



Australian Government

CSCWHS001 Use safe work practices

Release: 1

CSCWHS001 Use safe work practices

Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to CSCOHS201A Use safe work practices.

Application

This unit describes the skills required to maintain a safe and healthy work environment, maintain personal safety and the safety of others.

This unit applies to those working in any correctional services environment where detainees, prisoners or offenders are under supervision.

With contextualisation this unit may apply to those working in other work environments. The unit can apply to staff, contractors, external services and agencies, and professional support staff such as medical, education and training, employment, transport, escorts, representatives of government services, departments and authorities. For this reason the unit may be significantly customised, particularly in the assessment of knowledge, based on different organisational, sector and locational requirements.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Work health and safety legislation includes federal, state and territory Acts, regulations and codes of practice.

Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety and interaction with offenders and people under care.

Those undertaking this unit work with moderate support drawing upon support from co-workers. The role requires performance of routines tasks with a limited number of familiar steps.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Work health and safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Maintain a safe and healthy environment	1.1 Assess equipment, materials and environment for hazards and take protective action that gives first priority to health and safety. 1.2 Record and report work health and safety issues to designated personnel. 1.3 Use approved safety measures and techniques when lifting and carrying. 1.4 Maintain awareness of workplace health and safety issues and arrangements within the organisation and scope of responsibilities.
2. Maintain personal safety	2.1 Maintain personal conduct, manner and presentation. 2.2 Select and check personal protective clothing and safety equipment to ensure it is operational prior to commencing work. 2.3 Use and maintain safety and protective clothing and equipment according to manufacturer specifications and ensure it is appropriate for the duties performed. 2.4 Identify and anticipate factors that lead to hostility and threatening behaviour and assess incidents for risk and appropriate action. 2.5 Maintain current safe practice requirements and first aid knowledge and skills to the standard required by the organisation.
3. Contribute to maintaining safety of others	3.1 Recognise impact of own actions on safety of others. 3.2 Maintain contact with other work group members at all times. 3.3 Alert others to unsafe situations clearly, ensuring relayed information is understood. 3.4 Provide assistance to persons in danger ensuring own safety is maintained.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				
																				N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCOHS201A Use safe work practices.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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Assessment Requirements for CSCWHS001 Use safe work practices

Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages. Assessment requirements created

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and reading workplace safety policies and procedures electronically or in hard copy, including regulatory requirements
- operating and checking basic equipment and activities for safety
- using equipment for the purpose and in the manner intended and authorised
- identifying faults and problems in equipment and procedures
- identifying workplace safety issues
- documenting hazards in clear language according to organisational guidelines
- using approved safe manual-handling techniques
- responding to safety issues by using personal protective clothing and equipment where necessary
- using first aid equipment where necessary
- communicating verbally with others to alert them to health and safety issues

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legal rights of employees and employers in the workplace
- work health and safety procedures
- workplace hazards and associated risks
- meaning of workplace work health and safety symbols and signs

- designated workplace personnel responsible for work health and safety

Assessment Conditions

Evidence for assessment must be gathered over a significant period of time and in conjunction with evidence gathered for all other units that have a component of work health and safety. This may require opportunities for candidates to demonstrate performance in a number of locations or service areas in the organisation relevant to the range of responsibilities they may be given.

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual when following workplace safety procedures, including coping with difficulties, irregularities and changes to routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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