



Australian Government

Department of Education, Employment and Workplace Relations

PUAOHS001C Follow defined occupational health and safety policies and procedures

Revision Number: 1

PUAOHS001C Follow defined occupational health and safety policies and procedures

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers competency for applying general occupational health and safety requirements when working in the usual workplace environment, excluding emergency incidents.

This unit is based on the national Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1994)].

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Follow workplace procedures for hazard identification and risk control**

2. **Contribute to participative arrangements for the management of occupational health and safety (OHS)**

- 1.1 ***Hazards*** in the work area are recognised, rectified where possible and reported to designated personnel according to ***workplace procedures***
- 1.2 Workplace procedures and work instructions for controlling risks are followed
- 1.3 Workplace procedures for dealing with ***workplace emergencies*** are followed whenever necessary within scope of responsibilities and competencies

- 2.1 Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety ***legislation***
- 2.2 Contributions to ***participative arrangements*** in the workplace are made within organisational procedures and scope of responsibilities and competencies

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- communicate concerns verbally
- fill in accident and incident forms
- identify hazards and assess risks
- participate in group meetings
- use communication technology if relevant to workplace requirements

Required Knowledge

- ability to interpret Material Safety Data Sheets
- accidents
- emergencies
- fire
- incidents
- meaning of occupational health and safety signs and symbols relevant to area of work
- organisation's policies and procedures relating to hazards
- organisation's policies procedures relating to risk control and hazard reporting
- participative arrangements for occupational health and safety

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in all relevant workplace procedures followed

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

Context of and specific resources for assessment

Context of assessment

A combination of oral or written presentation observation, on the job and/or in a range of simulated environments

Specific resources for assessment

No special requirements

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Workplace procedures may include	<ul style="list-style-type: none"> hazard procedures emergency procedures accident and incident procedures procedures for use of personal protective equipment procedures for reporting accidents incidents hazards and emergencies risk control procedures extrication procedures
Hazards may include	<ul style="list-style-type: none"> extreme temperatures emergency situations requiring evacuation or security earthquake manual handling damaged or broken furniture and fittings spillages damaged or worn equipment items blocking exits cords/ropes across walkways items of equipment in areas of pedestrian traffic slippery surfaces breakages noise machinery electricity sea conditions rocks dangerous creatures
Legislation may include	<ul style="list-style-type: none"> Commonwealth state and territory legislation standards codes of practice regulations and statutory requirements relevant to workplace OH&S
Workplace emergencies may include	<ul style="list-style-type: none"> accidents vehicle and industrial accidents incidents involving dangerous goods and hazardous substances bomb scares

RANGE STATEMENT

	terrorist action fires floods storm and tempest earthquake emergency situations requiring evacuation or security aquatic accidents vessel aground, holed towing emergencies fire on board
Participative arrangements may include	Occupational health and safety committees team or workgroup meetings

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil