



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIRXOHS001A Apply safe working practices**

**Revision Number: 1**

## **SIRXOHS001A Apply safe working practices**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit encompasses the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.

### **Application of the Unit**

#### **Application of the unit**

This unit may apply to all retail personnel. It requires the team member to consistently apply safe working practices, including identifying and reporting faults and problems, according to OHS legislation and store policies. Knowledge of store policies and procedures with regard to emergency situations, evacuation or accident and illness should also be demonstrated.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Prerequisite units**

Nil

## Employability Skills Information

**Employability skills** The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

## 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 Observe basic safety procedures.	<p>1.1 Follow and maintain <b><i>safety procedures</i></b> to achieve a safe work environment according to all relevant OHS legislation, including codes of practice, relating to particular hazards in the industry or workplace.</p> <p>1.2 Identify and report <b><i>unsafe working practices</i></b>, including faulty <b><i>plant and equipment</i></b> according to <b><i>store policy and procedures</i></b>.</p> <p>1.3 Manage dangerous goods and substances according to store policy and relevant legislation.</p> <p>1.4 Identify potential <b><i>manual handling</i></b> risks and manage tasks according to store policy.</p> <p>1.5 Report work-related incidents and accidents to <b><i>designated personnel</i></b>.</p> <p>1.6 Demonstrate <b><i>consultative processes</i></b> and follow procedures for OHS.</p>

**ELEMENT****PERFORMANCE CRITERIA**

- |   |                                     |     |  |
|---|-------------------------------------|-----|--|
| 2 | Observe basic emergency procedures. | 2.1 | Follow fire and <i>emergency procedures</i> , including store evacuation, according to store policy and legislation. |
|   |                                     | 2.2 | Identify designated personnel responsible for first aid and evacuation procedures.                                   |
|   |                                     | 2.3 | Accurately identify safety alarms.   |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

The following skills must be assessed as part of this unit:

- interpersonal communication skills to:
  - report unsafe work practices, faulty plant and equipment and incidents and accidents through clear and direct communication
  - share information
  - use and interpret non-verbal communication
- locating and using safety alarms, fire extinguishers and emergency exits
- identifying hazardous goods and substances
- interpreting symbols used for OHS signage
- storing and using chemicals and hazardous substances
- handling broken or damaged equipment
- manual handling procedures
- using personal protective gear and equipment
- appropriate waste disposal
- literacy skills in regard to reading and interpreting instructions
- numeracy skills in regard to estimating weights, size, quantities and mixtures.

The following knowledge must be assessed as part of this unit:

- store policies and procedures, in regard to:
  - OHS and emergency procedures
  - state and territory legislation and regulations
  - rights and responsibilities of designated personnel responsible for health and safety in the workplace
- relevant industry codes of practice
- management of OHS, including:
  - communication and consultation processes
  - reporting procedures
  - manual handling procedures
  - interpreting symbols for OHS signage
- first aid procedures
- identification of hazards in the workplace, including:
  - managing broken or of faulty equipment

## REQUIRED SKILLS AND KNOWLEDGE

- storage of dangerous goods and hazardous substances
- fire, chemical and electrical hazards
- spills and leakage of materials
- waste
- slip, trips and falls
- controlling risks through the hierarchy of control, including:
  - eliminating hazards
  - isolating hazards
  - use of engineering controls
  - use of administrative controls
  - appropriate use of personal protective clothing.

## Evidence Guide

### EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Evidence of the following is essential:

- applies safe working practices, in all areas of the store, according to OHS legislation and codes of practice
- applies appropriate store policies and procedures and legislative requirements in regard to following basic safety procedures and for reporting faults and problems to relevant person, department or committee
- identifies hazardous situations and rectifies where appropriate, or reports to the relevant personnel according to store policy and procedures
- reads, interprets and applies manufacturer instructions for storage and use of hazardous goods
- knows store policies and procedures with regard to emergency situations, evacuation, or accident and illness in the store.

## EVIDENCE GUIDE

### Context of and specific resources for assessment

Assessment must ensure access to:

- a real or simulated work environment
- suitable equipment and materials for lifting
- relevant documentation, such as:
  - store policy and procedures manuals
  - manufacturer instructions and operation manuals
  - OHS regulations
  - legislation and statutory requirements
  - industry codes of practice.

### Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- a role play
- third-party reports from a supervisor
- customer feedback
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIRXCOM001A Communicate in the workplace
- SIRXIND001A Work effectively in a retail environment
- SIRXCLM001A Organise and maintain work areas
- SIRXICT001A Operate retail technology.

## EVIDENCE GUIDE

**Assessing employability skills** Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

## 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.

***Safety procedures*** may include:

- hazard identification, e.g. workplace inspections
- evacuation involving staff or customers
- emergency, fire and accident procedures
- personal safety procedures
- stress management
- procedures for the use of personal protective clothing and equipment
- issue resolution procedures
- reporting incidents and accidents in the workplace.



## RANGE STATEMENT

*Unsafe working practices* may deal with but are not restricted to:

- sharp cutting tools and instruments
- electricity and water
- damaged packing material or containers
- toxic substances
- inflammable materials and fire hazards
- lifting practices
- spillages, waste and debris
- ladders
- trolleys
- broken or damaged equipment
- glue guns
- stress.

Checking *plant and equipment* may include:

- guarding of machinery
- sharp cutting tools and instruments
- broken or damaged equipment
- damaged packing material or containers.

*Store policy and procedures* related to OHS may deal with:

- federal, state or territory and local OHS legislation
- basic safety procedures
- emergency procedures
- safe manual handling and lifting
- dangerous goods
- customers and staff
- equipment and tools
- premises
- stock.

Safe *manual handling* practices may include:

- lifting or shifting practices
- use of equipment such as ladders and trolleys
- job procedures.

## RANGE STATEMENT

*Designated personnel* may include:

- safety representative
- supervisor
- team leader
- manager.

*Consultative processes* may include:

- minutes from staff meetings, OHS meetings
- identification of health and safety representatives
- suggestions from staff for improving tasks and procedures.

*Emergency procedures* may relate to:

- sickness
- accidents
- fire
- storms and cyclones
- store evacuation
- armed hold-up.

## Unit Sector(s)

Sector

Cross-Sector

## Competency field

Competency field

Occupational Health and Safety