



Australian Government

Department of Education, Employment and Workplace Relations

HLTWHS300A Contribute to WHS processes

Release: 1

HLTWHS300A Contribute to WHS processes

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTOHS300B Contribute to OHS processes	HLTWHS300A Contribute to WHS processes	Updated in V5 - Change and Safety (WHS) Bill a

Unit Descriptor

Descriptor

This unit specifies the workplace performance required by a worker to contribute to work health and safety (WHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.

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

- | | |
|--|---|
| 1) Plan and conduct work safely | <p>1.1 Plan work in accordance with relevant WHS legislation, standards, codes of practice/compliance codes and guidance material</p> <p>1.2 <i>Identify hazards</i> as part of work planning and work process</p> <p>1.3 Address identified <i>hazards</i> prior to starting work using judgement within defined scope of responsibilities</p> <p>1.4 Report <i>residual risk</i> according to organisation procedures</p> <p>1.5 Report incidents and injuries in line with organisation policies and procedures</p> <p>1.6 Undertake <i>WHS housekeeping</i> in work area</p> <p>1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably</p> |
| 2) Support others in working safely | <p>2.1 Share <i>information</i> on safe work practices and <i>work procedures</i> with others, including members of the work group where relevant</p> <p>2.2 Check the WHS practices of less experienced members of the workgroup or other stakeholders in the work context</p> <p>2.3 If appropriate provide guidance and <i>coaching</i> to less experienced members of the workgroup to support them in working safely</p> <p>2.4 If appropriate support others accurately record <i>incidents</i> and complete associated <i>workplace documentation</i> according to organisation procedures</p> |
| 3) Contribute to WHS participative processes | <p>3.1 Raise WHS issues in accordance with <i>organisation procedures</i> within appropriate timeframes</p> <p>3.2 Contribute to workplace meetings, workplace inspections or other consultative activities</p> <p>3.3 Provide assistance to workgroup members or other stakeholders to contribute to workplace safety</p> |
| 4) Contribute to hazard identification, WHS risk assessment and <i>risk control</i> activities | <p>4.1 Report identified hazards and inadequacies in <i>risk controls</i> within appropriate timeframes</p> <p>4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures</p> <p>4.3 Contribute to risk assessments</p> <p>4.4 Provide input to development and implementation of control measures, with reference to the <i>hierarchy of risk control</i></p> |
| 5) Participate in the control of emergency situations | <p>5.1 Identify <i>emergency signals and alarms</i> and respond to them appropriately</p> <p>5.2 Take initial action to control/confine emergency</p> |

according to organisation procedures, and taking account of the nature and scope of the emergency

5.3 Implement emergency response procedures within scope of training and competence

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:

- Basic hazard identification procedures such as workplace inspections and review of workplace data
- Hierarchy of risk control and its application
- Nature of common workplace hazards relevant to work role
- Personal protective equipment (PPE) requirements including use, storage and maintenance
- Principles of basic risk assessment
- Relationship between WHS and sustainability in the workplace, including the contribution of maintaining health and safety to environmental, economic, workforce and social sustainability
- 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 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 within the workplace and awareness of external sources of WHS information, including Safe Work Australia and relevant state/territory regulators
- Standard emergency signals, alarms and required responses
- The difference between hazard and risk
- The legal rights and responsibilities of the workplace parties
- Workplace specific information including:
 - hazards of the particular work environment
 - hazard identification procedures relevant to the hazards in their workplace
 - designated person(s) for raising WHS issues
 - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and WHS issue resolution, consultation, use of PPE and emergency response
 - potential emergency situations, alarms and signals and required response

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

Essential skills:

It is critical that the candidate demonstrate the ability to

- Contribute to WHS processes in the work context by:
 - addressing their own health and safety
 - addressing health and safety of others who may be affected by their actions
 - identifying ways to keep up to date with current WHS issues as they apply to workplace systems, equipment and processes
 - supporting members of the workgroup who may be less experienced in the workplace in regard to WHS matters
 - taking initiative to address hazards and manage risks at a systemic level

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:

- Check the workplace for hazards and risks using an itemised checklist
- Provide advice and feedback in a constructive and supportive manner
- Take into account and use opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

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, workplace documentation, and written responses to problems, scenarios and case studies
- Evidence of performance over time must be obtained to inform a judgement of competence

Products that could be used as evidence include:

- Verbal and written responses to verbal, pictorial or physical scenarios
- Demonstrated response to scenarios, simulations, role plays
- Completed hazard or incident reports, completed workplace inspection checklists
- Reports from workgroup members, supervisors

Processes that could be used as evidence include:

- How workplace checks/inspections are carried out
- How hazards are addressed
- How mentoring of fellow workgroup members is undertaken

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.

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.

RANGE STATEMENT

Hazard identification is:

The process of identifying sources of harm, and may be required:

- before new forms of work and organisation of work are implemented
- before changes are made to workplace, equipment, work processes or work arrangements
- as part of planning major tasks or activities, such as equipment shutdowns
- following an incident report
- when new knowledge becomes available
- at regular intervals during normal operations
- prior to disposal of equipment, or materials

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

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

Residual risk is

The risk which remains after controls have been implemented

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

Organisation procedures include:

Policies and procedures underpinning the management of WHS, including:

- Hazard, incident and injury reporting
- Hazard identification, risk assessment and control
- Human resources policies and procedures such as harassment and grievance procedures, induction programs, team meetings, alcohol and drug policies
- Consultation and participation
- Quality system documentation

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

RANGE STATEMENT

Information includes:

- Hazard, incident and investigation reports
- Workplace inspection reports
- Incident investigation reports
- Minutes of meetings
- Job Safety Analyses (JSAs) and risk assessments
- Safety Data Sheet (SDS) and registers
- Employees handbooks
- Manufacturers' manuals and specifications
- Information from Health and Safety Representatives
- Reports from Health and Safety committee
- Information from external sources on hazards and risk relevant to the work group

Work procedures include:

- Standard operating procedures
- Batch specifications
- Operator or manufacturer manuals
- Procedures for selecting, fitting, using and maintaining personal protective equipment

Mentoring and coaching may include:

- Providing guidance and explanation on implementation of work and organisation procedures
- Providing feedback
- Providing encouragement
- Assisting with problem solving

Incidents include:

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

Other workplace documentation may include:

- Job checklists, schedules
- Workplace inspection checklists

RANGE STATEMENT

Risk controls include:

- The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard

Designated persons may include:

- Team leaders/supervisors
- Officers
- HSRs
- HSC members
- PCBU's
- Organisation WHS personnel
- Other persons designated by the organisation

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)

Emergency signals and alarms may include:

- Machinery malfunction alarms
- Fire alarms
- Evacuation alarms or announcements
- Reversing beepers on mobile plant

Emergency 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

RANGE STATEMENT

- 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.