



Australian Government

AHCWHS302 Contribute to workplace health and safety processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to contribute to workplace health and safety procedures, including applying policies and procedures, assisting in hazard identification and risk control, and observing safe practices during work operations.

The unit applies to individuals who contribute to workplace health and safety processes under broad direction, and take responsibility for their own work.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.

NOTES:

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the *model WHS Laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations, and model WHS Codes of Practice. See Safe Work Australia for further information.

No 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. Apply workplace health and safety policies and procedures	1.1 Access information regarding organisation work health and safety policies and procedures 1.2 Identify and carry out worker responsibilities prescribed in workplace health and safety legislation, regulations and codes of practice 1.3 Identify and carry out worker responsibilities prescribed in workplace health and safety policies and procedures, including emergency procedures
2. Assist in workplace hazard identification and risk control	2.1 Assist with explaining information regarding hazard identification, and risk assessment and control 2.2 Identify and report workplace health and safety hazards according to workplace procedures 2.3 Assess risks associated with identified workplace health and safety hazards 2.4 Follow workplace health and safety procedures and work instructions for controlling risks 2.5 Identify and record risks, and action taken to eliminate, mitigate or reduce them 2.6 Assist with workplace health and safety training where required
3. Follow safe practices during work operations	3.1 Select, fit, use, maintain and store personal protective equipment (PPE) required for work 3.2 Read and follow workplace procedures, safety signs and work instructions 3.3 Access workplace health and safety information for specific work operations
4. Participate in arrangements for maintaining the health and safety of all people in the workplace	4.1 Participate in ongoing monitoring of all aspects of workplace health and safety 4.2 Report workplace health and safety issues to designated personnel according to workplace procedures and relevant workplace health and safety legislation 4.3 Participate in workplace health and safety consultation 4.4 Communicate safety information to work team 4.5 Contribute to the development of effective solutions to control the

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	level of risk associated with workplace activities

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	- Identify workplace health and safety legislation, regulations and codes of practice - Interpret workplace notices and workplace safety signs, symbols, labels and work instructions
Writing	Use clear language and accurate industry terminology and logical structure to record risks
Oral communication	Participate in verbal exchanges to report workplace health and safety hazards and risks to designated personnel

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWHS302 Contribute to workplace health and safety processes	AHCWHS301 Contribute to work health and safety processes	Minor changes to unit title and application Major changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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

Assessment Requirements for AHCWHS302 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 contributed to workplace health and safety processes on at least one occasion and has:

- applied workplace health and safety policies and procedures, including:
 - procedures for hazard identification and risk control
 - workplace safety signs, symbols, labels and work instructions
- assisted co-workers in following workplace health and safety procedures
- communicated safety information within and to work team
- worked safely during work operations
- participated in arrangements for maintaining the workplace health and safety of all people in the workplace
- recorded incidents in the work area according to relevant workplace health and safety legislative requirements.

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:

- workplace health and safety policies and procedures, including emergency procedures relating to hazards, fires, emergencies, accidents, and risk control
- hazard identification and risk management process, including:
 - risk assessment
 - risk matrix
 - hierarchy of controls
- workplace health and safety communication, recording and reporting procedures
- workplace safety signs, symbols, labels and work instructions relevant to area of work

- relevant worker and employer responsibilities under workplace health and safety legislation, regulations and codes of practice.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - PPE applicable to area of work
 - workplace safety signs, symbols, labels and work instructions relevant to area of work
- specifications:
 - workplace health and safety legislation, regulations, codes of practice and workplace procedures relevant to area of work
- relationships:
 - designated personnel.

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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