



Australian Government

AMPWHS301 Contribute to workplace health and safety processes

Release: 1

AMPWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit of competency describes the skills and knowledge required to support the implementation of health and safety policies and procedures and contribute to implementing risk control measures and safety practices within a workplace.

The unit applies to skilled workers with responsibility for maintaining a safe work environment and contributing to workplace practices in abattoirs, boning rooms, knackerries, game processing premises, smallgoods premises, food services operations, wholesalers and retailers. In this role, workers have limited responsibility for ensuring members of the work group are implementing safe work practices.

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

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. Plan to work safely	1.1 Plan work according to relevant legislation, standards, codes of

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	practice and safe work procedures 1.2 Identify hazards as part of preparation for work 1.3 Control risks associated with hazards prior to starting work, including using personal protective clothing and equipment 1.4 Report inadequacies in control measures according to workplace procedures 1.5 Report incidents and injuries according to workplace procedures
2. Support safe work practices in work area	2.1 Check implementation of safe work procedures in own work area 2.2 Share information on safe work practices and safety issues in the workplace with members of the work group 2.3 Check the health and safety practices of less experienced members of the work group, and provide support as required to ensure safe work practices are followed 2.4 Support members of the work group to accurately record incidents and complete associated workplace documentation according to workplace procedures
3. Contribute to health and safety processes	3.1 Raise health and safety issues according to workplace procedures 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Identify roles and responsibilities of health and safety representatives and committees
4. Contribute to hazard identification, risk assessment and risk control activities	4.1 Identify and respond to hazards, and communicate with members of the work group 4.2 Report identified hazards and inadequacies in risk controls 4.3 Check the workplace for hazards using itemised checklists according to workplace procedures 4.4 Contribute to risk assessments according to workplace procedures 4.5 Provide input to development and implementation of control measures, with reference to the hierarchy of control
5. Participate in the control of emergency situations	5.1 Identify and respond appropriately to emergency signals and alarms 5.2 Take initial action to control an emergency according to workplace procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.3 Implement emergency response procedures within scope of training and competence
6. Maintain and use health and safety records	6.1 Complete records for the work area according to legislative and workplace requirements 6.2 Access and interpret workplace health and safety information to inform work practices

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 requirements from a range of sources
Oral communication	- Ask questions to clarify instructions - Clearly explain and present safety information using language, tone and pace appropriate to audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPWHS301 Contribute to workplace health and safety processes	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPWHS301 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 two separate occasions, including:

- worked safely as an individual and as a team member
- identified and assessed potential hazards in the work area
- monitored implementation of safe work practices in the work area
- provided advice and feedback to work group members
- contributed to the implementation of risk control measures
- completed health and safety records and reports according to workplace standards.

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 legislative requirements for work health and safety (WHS)
- typical health and safety hazards and risks that occur in a meat processing facility, including working around forklifts, and associated risk controls
- hazards of working with knives, and associated risk controls
- personal protective equipment (PPE) and clothing for working in meat processing facility
- correct use, maintenance and storage of PPE
- ways of minimising manual handling hazards
- sources of health and safety information both internal and external to the workplace
- procedures for reporting hazards, accidents and incidents
- roles and responsibilities of health and safety representatives and committees.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated in a meat processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to health and safety advice and direction
 - PPE
- specifications:
 - legislation, regulations, standards and codes of practice
 - workplace policies and procedures for health and safety, and for emergencies
- relationships:
 - interactions with team members.

Assessment for this unit must include at least three forms of evidence.

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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