Australian Government

Department of Education, Employment and Workplace Relations

PSPOHS301A Contribute to workplace safety

Revision Number: 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPOHS301A Contribute to workplace safety

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to contribute to a safe workplace for self and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks.

In practice, workplace safety may be demonstrated in the context of other work activities such as contributing to workplace activities, organising workplace information, implementing change, giving and receiving feedback.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in **bold italics** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Contribute to participative workplace safety arrangements**	1.1 Occupational health and safety ***issues*** are addressed/reported to ***designated personnel*** in accordance with workplace procedures and ***occupational health and safety legislation***.
	1.2 ***Contributions*** are made to ***participative workplace safety arrangements*** within organisational procedures and scope of responsibilities and competencies.
2. **Identify hazards and control risks**	2.1 Existing and potential ***hazards*** in the work area are identified, dealt with and/or reported to designated personnel according to workplace procedures.
	2.2 ***Workplace procedures*** and work instructions for ***controlling risks*** are identified and implemented.
	2.3 Workplace procedures for dealing with accidents and ***other hazardous events*** are followed whenever necessary within scope of responsibilities and competencies.
	2.4 Feedback on the effectiveness of safety procedures and risk control measures is provided to enable improvements to be made where necessary.

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Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- applying objective identification of workplace safety issues
- documenting hazards in clear language according to organisational guidelines
- accessing workplace safety legislation, policies and procedures electronically or in hard copy
- reading documentation such as workplace safety legislation, policies and procedures and applying them to work practices
- tailoring communication to suit different audiences, such as colleagues, management, safety representatives, inspectors
- responding to diversity, including gender and disability

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legal rights and responsibilities of the workplace parties
- the ways in which occupational health and safety is managed in the workplace, and legal requirements
- participative arrangements for workplace safety
- workplace hazards and associated risks
- preferred order of ways to control risks
- occupational health and safety procedures
- the meaning of workplace occupational health and safety symbols and signs
- designated workplace personnel responsible for occupational health and safety

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	*Pre-requisite* units that <u>must</u> be achieved <u>prior</u> to this unit:*Nil* *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil* *Co-assessed units* that <u>may</u> be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to: - PSPGOV301B Work effectively in the organisation - PSPGOV302B Contribute to workgroup activities - PSPGOV303B Build and maintain internal networks - PSPGOV306B Implement change - PSPGOV307B Organise workplace information - PSPGOV308B Work effectively with diversity - PSPGOV312A Use workplace communication strategies - PSPGOV313A Compose workplace documents
Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: - the knowledge requirements of this unit - the skill requirements of this unit - application of Employability Skills as they relate to this unit - contribution to workplace safety in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: - organisational occupational health and safety legislation, policies and procedures - details of the organisation's occupational health and safety system - information on hazards and risks relevant to the workplace - personal protective equipment - relevant work areas for identification of hazards and control measures
Where and how to assess evidence	Valid assessment of this unit requires: a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when contributing to workplace safety, including coping with difficulties, irregularities and

breakdowns in routine

- the applicant to contribute to workplace safety in a range of (3 or more) contexts (or occasions, over time)
- the assessor to have recognised expertise in managing occupational health and safety in the industry, or work in an assessment team with such a person.

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment   Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **bold italics** in the Performance Criteria is explained here.

Occupational health and safety issues may include:	• hazards relating to the physical environment • workplace stress • conflict • bullying • harassment
Designated personnel may include:	• supervisors • managers • team leaders • designated occupational health and safety officers • health and safety representatives • other persons authorised or nominated by the enterprise or industry to: 　• perform specified work 　• approve specified work 　• inspect specified work 　• direct specified work
Occupational health and safety legislation may include:	• State/Territory/Commonwealth occupational health and safety acts, regulations and codes of practice including, but not limited to: 　• regulations and codes of practice relating to hazards present in the workplace or industry 　• general duty of care under occupational health and safety legislation and common law 　• provisions relating to roles and responsibilities of health and safety representatives and/or occupational health and safety committees 　• provisions relating to occupational health and safety issue resolution
Contributions may include:	• identifying and reporting hazards and their associated risks • identifying safety issues and hazards that can be addressed immediately and taking action in accordance with safety procedures • reporting on effectiveness of safety procedures and risk controls

	• suggesting improvements to procedures and controls
	• listening to the ideas and opinions of others in the workplace
	• sharing opinions, views, knowledge and skills
Participative workplace safety arrangements may include:	• formal and informal health and safety meetings
	• health and safety committees
	• other committees, for example, consultative, planning and purchasing
	• meetings called by health and safety representatives
	• suggestions, requests, reports and concerns put forward to management
Hazard identification may include:	• checking equipment or the work station and work area before work commences and during work
	• workplace inspections
	• responding to physical cues that ergonomics are ineffective and need adjustment
	• on-the-job housekeeping checks (spills, furniture out of place, loose hand rails, curling mats, frayed cords, etc)
	• anticipation of potential hazards
Workplace procedures may include:	• complying with workplace occupational health and safety symbols and signs
	• hazard reporting procedures
	• job procedures, safe work instructions and allocation of responsibilities
	• emergency procedures
	• incident and near miss reporting and recording procedures
	• consultation on occupational health and safety issues
	• correct selection, use, storage and maintenance procedures for use of personal protective equipment
	• risk control procedures
Controlling risks may include actions such as:	• consultation with others
	• measures to remove the cause of the risk at its source
	• application of the hierarchy of control, namely:
	• elimination
	• substitution
	• engineering controls
	• administrative controls
	• personal protective equipment
Other hazardous events may include:	• fires
	• bomb threats

- chemical spills
- occupational violence
- natural disasters/events
- terrorist attacks

Unit Sector(s)

Not applicable.

Competency field

Occupational Health & Safety