementing combined control methods to minimise risk.

Measures may involve:

- implementing control measures when responsible
- making suggestions for ways of eliminating or controlling risks
- referring to a higher level staff member for decision on implementing controls.

Unit Sector(s)

Cross-Sector

Competency Field

Work Health and Safety