



Australian Government

CSCWHS004 Use safe work practices

Release: 1

CSCWHS004 Use safe work practices

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge 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.

An individual undertaking this role works with moderate support drawing upon support from co-workers. The role requires performance of routine tasks with a limited number of familiar steps.

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 (WHS) and interaction with offenders and people under care.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work health and safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

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 WHS issues in accordance with organisational procedures
- 1.3** Use safety measures and techniques when lifting and carrying in accordance with organisational procedures
- 1.4** Maintain awareness of WHS issues and arrangements within the organisation and scope of responsibilities

2 Maintain personal safety

- 2.1** Maintain personal conduct, manner, and presentation in accordance with organisational requirements
- 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 increased risk to personal safety and take appropriate action
- 2.5** Ensure current safe practice requirements and skills are performed to the standard required by the organisation

3 Contribute to maintaining safety of others

- 3.1** Recognise impact of own actions on the safety of others
- 3.2** Maintain contact with team 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

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCWHS001 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>

Assessment Requirements for CSCWHS004 Use safe work practices

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

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

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislative requirements of employees and employers in the workplace
- organisational work health and safety procedures
- workplace hazards and associated risks
- workplace work health and safety symbols and signs
- designated workplace WHS personnel
- reporting requirements.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment must provide 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.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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