



**Australian Government**

# **BSBWHS201A Contribute to health and safety of self and others**

**Release 1**

## BSBWHS201A Contribute to health and safety of self and others

### Modification History

Release	Comments
Release 1	<p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces and is equivalent to BSBOHS201A Participate in OHS processes.</p>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to participate in work health and safety (WHS) processes to protect own health and safety, and that of others.

### Application of the Unit

This unit applies to individuals who require a fundamental knowledge of WHS to carry out their own work, which may be in a defined context under direct supervision or with some individual responsibility. The unit has broad applicability across industries and workplace contexts.

*NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.*

### Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

### Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

### Elements and Performance Criteria

1. Work safely	<p>1.1 Follow provided <b><i>safety procedures and instructions</i></b> when conducting work</p> <p>1.2 Carry out pre-start systems and equipment checks according to workplace procedures</p> <p>1.3 Follow workplace procedures for responding to <b><i>emergency incidents</i></b></p>
2. Implement work safety requirements	<p>2.1 Identify <b><i>designated persons</i></b> for reporting queries and concerns about safety in the workplace</p> <p>2.2 Identify existing and potential <b><i>hazards</i></b> in the workplace, report them to designated persons, and record them according to workplace procedures</p> <p>2.3 Identify and implement WHS procedures and work instructions</p> <p>2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures</p> <p>2.5 Identify WHS <b><i>duty holders</i></b> in own work area and their duties</p>
3. Participate in WHS consultative processes	<p>3.1 Contribute to workplace meetings, inspections and other WHS consultative activities</p> <p>3.2 Raise WHS issues with designated persons according to organisational procedures</p> <p>3.3 Take actions to eliminate workplace hazards and reduce risks</p>

## Required Skills and Knowledge

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

### Required skills

- communication skills to contribute to workplace meetings
- literacy skills to:
  - contribute to workplace meetings, inspections and other WHS consultative activities
  - interpret safety signs, symbols, notices and other WHS documents
  - record and report hazards, risks, emergency incidents and injuries
- problem-solving skills to follow procedures in an emergency.

### Required knowledge

- emergency procedures, including procedures for fires and incidents
- meaning of commonly used hazard signs and safety symbols
- responsibilities, as specified in WHS Acts, regulations and codes of practice, of:
  - self
  - persons conducting businesses or undertakings (PCBUs) or their officers
  - fellow workers.

## 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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• following all relevant safety procedures and instructions</li> <li>• identifying and reporting hazards to designated personnel</li> <li>• knowledge of relevant materials, equipment and work processes.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• safety processes, hazards and risks are relevant to area of work.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques</li> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate</li> <li>• review of documentation identifying and reporting emergency incidents.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

## 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.*

<p><b><i>Safety procedures and instructions</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• as contained in health and safety brochures, magazines and other material</li> <li>• completing required documentation</li> <li>• following procedures for work area housekeeping</li> <li>• following WHS guidelines relevant to workplace procedures for:             <ul style="list-style-type: none"> <li>• disposing of spilled substances, dangerous products, sharps and waste, and cleaning equipment</li> <li>• maintaining stocks of cleaning equipment, such as disposable gloves, liquid repellent aprons, and disinfectant</li> <li>• sterilising cleaning equipment</li> <li>• using appropriate cleaning equipment to clean spillages and breakages</li> <li>• wearing personal protective clothing and protective eyewear when in contact with body fluids or chemicals that may splash</li> </ul> </li> <li>• handling, using and storing hazardous chemicals according to workplace procedures</li> <li>• labels for hazardous chemicals</li> <li>• safety data sheets (SDS)</li> <li>• specific guidelines and procedures as they apply to own work area</li> <li>• undergoing operator training and instruction when using new equipment or processes.</li> </ul>
<p><b><i>Emergency incidents</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• accidents</li> <li>• alcohol and other drug intoxication</li> <li>• crime</li> <li>• external threats</li> <li>• fire</li> <li>• flood</li> <li>• near misses</li> <li>• sudden illness.</li> </ul>

<b><i>Designated persons</i></b> may include:	<ul style="list-style-type: none"> <li>• health and safety officers</li> <li>• health and safety representatives</li> <li>• managers and supervisors</li> <li>• other persons authorised or nominated by the organisation</li> <li>• PCBUs or their officers</li> <li>• team leaders</li> <li>• union officers</li> <li>• WHS inspectors</li> <li>• WHS permit entry holders.</li> </ul>
<b><i>Hazards</i></b> may include anything that can cause harm, including:	<ul style="list-style-type: none"> <li>• as specified in WHS Acts, regulations and codes of practice</li> <li>• blood</li> <li>• breakage and spillage</li> <li>• criminal acts</li> <li>• fatigue</li> <li>• hazardous chemicals</li> <li>• hazardous equipment</li> <li>• hazardous work processes</li> <li>• intoxication</li> <li>• needle sticks</li> <li>• sources of infection</li> <li>• stress</li> <li>• unsafe work tasks or practices.</li> </ul>
<b><i>Duty holders</i></b> may include:	<ul style="list-style-type: none"> <li>• as specified in WHS Acts: <ul style="list-style-type: none"> <li>• PCBUs or their officers</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul> </li> </ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety