



**Australian Government**

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

# **AHCOHS201A Participate in OHS processes**

**Release: 1**

## AHCOHS201A Participate in OHS processes

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures and defines the standard required to: recognise and report hazards in the workplace; follow workplace safety procedures and directions; adjust, use, clean and store personal protective equipment (PPE) according to safe work procedures and manufacturer directions; carry out basic safety checks on equipment before use; identify and handle hazardous substances according to workplace procedures; complete manual handling tasks using recommended techniques; and follow emergency procedures and warning signs.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to supervised workers. It requires employees to follow OHS policies and procedures and requires active participation in the workplace safety system, under clear reporting lines and procedures.
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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

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

ELEMENT	PERFORMANCE CRITERIA
1. Follow workplace procedures for hazard identification and risk control	<p>1.1. Hazards in the workplace are recognised and reported to designated personnel according to enterprise procedures.</p> <p>1.2. Assessment of risk associated with identified hazards is made according to enterprise procedures.</p> <p>1.3. Workplace procedures and work instructions for controlling risks are followed accurately.</p> <p>1.4. Workplace procedures for dealing with accidents, fire and emergencies are followed whenever necessary within the scope of responsibilities and competencies.</p> <p>1.5. Risks to fellow workers, other people and animals are recognised, and action taken to eliminate or reduce them.</p> <p>1.6. Employee responsibilities prescribed in OHS legislation are recognised and carried out.</p> <p>1.7. Safety training is undertaken as directed.</p>
2. Observe safe practices during work operations	<p>2.1. Work for which PPE is required is identified, used, maintained and stored according to enterprise procedures.</p> <p>2.2. Safety checks on all machinery and equipment are undertaken before operation according to enterprise procedures.</p> <p>2.3. Hazards associated with handling of hazardous substances are identified and reported, and risk assessed according to enterprise procedures and OHS requirements.</p> <p>2.4. Noise hazards are identified and notified, and risk assessed according to enterprise procedures and OHS requirements.</p> <p>2.5. Manual handling job risks are assessed prior to activity and work carried out according to currently recommended safe practices.</p> <p>2.6. Information on OHS is accessed as required.</p>
3. Participate in arrangements for maintaining health and safety of all people in the workplace	<p>3.1. Individuals have input into ongoing monitoring and reporting on all aspects of workplace safety.</p> <p>3.2. OHS issues are raised with designated personnel according to enterprise procedures and relevant OHS legislation.</p> <p>3.3. Contributions to participative arrangements in the workplace are made within organisational procedures and scope of responsibilities and competencies.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.4. Contributions are provided towards the development of effective solutions to control the level of risk associated with enterprise activities.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- follow workplace procedures for hazard identification and risk control
- read safety warning signs
- observe safety during work operations
- participate in arrangements for maintaining health and safety of all people in the workplace
- recognise caution or hazard signs and symbols
- interpret tasks or information from labels, manuals or written instructions
- record information accurately or verbally report information
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

#### Required knowledge

- employee and employer responsibilities under the OHS Act
- enterprise procedures relating to hazards, fires, emergencies, accidents and risk control
- OHS signs and symbols relevant to area of work.

## Evidence Guide

<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>• recognise and report hazards in the workplace</li> <li>• follow workplace safety procedures and directions</li> <li>• adjust, use, clean and store PPE according to safe work procedures and manufacturer directions</li> <li>• carry out basic safety checks on equipment before use</li> <li>• identify and handle hazardous substances according to workplace procedures</li> <li>• complete manual handling tasks using recommended technique</li> <li>• follow emergency procedures and warning signs.</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

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole.	
OHS participation may include:	<ul style="list-style-type: none"> <li>• identification and control of all hazards found in the workplace</li> <li>• application of OHS policies, procedures and legislation.</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Occupational health and safety
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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