



**Australian Government**

# **SHBXWHS004 Provide a safe work environment**

**Release: 1**

## SHBXWHS004 Provide a safe work environment

### Modification History

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

### 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 personal services business. It requires the ability to establish and review systems, policies and procedures designed to ensure a safe workplace.

It requires the ability to develop, implement and oversee organisational procedures to ensure safe working environment for personal services businesses.

This unit applies to all single or multiple outlet businesses providing beauty treatments and hairdressing or barbering services. It applies to senior managers and small business owners who operate with significant autonomy and are responsible for making strategic business management and operational decisions.

This unit incorporates the requirement, under Federal, 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 workers and others in the workplace.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

### Pre-requisite Unit

Nil

### Competency Field

Work Health and Safety

### Unit Sector

Cross-Sector

### Elements and Performance Criteria

#### ELEMENTS

*Elements describe the essential outcomes*

#### PERFORMANCE CRITERIA

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

1. Establish and maintain a framework for health, safety and security.
  - 1.1. Access and interpret key legislative documents to ensure work health and safety systems comply with regulatory requirements.
  - 1.2. Design, in consultation with workers, a work health and safety management system to suit characteristics and needs of the personal services business.
  - 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 consultation arrangements to manage health, safety and security.
  - 2.1. Establish and maintain appropriate consultative processes to suit characteristics and needs of the personal services business.
  - 2.2. Plan for and ensure that consultation is conducted at times designated by law.
  - 2.3. Resolve issues raised through consultation.
  - 2.4. Provide workers with 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 incorporating risk assessment criteria.
  - 3.2. Plan for and ensure systematic hazard identification at times designated by law.
  - 3.3. Develop procedures for ongoing identification of types of hazards designated by law.
  - 3.4. Develop procedures for 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 legal 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 personal services 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 safe use of equipment required to fulfil those functions.
  - 5.5. Articulate reporting structures in key organisational documents so workers know from whom they must take safety instructions and directions.
  
6. Evaluate organisational health,
  - 6.1. Assess and maintain ongoing compliance with work health and safety law.

safety and security system.

- 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 here, along with a brief context statement.*

### SKILLS

### 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 personal services workers.

Oral communication skills to:

- explain legal and conceptual information to a full range of personal services 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

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

## Links

Companion Volume implementation guides are found in VETNet -

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