



**Australian Government**

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

# **HLTOHS200B Participate in OHS processes**

**Release: 1**

## **HLTOHS200B Participate in OHS processes**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions

### **Application of the Unit**

#### **Application**

Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Plan and prepare to work safely

- 1.1 Identify *hazards* in the work area, and take action to control risk
- 1.2 Report residual risk according to organisation procedures
- 1.3 Carry out pre-start checks as required according to work procedures

2. Conduct work safely

- 2.1 Use *personal protective equipment* correctly and maintain when required
- 2.2 Follow work procedures and workplace instructions for ensuring safety when planning and conducting work
- 2.3 Report *incidents* and injuries to designated personnel
- 2.4 Undertake *OHS housekeeping* in work area
- 2.5 Manage own levels of stress and fatigue to ensure ability to work safely and sustainably

**ELEMENT****PERFORMANCE CRITERIA**

- |   |   |
|---|---|
| 3. Participate in OHS consultative activities | 3.1 Make a constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities                      |
|   | 3.2 Raise OHS issues with designated personnel according to organisation procedures   |
|   | 3.3 Provide input to improve workplace OHS systems and processes, according to organisation procedures, to eliminate hazards or reduce risk |
|   | 3.4 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes                             |
| 4. Follow emergency response procedures       | 4.1 Identify and report <i>emergency situations</i>   |
|   | 4.2 Follow organisation procedures for responding to emergencies  |
|   | 4.3 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees   |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- A basic understanding of the hierarchy of control
- Awareness of the relationship between OHS and sustainability in the workplace, including the contribution of safe work practices to environmental, economic, workforce and social sustainability
- Legal rights and responsibilities of the workplace parties

## REQUIRED SKILLS AND KNOWLEDGE

- Nature of common workplace hazards such as chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- Roles and responsibilities of OHS representatives, OHS committees and employers
- Safety measures related to common workplace hazards
- Safety signs and their meanings, including signs for:
  - dangerous goods class signs
  - emergency equipment
  - personal protective equipment
  - specific hazards such as sharps, radiation
- Sources of OHS information in the workplace with some limited knowledge of external sources of OHS information
- Standard emergency signals, alarms and required responses
- The difference between hazard and risk
- The roles and responsibilities of employees, supervisors and managers in the workplace
- Workplace specific information including:
  - designated person(s) for raising OHS issues
  - hazards of the particular work environment
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of PPE and emergency response
  - potential emergencies relevant to the workplace
  - potential emergency situations, alarms and signals, and required response

### *Essential skills:*

It is critical that the candidate demonstrate the ability to

- Apply their knowledge of OHS by participating in OHS processes in the work context to address their own health and safety within their work area and that of others who may be affected by their actions

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Clarify meaning with peers and supervisors
- Demonstrate preparedness to be involved in OHS activities, including inspections and meetings
- Follow clear, logical verbal or clear, logical Plain English written instructions
- Give accurate verbal or written descriptions of incidents or hazards

## REQUIRED SKILLS AND KNOWLEDGE

- Interpret selected pictorial/graphical and written signs/instructions
- Recognise opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

## 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, the Range Statement and the Assessment Guidelines for this Training Package.

#### *Critical aspects of assessment:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
  - workplace demonstration, simulation exercise, scenario or role play
  - indirect evidence from workplace supervisor reports and workplace documentation

#### *Products that could be used as evidence include:*

- Verbal and written responses to verbal, pictorial, or physical scenarios
- Demonstrated action to scenarios, simulations, role plays
- Completed hazard or incident reports, completed workplace inspection checklists
- Reports from work group members, supervisor

#### *Processes that could be used as evidence include:*

- How contributions were made to consultative processes
- How hazard inspections were carried out

## EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

## 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. Add any 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.

*A hazard is:*

A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

## RANGE STATEMENT

*Specific hazards may include, but are not limited to:*

- Alarms
- Bodily fluids
- Burnout (compassion fatigue)
- Chemicals
- Computer use
- Cytotoxic medicines and waste
- Defusing violent behaviour
- Egress from rooms
- Managing violent behaviour on outreach and home visits
- Manual handling
- Manual handling (boxes)
- Moving parts of machinery
- Noise
- Rostering
- Sharps
- Trips falls etc
- Underfoot hazards
- Violence in the workplace
- Work posture

*Other workplace hazards may include:*

- Occupational violence
- Stress
- Fatigue
- Bullying

*Risk:*

In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard



## RANGE STATEMENT

*Examples of risks requiring management in a direct client care work environment may include:*

- Worker fatigue or burnout requiring appropriate supervision and stress management
- Injury or damage resulting from violent or aggressive behaviour, requiring strategies to defuse or avoid behaviours of concern
- Risks relating to working in client's homes, requiring appropriate worker education and associated strategies
- Fire in client's homes requiring workers to provide basic information on home fire safety

*Residual risk is:*

The risk which remains after controls have been implemented

*Personal protective equipment (PPE) includes:*

Equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include:

- head protection
- face and eye protection
- respiratory protection
- hearing protection
- hand protection
- clothing and footwear

*Incidents include:*

Any event that has caused, or has the potential for, injury, ill-health or damage

*Designated personnel may include:*

- Team leaders
- Supervisors
- OHS representatives
- OHS committee members
- Managers
- Organisation OHS personnel
- Other persons designated by the organisation
- Employers in office based practice

## RANGE STATEMENT

*OHS housekeeping includes:*

Workplace and personal routines designed to improve health and safety; for example, cleaning up spills, keeping walkways, exits and traffic areas clear

*Emergency situations may include*

Any abnormal or sudden event that requires immediate action such as:

- Serious injury events
- Events requiring evacuation
- Fires and explosions
- Hazardous substance and chemical spills
- Explosion and bomb alerts
- Security emergencies, such as armed robberies, intruders and disturbed persons
- Internal emergencies, such as loss of power or water supply and structural collapse
- External emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation

## Unit Sector(s)

Not Applicable