



Australian Government

AHCWHS301 Contribute to work health and safety processes

Release: 1

AHCWHS301 Contribute to work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out enterprise work health and safety policies and procedures.

This unit is applicable to individuals. They typically work within clear reporting lines and procedures.

All work must be carried out to comply with workplace procedures and work health and safety and other relevant legislation and codes.

This unit applies to individuals who actively participate in the workplace safety system and work under broad direction and take responsibility for their own work. They work in a range of known contexts and complete routine activities.

NOTE: The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.

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

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

Element	Performance criteria
1. Apply work health and safety policies and procedures	1.1 Make information regarding organisation work health and safety policies and procedures readily accessible to all employees 1.2 Identify and carry out employee responsibilities prescribed in work health and safety legislation, codes of practice and national standards 1.3 Identify and carry out employee responsibilities prescribed in enterprise work health and safety policies, including emergency procedures
2. Assist in workplace hazard identification and risk control	2.1 Provide and explain information regarding hazard identification and risk control regularly 2.2 Recognise hazards in the workplace and report them to designated personnel 2.3 Assess risks associated with identified hazards 2.4 Follow workplace procedures, safety signs and work instructions for controlling risks accurately 2.5 Recognise risks to fellow workers, other people and animals and take action to eliminate or reduce them 2.6 Undertake or provide safety training where required
3. Observe safe practices during work operations	3.1 Identify, use, maintain and store Personal Protective Equipment (PPE) required for work 3.2 Read and follow safety warning signs 3.3 Undertake basic safety checks on all machinery and equipment before operation 3.4 Identify hazards associated with handling hazardous substances, assess risks and implement risk controls in accordance with enterprise procedures and work health and safety requirements 3.5 Identify noise hazards, notify relevant personnel, assess associated risks and implement controls in accordance with work health and safety requirements 3.6 Assess manual handling risks prior to commencing activity and use safe lifting practices 3.7 Access information on work health and safety for specific work operations
4. Participate in arrangements for maintaining the health and safety of all people in the workplace	4.1 Contribute to ongoing monitoring and reporting of all aspects of workplace safety 4.2 Raise work health and safety issues with designated personnel in accordance with enterprise procedures and relevant work health and safety legislation 4.3 Make contributions to participative arrangements in the workplace within the scope of responsibilities and competencies 4.4 Make suggestions to assist the development of effective solutions

Element	Performance criteria
	and control the level of risk associated with enterprise activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCOHS301A Contribute to work health and safety processes

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWHS301 Contribute to work health and safety processes

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply work health and safety policies and procedures
- apply workplace procedures for hazard identification and risk control
- read safety warning signs
- participate in arrangements for maintaining the health and safety of all people in the workplace
- work safely during work operations
- record incidents in the work area in accordance with relevant work health and safety legal requirements
- observe and direct others to follow safe working operations
- communicate safety information within and to work team

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant employee and employer responsibilities under work health and safety legislation and relevant national and industry codes of practice
- enterprise procedures relating to hazards, fires, emergencies, accidents, and risk control
- work health and safety signs and symbols relevant to work area
- hazard identification and risk assessment process
- manual handling principles and procedures
- safe systems of work

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

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