



Australian Government

Assessment Requirements for ACMWHHS401 Maintain workplace health and safety processes

Release: 2

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Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- made at least two different presentations to a group on workplace health and safety related processes
- ensured at least two personnel are able to implement safe work practices
- consulted a work group about a workplace health and safety issue and communicated the outcomes of the consultation to the group
- reviewed at least two work procedures for clarity, accuracy and availability to work group, and reported any deficiencies to appropriate personnel
- carried out at least three hazard/risk assessments, including at least one that deals with infection control from animals to humans, and identified appropriate risk controls
- reviewed organisation's workplace health and safety records and identified any hazards and risks
- reviewed at least two emergency procedures and obtained feedback from work group about their accessibility and usability
- investigated at least one emergency to determine cause and identified and implemented or supported control measures to prevent recurrence and minimise risk.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- current workplace health and safety legislation, standards, compliance codes and guidance material relevant to work area
- organisation's workplace health and safety policies and procedures

- the roles and responsibilities of designated personnel, health and safety representatives, workplace health and safety committees under workplace health and safety legislation and within the organisation's workplace health and safety system
- common workplace hazards (from Safe Work Australia's Work Health and Safety Risks – Code of Practice), including:
 - 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 and knowledge that 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 and 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 frostbite
 - noise – exposure to loud noise can cause permanent hearing damage
 - radiation – ultraviolet, welding arc flashes, microwaves 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
- hazards relating to common zoonotic diseases and workplace procedures for infection prevention and control
- organisation's processes for:
 - ensuring personal protective equipment and emergency equipment is available and functional
 - checking that work group members have knowledge and skills to comply with organisation's workplace health and safety policies and procedures
 - identifying workplace health and safety training needs
 - addressing training needs
 - reporting workplace health and safety related matters to relevant personnel
 - emergency situations
- techniques for:
 - consulting, providing advice and communicating with work group members on workplace health and safety matters
 - recording and reporting outcomes
 - monitoring own performance and recognising own professional limitations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
 - equipment and resources appropriate to work being undertaken
- specifications:
 - relevant and current workplace health and safety organisational policies and procedures, legislation, and regulations
 - documents relating to workplace safety, hazard identification and risk assessment
- relationships:
 - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>