



Australian Government

ACMWHHS401 Maintain workplace health and safety processes

Release: 2

ACMWHWS401 Maintain 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 maintain workplace health and safety processes in an organisation.

This unit applies to individuals working in team leader or supervisory roles who have responsibility for others' work, and where risk needs to be managed.

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 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>
1. Provide information to the work group	1.1 Explain relevant requirements of workplace health and safety legislation, standards, codes of practice/compliance codes, guidance materials and safe working procedures to the work group clearly and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	accurately 1.2 Provide clear information on organisation policies and procedures to the work group in a readily accessible and understandable format 1.3 Explain the roles and responsibilities of health and safety representatives and workplace health and safety committees, supervisors and managers 1.4 Provide information on hazards, including signs of common animal and zoonotic diseases, the outcomes of risk assessments and required risk controls to the work group in an accessible and understandable format
2. Ensure others are able to implement safe work practices	2.1 Ensure the availability and functionality of appropriate personal protective equipment 2.2 Implement processes to confirm that others in the work group can identify hazards, assess risks, assess required risk controls, follow safe work practices and observe organisation policies and procedures 2.3 Identify workplace health and safety training needs and either address them or report them to relevant personnel
3. Implement work health and safety participative processes	3.1 Consult with and provide advice to the work group in relation to workplace health and safety matters relevant to their work 3.2 Deal with workplace health and safety issues promptly or refer to appropriate personnel 3.3 Record and communicate the outcomes of consultation regarding workplace health and safety to the work group
4. Monitor compliance with work procedures	4.1 Check work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate personnel 4.2 Identify and address any deviations from procedures or report them to appropriate personnel 4.3 Evaluate hazard identification and reporting processes for effectiveness, and address any deficiencies or report them to appropriate personnel 4.4 Monitor workplace health and safety housekeeping and hygiene practices to ensure the maintenance of workplace standards, and take action to address any deficiencies 4.5 Ensure own behaviour is consistent with organisation safe working procedures and practices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Implement hazard identification, risk assessment and risk control procedures	5.1 Identify, assess, eliminate and report hazards with residual risk 5.2 Conduct risk assessments according to workplace processes 5.3 Develop control measures, taking account of the hierarchy of risk control 5.4 Implement outcomes of risk assessments and support identified risk controls 5.5 Identify deficiencies in workplace health and safety risk controls and address them or report them 5.6 Identify personal professional limitations and seek expert advice as required
6. Implement organisation procedures for maintaining work health and safety records	6.1 Obtain feedback to ensure that the work group is aware of organisation reporting requirements 6.2 Review workplace health and safety records to confirm their accurate, thorough and timely completion 6.3 Use aggregate information and data from records to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1 Obtain feedback to ensure that emergency procedures are available and known by the work group 7.2 Implement processes to ensure availability of emergency equipment and to ensure routine checking of equipment for functionality 7.3 Implement processes to ensure the ability of others in the work group to respond appropriately to emergencies 7.4 Conduct or contribute to investigations, to identify cause of emergencies 7.5 Identify, and implement or support, control measures to prevent recurrence and minimise risk of emergencies

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	Interpret workplace health and safety legislation and organisational documents
Writing	- Prepare and maintains records using appropriate structure and vocabulary - Record workplace health and safety issues and actions taken, according to reporting requirements
Oral communication	Use open questions and active listening techniques when seeking feedback from others
Navigate the world of work	Take responsibility for following explicit and implicit workplace health and safety policies, procedures and legislative requirements relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS401 Maintain workplace health and safety processes Release 2	ACMWHS401 Maintain workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a workplace health and safety issue	Equivalent unit

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 ACMWH401 Maintain workplace health and safety processes

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- made at least two different presentations to a group on workplace health and safety related processes
- ensured at least two personnel are able to implement safe work practices
- consulted a work group about a workplace health and safety issue and communicated the outcomes of the consultation to the group
- reviewed at least two work procedures for clarity, accuracy and availability to work group, and reported any deficiencies to appropriate personnel
- carried out at least three hazard/risk assessments, including at least one that deals with infection control from animals to humans, and identified appropriate risk controls
- reviewed organisation's workplace health and safety records and identified any hazards and risks
- reviewed at least two emergency procedures and obtained feedback from work group about their accessibility and usability
- investigated at least one emergency to determine cause and identified and implemented or supported control measures to prevent recurrence and minimise risk.

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:

- current workplace health and safety legislation, standards, compliance codes and guidance material relevant to work area
- organisation's workplace health and safety policies and procedures

- the roles and responsibilities of designated personnel, health and safety representatives, workplace health and safety committees under workplace health and safety legislation and within the organisation's workplace health and safety system
- common workplace hazards (from Safe Work Australia's Work Health and Safety Risks – Code of Practice), including:
 - manual tasks – overexertion or repetitive movement can cause muscular strain
 - gravity – falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
 - electricity – potential ignition source and knowledge that exposure to live electrical wires can cause shock, burns or death from electrocution
 - machinery and equipment – being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
 - hazardous chemicals – chemicals (such as acids, hydrocarbons and heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
 - extreme temperatures – heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frostbite
 - noise – exposure to loud noise can cause permanent hearing damage
 - radiation – ultraviolet, welding arc flashes, microwaves and lasers can cause burns, cancer or blindness
 - biological – micro-organisms can cause hepatitis, Legionnaires' disease, Q fever, HIV/AIDS or allergies
 - psychosocial hazards – effects of work-related stress, bullying, violence and work-related fatigue
- hazards relating to common zoonotic diseases and workplace procedures for infection prevention and control
- organisation's processes for:
 - ensuring personal protective equipment and emergency equipment is available and functional
 - checking that work group members have knowledge and skills to comply with organisation's workplace health and safety policies and procedures
 - identifying workplace health and safety training needs
 - addressing training needs
 - reporting workplace health and safety related matters to relevant personnel
 - emergency situations
- techniques for:
 - consulting, providing advice and communicating with work group members on workplace health and safety matters
 - recording and reporting outcomes
 - monitoring own performance and recognising own professional limitations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
 - equipment and resources appropriate to work being undertaken
- specifications:
 - relevant and current workplace health and safety organisational policies and procedures, legislation, and regulations
 - documents relating to workplace safety, hazard identification and risk assessment
- relationships:
 - team members.

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

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>