PPMWHS310 Contribute to WHS processes

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPPOHS310A Contribute to OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to participate and contribute to work health and safety (WHS) processes, in the work group, in order to ensure health and safety at work.

The unit applies to those skilled employees in the workplace, who have little or no responsibility for others, in the pulp and paper industry.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Plan and conduct work safely	1.1. Plan work in line with relevant provisions of work health and safety (WHS) procedures. 1.2. Identify hazards and risks as part of work planning and

ELEMENTS	PERFORMANCE CRITERIA
	work process.
	1.3. Address specific hazards as part of work planning and work process.
	1.4. Report inadequacies in control measures according to organisational procedures.
	1.5. Report incidents and injuries in line with organisational policies and procedures.
	1.6. Undertake safety housekeeping in work area.
2. Support others in working safely	2.1. Provide information on safe work practices and work procedures to members of the work group.
	2.2. Check the WHS practices of less experienced members of the work group.
	2.3. Provide guidance and coaching to less experienced members of the work group, to support them in working safely.
	2.4. Support members of the work group to accurately record incidents and complete associated workplace documentation in line with organisational procedures.
3. Contribute to WHS participative processes	3.1. Raise WHS issues in line with organisational procedures.
	3.2. Apply knowledge of roles and responsibilities of WHS representatives and WHS committees.
	3.3. Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety.
	3.4. Provide assistance to work group members to contribute to workplace safety.
4. Contribute to hazard identification, WHS risk assessment and risk control activities	4.1. Check the workplace for hazards using itemised checklist(s) in line with work procedures.
	4.2. Contribute to risk assessments.
	4.3. Provide input into the development and implementation of control measures, with reference to the hierarchy of control.
	4.4. Report identified hazards and inadequacies in risk controls.
5. Participate in the control of	5.1. Identify emergency signals and alarms and respond to

ELEMENTS	PERFORMANCE CRITERIA
emergency situations	them appropriately.
	5.2. Take initial action to control/confine emergency situations according to organisation procedures, taking account of the nature and scope of the emergency.
	5.3. Implement emergency response procedures within scope of training and competence.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Oral communication skills to:	• ask questions and clarify meaning with peers and supervisors and explain WHS procedures to less experienced members of the work group.
Reading skills to:	• read and interpret selected pictorial, graphical and written signs, instructions and procedures.
Writing skills to:	• complete workplace records accurately and legibly, using correct technical vocabulary.
Technology skills to:	• access, navigate and enter computer-based information to report on monitoring of WHS practices.
Problem solving skills to:	• identify and action problems regarding implementing of WHS practices, within level of responsibility.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPOHS310A Contribute to OHS processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx