



Australian Government

SISXWHS101 Follow work health and safety policies

Release: 1

SISXWHS101 Follow work health and safety policies

Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
1	New unit. Based on but not equivalent to SISXOHS101A Follow occupational health and safety policies. Changes to address new national Work Health and Safety (WHS) Bill and updated legislation.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Application of the Unit

This unit applies to those working under supervision in a range of sport, fitness and recreation environments. This may include those working as assistants in after-school or holiday-care programs in a range of locations, those assisting a responsible person in coaching or officiating activities or those undertaking a supporting role in indoor recreation and fitness activities, as well as outdoor recreation activities, such as camps and other guided activities.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

- | | |
|---|---|
| 1. Work safely. | <ul style="list-style-type: none"> 1.1 Identify relevant <i>organisational policies and procedures</i>. 1.2 Carry out pre-start participant and equipment checks. 1.3 Follow established safety procedures during work activities. 1.4 Identify and report existing and potential <i>safety issues</i> to <i>designated persons</i>. 1.5 Identify and implement workplace procedures and work instructions for minimising risks. 1.6 Report work-related incidents and accidents to supervisor. |
| 2. Contribute to the management of work health and safety issues. | <ul style="list-style-type: none"> 2.1 Raise work health and safety issues with supervisor. 2.2 Contribute to workplace meetings and other consultative processes for work health and safety management in the workplace. 2.3 Make suggestions for improving work health and safety practices. |
| 3. Minimise risks to personal and public safety. | <ul style="list-style-type: none"> 3.1 Identify <i>situations</i> that may endanger the personal safety of self, staff and other clients and implement action within scope of responsibility. 3.2 Complete incident report documentation. 3.3 Take action to eliminate workplace <i>hazards</i> or reduce risks. 3.4 Identify damaged items and equipment and notify supervisor. |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- self-management skills to identify and meet work health and safety responsibilities
- communication skills to:
 - report actual or potential hazards and incidents
 - participate in workplace processes to manage work health and safety
- problem-solving skills to:
 - identify unsafe work practices and hazards
 - apply strategies for a safe work environment
- language and literacy skills to identify and interpret safety signs and symbols and complete incident reports.

Required knowledge

- organisational policies and procedures to enable:
 - understanding of rights and responsibilities of employers and employees
 - conduct of safe work activities and reporting of unsafe practices or equipment
- consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- work health and safety consultative processes to enable contribution to a safe workplace
- potential hazards in the workplace
- commonly used hazard signs and safety symbols.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the ability to:

- access and interpret relevant workplace safety information to carry out all work tasks safely and responsibly according to organisational policies and procedures and legislative requirements
- address safety issues within the limits of own role and responsibility and identify, clarify and report safety issues outside area of responsibility to appropriate personnel, including actual and potential hazards
- contribute to participative arrangements for the management of the organisational work health and safety program.

Context of and specific resources for assessment

Assessment must ensure:

- application of general work health and safety requirements relevant to the individual's current or intended work environment on multiple occasions to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a venue, facility or location with appropriate equipment and activity that reflects specific industry sector requirements and expectations
- organisational consultative structures, including key health and safety staff and equipment and or aids to carry out tasks safely
- documentation, such as work health and safety policies and procedures.

Method 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 applying safe work practices within work environment
- oral and or written questioning to assess knowledge of organisational WHS procedures
- portfolio of incident or accident reports submitted and or reported to relevant personnel

Guidance information for assessment

- third-party reports from a supervisor detailing work performance.

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

- SISXEMR201A Respond to emergency situations.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) may also be included.

Organisational policies and procedures may include:

- chemical handling
- duty of care
- emergency procedures
- first aid
- general maintenance
- hazard identification
- health and hygiene
- issue resolution
- manual handling
- work health and safety
- personal safety
- reporting procedures
- security
- stress management
- use of personal protective equipment
- use of motor vehicles
- waste disposal.

Safety issues may include:

- environmental conditions
- slippery surfaces
- manual handling and lifting
- toxic or hazardous materials
- industrial gases
- body fluids
- fire
- contaminated waste
- participants with infectious diseases
- sharps
- chemical spills
- dust and vapours
- noise, light and energy sources
- hazardous equipment
- vehicles
- unsafe work practices
- medical emergencies (e.g. falls, bleeding, seizures, fainting, collapses, panic attack, psychosis)

Designated persons may include:

- workplace stress.
- designated health and safety officers
- health and safety representatives
- supervisors
- managers
- team leaders
- other persons nominated or authorised by the organisation or industry.

Situations may include:

- verbal abuse
- physical aggression
- emergencies.

Hazards may include anything which is a source of:

- potential harm in terms of human injury or ill health
- damage to property
- damage to the environment.

Unit Sector(s)

Cross-Sector

Competency Field

Work Health and Safety