



Australian Government

Department of Education, Employment and Workplace Relations

BSBCMN106A Follow workplace safety procedures

Release: 1

Modification History

Not Available

INTRODUCTION

Unit Descriptor This unit covers general Occupational Health and Safety requirements in business organisations and is relevant for employees working under direct supervision with no responsibilities for other people. The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].

This unit is related to BSBCMN211A Participate in workplace safety procedures.

Competency Field Common

Element

Performance Criteria

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| 1. Follow workplace safety procedures | <ul style="list-style-type: none">1.1 Hazards in the work area are recognised, while under direct supervision and reported to appropriate people according to workplace procedures1.2 Workplace procedures and work instructions for own area of responsibility, for assessing and controlling risks are followed accurately while under direct supervision1.3 Workplace procedures for dealing with incidents (accidents), fire and other emergencies are followed under direct supervision, whenever necessary within the scope of responsibilities and competencies |
| 2. Contribute to Occupational Health & Safety in the workplace | <ul style="list-style-type: none">2.1 Occupational Health and Safety issues are raised with appropriate people in accordance with workplace procedures and relevant Occupational Health and Safety legislation2.2 Contributions to participative arrangements for Occupational Health and Safety management in the workplace are made within organisational procedures and the scope of responsibilities and competencies |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace which may include:	• award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government which affect business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity • relevant industry codes of practice
Relevant workplace procedures must be under direct supervision and may include:	• hazard reporting procedures • job procedures and safe work instructions and allocation of responsibilities • emergency procedures • accident and near miss reporting and recording procedures • consultation on Occupational Health and Safety issues • correct selection, use, storage and maintenance procedures for use of personal protective equipment (PPE) • control of risks under direct supervision
Hazards identification must be under direct supervision and may include:	• checking equipment or the work station and work area before work commences and during work • workplace inspections • on-job housekeeping checks
Appropriate people may include:	• supervisors • managers • team leaders • designated Occupational Health and Safety officers • health and safety representatives • other persons authorised or nominated by the enterprise or industry to: • perform specified work • approve specified work • inspect specified work

- direct specified work

Contributions may include:

- behaviour that contributes to a safe working environment
- identifying and reporting risks or hazards
- using business equipment according to guidelines
- listening to the ideas and opinions of others in the team
- sharing opinions, views, knowledge and skills

Emergencies may include:

- chemical spills
- bomb threats
- fire
- occupational violence

Participative arrangements may include:

- formal and informal health and safety meetings
- meetings called by health and safety representatives
- suggestions, requests, reports and concerns put forward to management

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence	Ability to follow workplace safety directions/ procedures, • Recognise and report hazards and • Raise OHS issues and contribute to participative arrangements for OHS management in the workplace
Underpinning Knowledge* * At this level the learner must demonstrate knowledge by recall in a narrow range of areas.	• Relevant legislation from all levels of government which affect business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity • Understanding ways in which OHS is managed in the workplace including procedures for fire, emergency, accident and near miss and control of risks • Relevant knowledge of workplace hazards • Relevant knowledge of designated personnel responsible for reporting OHS concerns • Understanding of the meaning of Occupational Health and Safety signs and symbols relevant to area of work
Underpinning Skills	• Literacy skills to identify work requirements, hazard identification and reporting procedures; follow written instructions and to interpret Occupational Health and Safety signs and symbols • Communication skills to identify lines of communication, request advice, effectively question, follow safety instructions, receive feedback and report hazards in the workplace • Problem solving skills to solve routine problems related to hazards in the workplace, while under direct supervision • Technology skills to use equipment safely while under direction • Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
Resource Implications	The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance	In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations
Context/s of Assessment	• Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement • Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package • Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment • Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

KEY COMPETENCY LEVELS

NB: These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Collect, analyse and organise information	Communicate ideas and information	Plan and organise activities	Work with others and in teams	Use mathematical ideas and techniques	Solve problems	Use technology
Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1

Three levels of performance denote level of competency required to perform a task.

1. Perform 2. Administer 3. Design

- Collecting, analysing and organising information – to identify safety requirements
- Communicating ideas and information – to communicate and report Occupational Health and Safety issues
- Planning and organising activities – to organise own activities in line with Occupational Health and Safety procedures while under direct supervision
- Working with teams and others – to contribute to safe workplace practices
- Using mathematical ideas and techniques – to record workplace safety information
- Solving problems – to recognise and communicate hazards
- Using technology – to access relevant workplace safety information

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies