



Australian Government

SFLWHS002 Provide a safe work environment

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective work health and safety management practices for a floristry business. It requires the ability to establish and review systems, policies and procedures designed to ensure a safe workplace.

This unit applies to all floristry industry businesses including retail floristry shops, studio or online businesses and those that specialise in corporate or special events. It applies to senior florists who work independently and take a lead role in coordinating the day-to-day team, operational and business activities of small floristry businesses.

This unit incorporates the requirement, under state or territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) law, for businesses to take a systematic approach for managing the safety of their employees and others in the workplace.

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

Pre-requisite Unit

Nil

Competency Field

Work Health and Safety

Unit Sector

Floristry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes of the unit of competency.

1. Establish and maintain a framework for health, safety and security.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Access and interpret key legislative documents to ensure that work health and safety systems comply with regulatory requirements.
- 1.2 Design a work health and safety management

- system to suit the characteristics and needs of the floristry business, in consultation with workers.
- 1.3 Identify and provide adequate financial and human resources to address work health and safety management practices.
 - 1.4 Develop and clearly articulate work health and safety policies and procedures in a style readily understood by workers.
 - 1.5 Establish and maintain a system for work health and safety record keeping.
 - 1.6 Establish and maintain systems to communicate work health and safety information to workers.
2. Establish and maintain consultative arrangements for the management of health, safety and security.
 - 2.1 Establish and maintain appropriate consultative processes to suit the characteristics and needs of the floristry business.
 - 2.2 Plan for and ensure that consultation is conducted at times designated by legislation.
 - 2.3 Resolve issues raised through consultation.
 - 2.4 Provide workers with accessible information on the outcomes of consultation.
 3. Establish and maintain practices for identifying hazards, and assessing and controlling risks.
 - 3.1 Develop or access hazard identification and risk assessment documents that incorporate assessment criteria for assessing risks.
 - 3.2 Plan for and ensure systematic hazard identification at times designated by legislation.
 - 3.3 Develop procedures for the ongoing identification of types of hazards designated by legislation.
 - 3.4 Develop procedures for the assessment and control of risks associated with identified hazards.
 - 3.5 Nominate roles and responsibilities of workers for hazard identification, risk assessment and risk control within procedures.
 - 3.6 Take a lead role in controlling risks, including implementing interim or emergency solutions.
 - 3.7 Manage responses to incidents and accidents and follow legislative requirements for notifying and cooperating with work health and safety regulators.
 4. Establish and maintain safe systems of work.
 - 4.1 Develop standard operating procedures for working safely, in line with key operational functions of the floristry business.

- 4.2 Establish and maintain security procedures to ensure the health and safety of workers.
- 4.3 Establish and maintain emergency evacuation plans and procedures.
- 5. Establish and maintain systems to provide workers with information, training and instruction.
 - 5.1 Consult with workers to develop and implement a plan for work health and safety training requirements.
 - 5.2 Establish and implement induction systems to inform workers about organisational work health and safety practices.
 - 5.3 Make all current work health and safety information readily accessible to workers.
 - 5.4 Provide training in work functions and the safe use equipment required to fulfil those functions.
 - 5.5 Articulate reporting structures in key organisational documents so that workers know from whom they must take safety instructions and directions.
- 6. Evaluate organisational health, safety and security system.
 - 6.1 Assess and maintain ongoing compliance with work health and safety law.
 - 6.2 Consult with workers to elicit feedback on work health and safety policies, procedures and practices.
 - 6.3 Assess effectiveness of work health and safety management practices
 - 6.4 Develop, implement, document and communicate improvements and changes to work health and safety system.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below:

Skill	Description
Reading skills to:	interpret unfamiliar and highly complex materials describing regulatory requirements for work health and safety management systems.
Writing skills to:	develop comprehensive work health and safety policies, procedures and template documents in a format and style easily understood by a full range of floristry workers.
Oral communication	explain legal and conceptual information to a full range of floristry

skills to: workers using language easily understood.

Self-management skills to:

- critically analyse the characteristics and needs of the organisation to design a tailored work health and safety system.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1fbe7a66-4c60-4b1c-8616-a3e693d9d8b9>