



**Australian Government**

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

# **CUSOHS301A Follow occupational health and safety procedures**

**Revision Number: 1**

## CUSOHS301A Follow occupational health and safety procedures

### Modification History

Not applicable.

### Unit Descriptor

<p><b>Unit descriptor</b></p>	<p>This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries.</p> <p>Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007).</p> <p>Achievement of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit.</p>
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### Application of the Unit

<p><b>Application of the unit</b></p>	<p>All employees and contractors in the entertainment, events, and screen and media industries apply the skills and knowledge outlined in this unit. Compliance with OHS policies and procedures is essential in all work contexts, along with an understanding of the consequences of non-compliance.</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
Follow safe work practices	<ol style="list-style-type: none"> <li>1. Apply knowledge of <i>safe work practices</i> to complete work tasks in accordance with <i>legislative requirements</i> and <i>codes of practice</i></li> <li>2. Adhere to safety plans, safety implementation reports and other <i>documentation</i> as required</li> <li>3. Use tools, equipment and materials according to enterprise <i>procedures</i></li> <li>4. Complete work tasks with due regard to safety <i>signs and symbols</i></li> <li>5. Comply with <i>duty of care requirements</i></li> <li>6. Participate in <i>OHS communication and reporting processes</i></li> </ol>
Maintain personal safety standards	<ol style="list-style-type: none"> <li>7. Use safety clothing and <i>personal protective equipment</i> (PPE) as required to ensure own safety and safety of others</li> <li>8. Undertake <i>measures</i> to prevent injury or impairment related to workplace activities</li> <li>9. Apply safe manual-handling techniques to avoid back strain and other injuries</li> <li>10. Contribute to keeping the work environment free of <i>hazards</i></li> <li>11. Maintain currency of own knowledge of OHS workplace policies and procedures</li> </ol>
Assess risks	<ol style="list-style-type: none"> <li>12. Report hazards or <i>OHS issues</i> in the workplace to <i>relevant personnel</i></li> <li>13. Apply knowledge of <i>principles of risk management</i> when taking action to minimise risk in line with own level of responsibility</li> <li>14. Follow workplace procedures for controlling risks</li> <li>15. Contribute to workplace OHS, hazard, accident and incident reports as required</li> <li>16. Report breaches of health, safety and security procedures promptly as required</li> </ol>
Follow emergency procedures	<ol style="list-style-type: none"> <li>17. Report <i>emergency</i> or <i>incident</i> promptly to relevant personnel or <i>authorities</i> in line with <i>general procedures</i> for responding to incidents and emergencies</li> <li>18. Take action to deal with emergencies in line with own level of responsibility</li> <li>19. Seek assistance from colleagues and relevant authorities</li> </ol>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	as required 20. Practise and follow emergency and evacuation procedures as required.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communication and teamwork skills sufficient to:
  - clarify OHS legislative requirements
  - discuss OHS issues and information
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - relay information to others
  - report hazards and risks
  - use and interpret non-verbal communication, such as hand signals
  - use language and concepts appropriate to cultural differences
  - contribute effectively to formal and informal OHS meetings
  - complete workplace documentation related to OHS procedures
  - read and interpret material safety data sheets (MSDS)
  - follow verbal and written instructions
  - work collaboratively with others to keep the workplace safe and free of hazards
- comprehension skills to:
  - explain the basic OHS legislative requirements applicable to own work
  - explain the meaning of safety signs and symbols
  - identify common hazards in specified area of work
  - discuss the basic principles of risk management
- initiative and enterprise skills sufficient to:
  - respond appropriately to an emergency
  - use basic firefighting equipment
  - dispose of waste material in a responsible manner
- planning and organisational skills in the context of completing work tasks in a logical order and ensuring that PPE is used appropriately
- learning skills in the context of maintaining currency of own knowledge of OHS policies and procedures
- technical skills sufficient to access the internet to source information on OHS

#### Required knowledge

- applicable federal, state or territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- basic principles of risk management
- role of state or territory workplace safety authorities

**REQUIRED SKILLS AND KNOWLEDGE**

- sources of information on OHS issues for the specified area of work, including:
  - enterprise procedures manuals
  - MSDS
  - unions and employer associations
  - Australian Safety and Compensation Council
  - state or territory workplace safety authorities
- enterprise OHS policies and procedures and implications of breaching them, relating to:
  - emergency response and evacuation
  - first aid
  - incident reporting
  - responding to accidents
  - OHS hierarchy of controls
  - role of OHS committees and representatives
  - duty of care
  - workplace fire hazard minimisation
  - PPE
  - types of OHS information and documentation
- general workers' compensation and injury management requirements
- OHS responsibilities and rights of duty holders, including:
  - designers
  - employers
  - inspectors
  - manufacturers
  - persons in control of work/projects
  - self-employed persons
  - supervisors
  - suppliers
  - workers
- own responsibilities to comply with safe work practices relating to:
  - housekeeping
  - identifying hazards
  - preventing bullying or harassment
  - smoking
  - using amenities
  - using drugs and alcohol
  - using basic firefighting equipment
- basic first aid procedures

**REQUIRED SKILLS AND KNOWLEDGE**

- industry terminology
- circumstances where a licence, ticket or certificate of competency is required
- common safety signage and symbols
- common hazards and major causes of workplace accidents in the specified area of work



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<p><b>Overview of assessment</b></p>	<p>This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate workplace conditions, materials, activities, responsibilities and procedures.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• comply with OHS regulations and federal, state or territory legislation requirements for workplace operations, including duty of care</li> <li>• comply with OHS communication processes, information and documentation procedures</li> <li>• demonstrate an understanding of the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries</li> <li>• communicate and work safely with others</li> <li>• follow general procedures for responding to incidents and emergencies, including evacuation, first aid, fire safety equipment and PPE</li> <li>• explain the consequences of non-compliance with OHS policies and procedures.</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<p>This unit of competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.</p> <p>Assessment of essential underpinning knowledge will usually be conducted in an off-site context.</p> <p>Assessment is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other</p>

<b>EVIDENCE GUIDE</b>	
	<p>physical resources, and the provision of appropriate assessment support.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• an induction procedure and requirement</li> <li>• realistic tasks or simulated tasks covering the mandatory task requirements</li> <li>• relevant specifications and work instructions</li> <li>• tools and equipment appropriate to applying safe work practices</li> <li>• support materials appropriate to activity</li> <li>• workplace instructions relating to safe work practices and addressing hazards and emergencies</li> <li>• MSDS</li> <li>• research resources, including industry-related systems information</li> <li>• use of culturally appropriate processes, and techniques appropriate to the language and literacy capacity of the candidate and the work being performed.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct observation of the candidate explaining workplace safety or emergency procedures to others</li> <li>• direct observation of the candidate demonstrating safe work practices for particular job roles</li> <li>• case studies and problem-solving exercises for emergency situations and particular safety issues</li> <li>• written or oral questioning to assess knowledge of industry safety guidelines and legislation.</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, for example:</p> <ul style="list-style-type: none"> <li>• CUFIND301A Work effectively in the screen and media industries</li> <li>• CUSIND301A Work effectively in the music industry</li> <li>• CUSSOU303A Set up and disassemble audio equipment.</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.

<p><b><i>Safe work practices</i></b> include:</p>	<ul style="list-style-type: none"> <li>• access to site amenities, such as drinking water and toilets</li> <li>• restrictions in relation to drugs and alcohol at work</li> <li>• general requirements for safe use of plant and equipment</li> <li>• general requirements for use of PPE and clothing</li> <li>• housekeeping to ensure a clean, tidy and safe work area</li> <li>• preventing bullying and harassment</li> <li>• smoking in designated areas</li> <li>• storage and removal of debris.</li> </ul>
<p><b><i>Legislative requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• provisions of federal, state and territory OHS and welfare Acts and regulations</li> <li>• guidelines and procedures administered by statutory/regulatory authorities, e.g. state/territory OHS authorities responsible for issuing construction induction cards</li> <li>• Australian standards</li> <li>• construction industry OHS standards and guidelines</li> <li>• duty of care</li> <li>• health and safety representatives, committees and supervisors</li> <li>• licences, tickets or certificates of competency</li> <li>• national safety standards.</li> </ul>
<p><b><i>Codes of practice</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• safety guidelines for the entertainment industry</li> <li>• film industry recommended safety code</li> <li>• national code of practice for induction training for construction work</li> <li>• film and television safety guidelines</li> <li>• NSW child employment guidelines</li> <li>• code of practice for the welfare of film</li> </ul>

<b>RANGE STATEMENT</b>	
	animals.
<b>Documentation</b> includes:	<ul style="list-style-type: none"> <li>• accident and incident reports</li> <li>• Acts and regulations</li> <li>• Australian standards</li> <li>• codes of practice</li> <li>• construction documentation and plans</li> <li>• emergency information contact</li> <li>• evacuation plans</li> <li>• guidance notes</li> <li>• job safety analyses</li> <li>• labels</li> <li>• MSDS</li> <li>• proformas for reporting hazards, incidents and injuries</li> <li>• reports of near misses and dangerous occurrences</li> <li>• production/performance risk assessment</li> <li>• special performance condition notification</li> <li>• safe work method statements</li> <li>• safety meeting minutes</li> <li>• site safety inspection reports.</li> </ul>
<b>Procedures</b> may include guidelines for:	<ul style="list-style-type: none"> <li>• emergencies, such as fire and accidents</li> <li>• using fire safety equipment</li> <li>• accessing first aid treatment</li> <li>• hazard identification and control</li> <li>• using PPE and clothing</li> <li>• safe sitting, lifting and handling</li> <li>• security of documents, cash, equipment and people</li> <li>• safe use of: <ul style="list-style-type: none"> <li>• audio and communication equipment</li> <li>• chemicals and toxic substances</li> <li>• electrical equipment</li> </ul> </li> <li>• hot works</li> <li>• smoke and particle isolation</li> <li>• use of MSDS</li> <li>• safe construction of rigging and supports</li> <li>• working at heights</li> <li>• working in reduced lighting conditions</li> <li>• working in confined spaces</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• dealing with difficult customers</li> <li>• access to:               <ul style="list-style-type: none"> <li>• orchestra pit</li> <li>• fly tower and grid.</li> </ul> </li> </ul>
<i>Signs and symbols</i> may include:	<ul style="list-style-type: none"> <li>• emergency information signs (e.g. exits, equipment and first aid)</li> <li>• fire signs (e.g. location of fire alarms and firefighting equipment)</li> <li>• hazard signs (e.g. danger and warning)</li> <li>• regulatory signs (e.g. prohibition, mandatory and limitation or restriction)</li> <li>• safety tags and lockout (e.g. danger tags and out-of-service tags)</li> <li>• facility or location signs</li> <li>• site safety</li> <li>• directional</li> <li>• traffic and warning signs and symbols.</li> </ul>
<i>Duty of care requirements</i> relate to:	<ul style="list-style-type: none"> <li>• legal responsibility under duty of care to do everything reasonably practicable to protect others from harm</li> <li>• own responsibilities to comply with safe work practices, including activities that require licences, tickets or certificates of competency</li> <li>• relevant federal and state OHS requirements, including those relating to:               <ul style="list-style-type: none"> <li>• construction workers and supervisors</li> <li>• designers</li> <li>• employers</li> <li>• inspectors</li> <li>• manufacturers and suppliers</li> <li>• persons in control of the work site</li> <li>• subcontractors and self-employed persons.</li> </ul> </li> </ul>
<i>OHS communication and reporting processes</i> include:	<ul style="list-style-type: none"> <li>• discussions with OHS representatives</li> <li>• OHS meetings</li> <li>• OHS notices, newsletters, bulletins and correspondence</li> <li>• OHS participative arrangements</li> <li>• processes for raising OHS issues</li> <li>• toolbox talks</li> <li>• workplace consultation relating to OHS issues</li> </ul>

<b>RANGE STATEMENT</b>	
	and changes.
<b><i>Personal protective equipment</i></b> may include:	<ul style="list-style-type: none"> <li>• gloves</li> <li>• safety harnesses</li> <li>• hard hats</li> <li>• aprons</li> <li>• arm guards</li> <li>• eye protection</li> <li>• hearing protection</li> <li>• high visibility retro reflective vests</li> <li>• respiratory protection</li> <li>• safety footwear</li> <li>• protective clothing, including ultraviolet (UV) protective</li> <li>• sunscreen</li> <li>• well-fitting clothing.</li> </ul>
<b><i>Measures</i></b> may relate to:	<ul style="list-style-type: none"> <li>• correct posture when playing an instrument</li> <li>• ergonomic seating</li> <li>• taking adequate rest breaks</li> <li>• avoiding prolonged periods in front of a computer screen</li> <li>• using plant and equipment guards in line with manufacturer specifications</li> <li>• engineering control</li> <li>• wearing PPE</li> <li>• controlling noise/sound levels and length of exposure to high levels of noise</li> <li>• avoiding eye strain</li> <li>• stress management techniques</li> <li>• correct handling of chemical and dangerous substances or equipment</li> <li>• following the hierarchy of safety controls.</li> </ul>
<b><i>Hazards</i></b> may include:	<ul style="list-style-type: none"> <li>• noise</li> <li>• electrical safety</li> <li>• chemical spills</li> <li>• paint fumes and spills</li> <li>• gas</li> <li>• smoke machines</li> <li>• pyrotechnics</li> <li>• aerotechnics</li> <li>• animals on set</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• execution of special effects, stunts or action sequences</li> <li>• firearms and ammunition</li> <li>• moving machinery and equipment</li> <li>• manual handling</li> <li>• trip, e.g. objects left in passageways</li> <li>• protrusions</li> <li>• sharp equipment</li> <li>• overhanging beams</li> <li>• falling objects</li> <li>• unplanned collapse</li> <li>• adverse weather and lighting conditions</li> <li>• hot and cold work environments</li> <li>• working at heights</li> <li>• working in the dark</li> <li>• working in confined spaces</li> <li>• chemicals and toxic substances</li> <li>• fire</li> <li>• UV radiation</li> <li>• traffic and mobile plant</li> <li>• excavations, including trenches</li> <li>• infectious diseases, including HIV.</li> </ul>
<b><i>OHS issues</i></b> may include:	<ul style="list-style-type: none"> <li>• occupational overuse injury</li> <li>• performance anxiety</li> <li>• stress</li> <li>• bullying and harassment.</li> </ul>
<b><i>Relevant personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• supervisor</li> <li>• safety officer</li> <li>• first aid officer</li> <li>• OHS committee member</li> <li>• OHS representative</li> <li>• stage manager</li> <li>• production manager</li> <li>• technical director</li> <li>• artist, musician and performer</li> <li>• audio and sound engineer</li> <li>• audio and sound technician/mixer</li> <li>• camera crew</li> <li>• lighting crew</li> <li>• broadcaster</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• broadcast technician and engineer</li> <li>• director</li> <li>• producer</li> <li>• conductor</li> <li>• program manager.</li> </ul>
<i>Principles of risk management</i> include:	<ul style="list-style-type: none"> <li>• assessing risks involved</li> <li>• consulting, reporting and ensuring the involvement of relevant workers</li> <li>• controlling hazards</li> <li>• identifying hazards</li> <li>• reviewing to identify change or improvement.</li> </ul>
<i>Emergencies</i> may include:	<ul style="list-style-type: none"> <li>• fire: <ul style="list-style-type: none"> <li>• electrical</li> <li>• chemical</li> <li>• gas</li> <li>• mechanical</li> <li>• paper</li> <li>• wood</li> </ul> </li> <li>• accident</li> <li>• chemical spill</li> <li>• injury to personnel</li> <li>• structural collapse</li> <li>• toxic and/or flammable vapour emission</li> <li>• vehicle/mobile plant accident</li> <li>• robbery</li> <li>• bomb threat</li> <li>• armed hold-up</li> <li>• natural disaster</li> <li>• equipment failure.</li> </ul>
<i>Incidents</i> may include:	<ul style="list-style-type: none"> <li>• accidents resulting in personal injury or damage to property</li> <li>• near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example: <ul style="list-style-type: none"> <li>• breathing apparatus malfunctioning to the extent that the user's health is in danger</li> <li>• collapse of the floor, wall or ceiling of a building being used as a workplace</li> </ul> </li> </ul>



<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• collapse or failure of an excavation more than 1.5 metres deep, including any shoring</li> <li>• collapse or partial collapse of a building or structure</li> <li>• collapse, overturning or failure of the load-bearing of scaffolding, lift, crane, hoist or mine-winding equipment</li> <li>• damage to or malfunction of other major plant</li> <li>• electric shock</li> <li>• electrical short circuit, malfunction or explosion</li> <li>• uncontrolled explosion, fire or escape of gas, hazardous substance or steam</li> <li>• other unintended or uncontrolled incident or event arising from operations carried on at a workplace.</li> </ul>
<i>Authorities</i> may include:	<ul style="list-style-type: none"> <li>• fire service</li> <li>• police</li> <li>• ambulance</li> <li>• hospitals and medical</li> <li>• community welfare</li> <li>• OHS regulatory authority.</li> </ul>
<i>General procedures</i> for responding to incidents and emergencies include:	<ul style="list-style-type: none"> <li>• basic emergency response</li> <li>• evacuating</li> <li>• notifying designated OHS personnel and authorities</li> <li>• notifying emergency services</li> <li>• referring to site emergency plans and documentation</li> <li>• using fire safety equipment, such as: <ul style="list-style-type: none"> <li>• breathing apparatus</li> <li>• fire blankets</li> <li>• firefighting equipment.</li> </ul> </li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Regulation, licensing and risk - occupational health and safety
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## Co-requisite units

<b>Co-requisite units</b>		