



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ACMOHS201A Participate in occupational health and safety processes**

**Revision Number: 2**

## ACMOHS201A Participate in occupational health and safety processes

### Modification History

March 2012: Minor typographical corrections.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency covers the process required for an entry level employee to participate in occupational health and safety (OHS) processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit is intended for application during induction of new entrants to the workplace and where the employee has basic operational knowledge and skills for a limited range of tasks and problems. It includes apprentices, trainees and casual workers.</p> <p>In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.</p>
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### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Plan and prepare to work safely	<p>1.1. <b>Hazards</b> in the work area are identified, and action is taken to control <b>risk</b> for those hazards the employee can correct.</p> <p>1.2. Hazards the employee cannot correct and inadequacies in control measures are reported, in accordance with organisation procedures.</p> <p>1.3. Pre-start checks are carried out as required in accordance with work procedures.</p>
2. Conduct work safely	<p>2.1. <b>Personal protective equipment</b> is used correctly and maintained when required.</p> <p>2.2. Work procedures and workplace instructions for ensuring safety when planning and conducting work are followed.</p> <p>2.3. <b>Incidents</b> and injuries are reported to <b>designated personnel</b>.</p> <p>2.4. <b>OHS housekeeping</b> is undertaken in work area.</p>
3. Participate in OHS consultative activities	<p>3.1. Knowledge of roles and responsibilities of OHS representatives and OHS committees are applied.</p> <p>3.2. Constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities is made.</p> <p>3.3. OHS issues are raised with <b>designated personnel</b> in accordance with organisation procedures.</p> <p>3.4. Input to improve workplace OHS systems and processes is provided, in accordance with organisation procedures, to eliminate hazards or reduce risk.</p>
4. Follow emergency response procedures	<p>4.1. <b>OHS emergency situations</b> are identified and reported.</p> <p>4.2. Organisation procedures for responding to OHS emergencies are followed.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- clarify meaning with peers and supervisors
- follow clear, logical verbal or clear, logical plain English written instructions
- give accurate verbal or written descriptions of incidents or hazards
- interpret selected pictorial/graphical and written signs/instructions
- preparedness to be involved in OHS activities, including inspections, meetings and risk assessments.

#### Required knowledge

- applicable commonwealth, state or territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- legal rights and responsibilities of the workplace parties
- nature of common workplace hazards, for example, chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- potential OHS emergency situations, alarms and signals, and required response
- roles and responsibilities of OHS representatives, OHS committees and employers
- safety measures related to common workplace hazards
- safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- sources of OHS information in the workplace
- standard emergency signals, alarms and required responses
- the difference between hazard and risk
- the elements within the hierarchy of control
- the roles and responsibilities of employees, supervisors and managers in the workplace
- workplace specific information including:
  - hazards of the particular work environment
  - potential OHS emergencies relevant to the workplace
  - designated person for raising OHS issues
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of personal protective equipment and emergency

**REQUIRED SKILLS AND KNOWLEDGE**

response.

## 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

To demonstrate competence in this unit, a candidate must be able to provide evidence of the application of their knowledge of OHS:

- in an actual or simulated workplace context involving relevant work processes
- to their own health and safety within their work area
- to that of others who may be affected by their actions.

A candidate must also be able to provide evidence of participating in workplace OHS processes.

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 and workplace documentation.

#### 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 action to scenarios, simulations, role plays
- completed hazard or incident reports, completed workplace inspection checklists
- reports from work group members, supervisor.

#### Processes that could be used as evidence include:

- how contributions were made to consultative processes
- how hazard inspections were carried out

<b>EVIDENCE GUIDE</b>	
	<ul style="list-style-type: none"><li>• how incident investigations reports were completed.</li></ul>
<b>Method of assessment</b>	This unit should be assessed together with other units of competence relevant to the function or work role.
<b>Guidance information for assessment</b>	<p><b>Access and equity considerations:</b></p> <ul style="list-style-type: none"><li>• All assessment should be applied with respect to relevant work-related access and equity issues</li><li>• Competence should reflect an ability to work in a culturally diverse environment.</li><li>• 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.</li></ul>



## 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.

A <b><i>hazard</i></b> is:	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><i>Specific hazards</i></b> may include:	<ul style="list-style-type: none"> <li>animal bites, envenomation, kicks, scratches or crush injuries</li> <li>biological hazardous waste</li> <li>bodily fluids</li> <li>chemicals and medicines</li> <li>gas leakage</li> <li>manual handling, including carrying, lifting, shifting</li> <li>moving parts of equipment or machinery</li> <li>noise</li> <li>radiation</li> <li>sharps</li> <li>underfoot hazards</li> <li>work posture</li> <li>zoonoses.</li> </ul>
Other workplace <b><i>hazards</i></b> may include:	<ul style="list-style-type: none"> <li>occupational violence</li> <li>stress</li> <li>fatigue</li> <li>bullying.</li> </ul>
<b><i>Risk</i></b> : in relation to any hazard means:	<ul style="list-style-type: none"> <li>the probability and consequences of injury, illness or damage resulting from exposure to a hazard.</li> </ul>
Residual <b><i>risk</i></b> is:	<ul style="list-style-type: none"> <li>the risk which remains after controls have been implemented.</li> </ul>
<b><i>Personal protective equipment</i></b> includes:	<ul style="list-style-type: none"> <li>equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard: <ul style="list-style-type: none"> <li>clothing and footwear</li> </ul> </li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• face and eye protection</li> <li>• hand protection</li> <li>• head protection</li> <li>• hearing protection</li> <li>• respiratory protection.</li> </ul>
<b><i>Incidents</i></b> include:	<ul style="list-style-type: none"> <li>• any event that has caused, or has the potential for, injury, ill-health or damage.</li> </ul>
<b><i>Designated personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• team leaders</li> <li>• supervisors</li> <li>• OHS representatives</li> <li>• OHS committee members</li> <li>• managers</li> <li>• organisation OHS personnel</li> <li>• other persons designated by the organisation</li> <li>• employers in office based practice.</li> </ul>
<b><i>OHS housekeeping</i></b> includes:	<ul style="list-style-type: none"> <li>• workplace and personal routines designed to improve health and safety: <ul style="list-style-type: none"> <li>• cleaning up spills</li> <li>• keeping walkways, exits and traffic areas clear.</li> </ul> </li> </ul>
<b><i>Emergency OHS situations</i></b> may include:	<ul style="list-style-type: none"> <li>• any abnormal or sudden event that requires immediate action: <ul style="list-style-type: none"> <li>• events requiring evacuation</li> <li>• explosion and bomb alerts</li> <li>• external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation</li> <li>• fires and explosions</li> <li>• hazardous substance and chemical spills</li> <li>• internal emergencies, such as loss of power or water supply and structural collapse</li> <li>• security emergencies, such as armed robberies, intruders and disturbed persons</li> <li>• serious injury events.</li> </ul> </li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Occupational health and safety
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## Competency field

<b>Competency field</b>	
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## Co-requisite units

<b>Co-requisite units</b>		