



Australian Government

Department of Education, Employment and Workplace Relations

AHCOHS301A Contribute to OHS processes

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of carrying out enterprise Occupational Health and Safety (OHS) policies and procedures and defines the standard required to: work in accordance with workplace procedures in hazard identification and risk control; carry out safe practices during work operations; participate in arrangements for maintaining the health and safety of all people in the workplace.
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Application of the Unit

Application of the unit	This unit applies to the active participation in the workplace safety system, under clear reporting lines and procedures.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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1. Adapt OHS policies and procedures	1.1. Information regarding the organisation OHS policies and procedures is made readily accessible to all employees. 1.2. Employee responsibilities prescribed in OHS legislation, codes and national standards are identified and carried out. 1.3. Employee responsibilities prescribed in enterprise OHS policies and procedures (including emergency procedures) are identified and carried out.
2. Assist in workplace hazard identification and risk control	2.1. Information regarding hazard identification and risk control is provided and explained regularly. 2.2. Hazards in the workplace are recognised and reported to designated personnel according to enterprise procedures. 2.3. Assessment of risk associated with identified hazards is made in accordance with enterprise procedures. 2.4. Workplace procedures and work instructions for controlling risks are followed accurately. 2.5. Risks to fellow workers, other people and animals are recognised and action is taken to eliminate or reduce them. 2.6. Safety training is undertaken or provided as necessary.
3. Observe safe practices during work operations	3.1. Personal Protective Equipment (PPE) required for work is identified, used, maintained and stored according to enterprise procedures. 3.2. Basic safety checks on all machinery and equipment are undertaken before operation according to enterprise procedures. 3.3. Hazards associated with handling of hazardous substances are identified, risks assessed and risk controls implemented in accordance with enterprise procedures and OHS requirements. 3.4. Noise hazards are identified and notified, risks assessed and risk controls implemented in accordance with enterprise procedures and OHS requirements. 3.5. Manual handling risks are assessed prior to activity, and safe lifting practices are used. 3.6. Information on OHS for specific work operations is accessed as required.

ELEMENT	PERFORMANCE CRITERIA
<p>4. Participate in arrangements for maintaining health and safety of all people in the workplace</p>	<p>4.1. Individuals have input into ongoing monitoring and reporting on all aspects of workplace safety.</p> <p>4.2. OHS issues are raised with designated personnel in accordance with enterprise procedures and relevant OHS legislation.</p> <p>4.3. Contributions to participative arrangements in the workplace are made within organisational procedures and scope of responsibilities and competencies.</p> <p>4.4. Suggestions are made to assist the development of effective solutions to control the level of risk with enterprise activities.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- apply workplace procedures for hazard identification and risk control
- ability to direct others in identifying hazards, controlling risks, and following other OHS enterprise requirements
- ability to read safety warning signs
- participate in arrangements for maintaining the health and safety of all people in the workplace
- accurately record incidents in the work area in accordance with OHS legal requirements
- observe and direct others to follow safe working operations
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- employee and employer responsibilities under OHS legislation and relevant national and industry codes of practice
- enterprise procedures relating to hazards, fires, emergencies, accidents, and risk control

REQUIRED SKILLS AND KNOWLEDGE

- OHS signs and symbols relevant to area of work
- hazard identification and the risk assessment process
- manual handling principles and procedures
- safe systems of work.

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	<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"> • work in accordance with workplace procedures in hazard identification and risk control • carry out safe practices during work operations • participate in arrangements for maintaining the health and safety of all people in the workplace.
Context of and specific resources for assessment	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

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
OHS processes may include:	<ul style="list-style-type: none"> • all OHS processes identified in OHS legislation and regulations and industry Codes of Practice.

Unit Sector(s)

Unit sector	Occupational health and safety
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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