Australian Government

Department of Education, Employment and Workplace Relations

HLTWHS200A Participate in WHS processes

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

HLTWHS200A Participate in WHS processes

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTOHS200B Participate in OHS processes	HLTWHS200A Participate in WHS processes	Updated in V5 - Changes to address new national Work Health and Safety (WHS) Bill and updated legislation

Unit Descriptor

| Descriptor | This unit specifies the workplace performance required for an entry level worker to participate in work health and safety (WHS) 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.

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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

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
	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 in line with work procedures and workplace instructions
	2.4 Undertake *WHS housekeeping* in work area in line with work procedures and workplace instructions
	2.5 Identify own levels of stress and fatigue to ensure ability to work safely and sustainably
3) Participate in WHS consultative activities	3.1 Contribute to workplace meetings, workplace inspections or other WHS consultative activities
	3.2 Raise WHS issues with designated personnel according to organisation procedures
	3.3 Provide input to improve workplace WHS systems and processes, according to organisation

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procedures, to eliminate hazards or reduce risk

| 4) Follow emergency response procedures | 4.1 Identify and report *emergency situations* |
| | 4.2 Follow organisation procedures for responding to emergencies |

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 risk control
- Awareness of the relationship between WHS and sustainability in the workplace, including the contribution of safe work practices to environmental, economic, workforce and social sustainability
- Common WHS issues and the impact on workplace systems, equipment and processes
- Legal rights and responsibilities of the workplace parties
- 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 Health and Safety Representatives (HSRs) and Health and Safety committees (HSCs)
- Roles and responsibilities of workers, officers and Persons Conducting a Business or Undertaking (PCBUs)
- 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 WHS information in the workplace with some limited knowledge of external sources of WHS information
- Standard emergency signals, alarms and required responses
- The difference between hazard and risk
- Workplace specific information including:
  - designated person(s) for raising WHS 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 WHS knowledge when participating in processes to address own health and safety within their work area

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 WHS 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
- Interpret selected pictorial/graphical and written signs/instructions

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

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.

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
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

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
Common workplace hazards (from Safe Work Australia *Work Health And Safety Risks - Code of Practice)* include:	• Manual tasks - Overexertion or repetitive movement can cause muscular strain • Gravity - Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death • Electricity - Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution • Machinery and equipment - Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death • Hazardous chemicals - Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis • Extreme temperatures - Heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frost bite • Noise - Exposure to loud noise can cause permanent hearing damage • Radiation - Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness • Biological - Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies • Psychosocial hazards - Effects of work-related stress, bullying, violence and work-related fatigue
Risk:	In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

Hierarchy of risk control (from Safe Work Australia *Work Health And Safety - Risks Code of Practice) includes:*	The ranking of ways control risks ranked from the highest level of protection and reliability to the lowest, including:
	
	• Level 1 controls
	   • Eliminate hazards
	• Level 2 controls
	   • Substitute the hazard with something safer
	   • Isolate the hazard from people
	   • Use engineering controls
	• Level 3 controls
	   • Use administrative controls
	   • Use personal protective equipment (PPE)

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 • Officers • HSRs • HSC members • PCBUs • Organisation WHS personnel • Other persons designated by the organisation

WHS 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.