



**Australian Government**

# **ACMWHHS301 Contribute to workplace health and safety processes**

**Release: 2**

# ACMWH301 Contribute to workplace health and safety processes

## Modification History

| Release   | Comments                                                                                |
|-----------|-----------------------------------------------------------------------------------------|
| Release 2 | This version released with ACM Animal Care and Management Training Package Version 2.0. |
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 1.0. |

## Application

This unit of competency describes the skills and knowledge required to plan, support and contribute to work health and safety processes in an animal care environment.

This unit applies to individuals who have responsibility for maintaining and contributing to compliance of workplace health and safety as part of their role, including duty of care for other workers. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

## Pre-requisite Unit

Nil

## Unit Sector

Work Health and Safety (WHS)

## Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                   |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |

| <b>Elements</b>                                                                         | <b>Performance Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>                                        | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Plan and conduct work safely                                                         | <p>1.1 Locate and access workplace health and safety information relevant to own work role</p> <p>1.2 Plan work in accordance with workplace health and safety legislation, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures</p> <p>1.3 Identify hazards, including signs of common animal and zoonotic diseases, and report to supervisor</p> <p>1.4 Address identified hazards and select risk controls prior to starting work</p> <p>1.5 Report incidents and injuries in accordance with organisation policies</p> <p>1.6 Undertake workplace health and safety housekeeping in work areas</p> <p>1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably</p> |
| 2. Support others to work safely                                                        | <p>2.1 Provide information on safe work practices and procedures to members of the work group</p> <p>2.2 Check workplace health and safety practices of less experienced members of the workgroup</p> <p>2.3 Provide guidance to less experienced members of the team to support them in working safely</p> <p>2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation</p>                                                                                                                                                                                                                                                                                                                       |
| 3. Contribute to work health and safety participative processes                         | <p>3.1 Raise workplace health and safety issues in line with organisation procedures within prompt timeframes</p> <p>3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety</p> <p>3.3 Encourage workgroup members to work safely</p> <p>3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and workplace health and safety committees</p>                                                                                                                                                                                                                                                                                                |
| 4. Contribute to hazard identification, work health and safety risk assessment and risk | <p>4.1 Check workplace for hazards using itemised checklists</p> <p>4.2 Make contributions to risk assessments</p> <p>4.3 Report identified hazards and inadequate risk controls</p> <p>4.4 Provide input to develop and implement control measures, with</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Elements                                              | Performance Criteria                                                                                                                                                                                         |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>      | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                       |
| control activities                                    | reference to the hierarchy of risk control                                                                                                                                                                   |
| 5. Participate in the control of emergency situations | 5.1 Identify emergency signals and alarms, and respond to them appropriately<br>5.2 Take action to control and confine emergency, accounting for the nature and scope of the emergency, within scope of role |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill              | Description                                                                                                                                                                                                                                                  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | <ul style="list-style-type: none"> <li>Interpret organisational and legislative documentation</li> </ul>                                                                                                                                                     |
| Writing            | <ul style="list-style-type: none"> <li>Accurately complete workplace health and safety checklists and documentation</li> </ul>                                                                                                                               |
| Oral communication | <ul style="list-style-type: none"> <li>Discuss workplace health and safety issues with team members and supervisor</li> <li>Present information using language appropriate to audience</li> <li>Collaborate with others to achieve joint outcomes</li> </ul> |
| Get the work done  | <ul style="list-style-type: none"> <li>Keep up-to-date on changes to legislation relevant to own role</li> <li>Sequence and schedule activities</li> </ul>                                                                                                   |

## Unit Mapping Information

| Code and title current version                                                | Code and title previous version                                               | Comments                                                                                                             | Equivalence status |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------|
| ACMWHS301<br>Contribute to workplace health and safety processes<br>Release 2 | ACMWHS301<br>Contribute to workplace health and safety processes<br>Release 1 | Minor changes to include infection control as a workplace health and safety issue<br><br>Minor changes to assessment | Equivalent unit    |

|  |  |              |  |
|--|--|--------------|--|
|  |  | requirements |  |
|--|--|--------------|--|

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

# Assessment Requirements for ACMWHS301 Contribute to workplace health and safety processes

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## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:

- following relevant workplace health and safety legislation, standards, codes of practice
- identifying and reporting hazards, including signs of common animal diseases, to supervisor
- selecting and implementing appropriate risk controls
- carrying out workplace health and safety housekeeping tasks
- supporting at least two work group members to work safely
- contributing to at least one workplace health and safety meeting or participative process
- demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic hazard identification procedures, including workplace inspections and review of workplace data
- hierarchy of risk control (from *Safe Work Australia Model Code of Practice: How to manage work health and safety risks* or similar code from relevant jurisdiction)
- common hazards that occur in an animal care environment, including crush injuries, chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- workplace health and safety legislation, regulations, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures

- basic methods used in the prevention and control of common zoonotic diseases
- basic risk control measures, including:
  - personal protective equipment (PPE) requirements, including use, storage and maintenance
  - personal hygiene and hand washing
  - workplace health and safety housekeeping
  - safety signs
- safety signs and their meanings, including:
  - dangerous goods class signs
  - emergency equipment
  - PPE
  - specific hazards, including sharps and radiation
- roles and responsibilities of health and safety representatives and workplace health and safety committees
- workplace health and safety information within in the workplace
- external sources of workplace health and safety information
- standard emergency signals, alarms and required responses
- types of emergencies that occur in an animal care environment
- the legal rights and responsibilities of the workplace parties
- the role of Safe Work Australia and current workplace health and safety legislative obligations.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - organisational policies and procedures
  - current workplace health and safety legislation and regulations
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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