



Australian Government

**Assessment Requirements for
SHBXWHS004 Provide a safe work
environment**

Release: 1

Assessment Requirements for SHBXWHS004 Provide a safe work environment

Modification History

Supersedes and is equivalent to SHBXWHS002 Provide a safe work environment.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop a comprehensive written work health and safety system tailored to the characteristics and needs of a personal services business; this must include:
 - a consultation strategy outlining chosen consultation methods and how these will be implemented
 - a WHS induction program and checklist
 - a basic training plan outlining work health and safety training requirements
 - WHS documents:
 - an overarching organisational work health and safety policy
 - procedures, as outlined below
 - hazard identification and reporting tools
 - risk assessment and control tools based on the hierarchy of control method
 - emergency evacuation plan
 - dangerous incident reports
 - accident and injury reports
- develop these specific procedures as part of the above written system:
 - security
 - safe handling and storage of hazardous substances
 - safe manual handling
 - hazard reporting
 - risk assessment
 - reporting of dangerous incidents
 - reporting of accidents and injuries
 - reporting of notifiable incidents to work health and safety authority
 - three standard operating procedures for working safely, in line with key operational functions of the personal services business.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- the structure, characteristics and needs of the personal services business
- objectives, components and comprehensive details of relevant federal, state or territory work health and safety (WHS) or occupational health and safety (OHS) law to include:
 - actions that must be taken for legal compliance
 - employer responsibilities to provide a safe workplace (employer is also known as a person conducting a business or undertaking PCBU)
 - employer responsibilities to provide adequate facilities for the welfare of workers
 - employer responsibilities to provide adequate first aid arrangements
 - requirement to consult, designated times for consultation and acceptable consultation mechanisms
 - the potential to use work health and safety representatives and committees, and their roles and responsibilities
 - designated times for hazard identification and categories of hazards that must be identified
 - acceptable mechanisms for hazard identification, risk assessment and risk control including the hierarchy of controls
 - requirements for record keeping and acceptable record keeping mechanisms
 - requirement to provide information, training and instruction
 - worker responsibility to ensure safety of self, other workers and other people in the workplace
 - worker responsibility to participate in work health and safety practices
- objectives, components and comprehensive details of work health and safety codes of practice developed by regulatory bodies
- ramifications, at a business level, of failure to observe WHS or OHS law
- methods of receiving updated information on WHS or OHS law and codes of practice
- components of work health and safety management systems
- a range of potential methods used to:
 - conduct consultation when developing policies and procedures
 - communicate work health and safety policies, procedures and safe working practices
 - conduct ongoing work health and safety consultation
 - evaluate the effectiveness of work health and safety management practices
- a range of formats for and inclusions of:
 - policies
 - procedures
 - training plans
 - hazard identification and reporting tools
 - risk assessment and control tools based on the hierarchy of control method
 - emergency evacuation plans
 - dangerous incident reports
 - accident and injury reports
 - work health and safety record keeping systems

- industry practices and organisational procedures for:
 - client comfort, safety and hygiene with particular emphasis on:
 - using gowns to protect client clothes
 - monitoring client comfort
 - preventing cross-transmission of infection between customers
 - work health, safety and hygiene practices, with particular emphasis on:
 - using correct posture and adjusting height of client chair to avoid fatigue and injury
 - using correct techniques to hold, grip and manipulate cutting tools and equipment to avoid fatigue and injury
 - preventing cross-transmission of infection during customer contact
 - minimising product wastage
 - waste disposal with particular emphasis on environmentally sound disposal methods for hair and product waste.

Assessment Conditions

Skills must be demonstrated in a personal services salon environment; this can be:

- an industry workplace
- a simulated industry environment set up for the purpose of skills assessment, that provides services to paying members of the public.

Assessment must ensure access to:

- computers, printers and general software programs used to produce system documents
- relevant federal, state or territory WHS or OHS legislation
- current plain English regulatory documents distributed by the local work health and safety government regulator
- current plain English codes of practice distributed by the local work health and safety government regulator
- template WHS documents:
 - policies
 - procedures
 - training plans
 - hazard identification and reporting tools
 - risk assessment and control tools based on the hierarchy of control method
 - emergency evacuation plans
 - dangerous incident reports
 - accident and injury reports
 - notifiable incident reports.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=255d312b-db07-48f2-b6d6-1b0b06c42898>