



**Australian Government**

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

# **AHCOHS101A Work safely**

**Release: 1**

## AHCOHS101A Work safely

### Modification History

Not Applicable

### Unit Descriptor

|                        |  |
|------------------------|--|
| <b>Unit descriptor</b> | This unit covers working safely and defines the standard required to: work safely; communicate effectively; contribute to a productive workplace and observe good environmental work practice. |
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### Application of the Unit

|                                |   |
|--------------------------------|---|
| <b>Application of the unit</b> | This unit applies to the steps required by new entry workers in preparing for work in an agricultural, horticultural or land management work place. |
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

## Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

| <b>ELEMENT</b> | <b>PERFORMANCE CRITERIA</b> |
|----------------|-----------------------------|
|                |                             |

| <b>ELEMENT</b>   | <b>PERFORMANCE CRITERIA</b>  |
|--|--|
| <p>1. Observe safe work practices</p>                    | <p>1.1. Protective clothing and equipment is used according to best practice when completing work tasks.</p> <p>1.2. Safety of machines, tools and equipment is checked before use.</p> <p>1.3. Correct manual handling techniques are used.</p> <p>1.4. Hazards are reported to supervisor.</p> <p>1.5. Supervisors are immediately informed verbally when there is an emergency.</p> <p>1.6. Machines, tools and equipment are operated to manufacturer's specifications and in accordance with supervisor's instructions.</p> <p>1.7. Safety procedures involved in handling of hazardous substances are interpreted and followed as required.</p> <p>1.8. Safety procedures to protect people in the workplace are followed.</p> |
| <p>2. Communicate with others</p>                        | <p>2.1. Instructions and notices are interpreted correctly and observed.</p> <p>2.2. Simple messages from clients and customers are taken and passed to supervisor.</p> <p>2.3. Communication with others is conducted in a courteous manner and is appropriate to age, culture, linguistic background and position in the organisation.</p>   |
| <p>3. Contribute to a productive working environment</p> | <p>3.1. Work practices contribute positively to quality, productivity and conditions, and promote co-operation and good relationships.</p> <p>3.2. Industry expectations of conduct and presentation are determined and observed.</p> <p>3.3. Information on working in the industry including employment terms and conditions is collected.</p> <p>3.4. Work is consistent with workplace standards relating to anti-discrimination and workplace harassment.</p>   |
| <p>4. Follow good environmental practices</p>            | <p>4.1. Work practices relating to potential environmental impacts are recognised and followed, and clarification is sought where necessary.</p> <p>4.2. Environmental threats and potential hazards are recognised and reported to supervisor.</p> <p>4.3. Contributions are made to improve environmental work practices.</p>  |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- observe safe work practices
- communicate with others
- contribute to a productive working environment
- follow good environmental practices
- use literacy skills to read and follow a range of basic instructions
- use oral communication skills/language competence to communicate effectively with others
- use numeracy skills to complete basic calculations
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds.

#### Required knowledge

- hazards in the industry
- Occupational Health and Safety (OHS) legislative requirements and Codes of Practice including manual handling and use, maintenance, and storage of protective equipment and clothing
- communication procedures, systems and technology relevant to the industry
- industry expectations of conduct, presentation and work performance (including quality and productivity)
- appropriate behaviour relating to anti-discrimination and sexual harassment
- industry employment terms and conditions and career pathways
- good environmental practices in the workplace
- environmental issues relevant to the industry.

## Evidence Guide

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| <b>EVIDENCE GUIDE</b>  |   |
| 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. |   |
| <b>Overview of assessment</b>  |   |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>  | <p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> <li>• work safely</li> <li>• communicate effectively</li> <li>• contribute to a productive workplace</li> <li>• observe good environmental work practice.</li> </ul> |
| <b>Context of and specific resources for assessment</b>  | Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.  |

## Range Statement

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|---|---|
| <b>RANGE STATEMENT</b>  |   |
| The range statement relates to the unit of competency as a whole. |   |
| Working safely may include:                                       | <ul style="list-style-type: none"> <li>• all aspects and contexts associated with the agriculture, horticulture and conservation and land management industries.</li> </ul> |

## Unit Sector(s)

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| <b>Unit sector</b> | Work |
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### Co-requisite units

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| <b>Co-requisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

### Competency field

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| <b>Competency field</b> |  |
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