



Australian Government

Department of Education, Employment and Workplace Relations

CSCOHS201A Use safe work practices

Revision Number: 2

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Modification History

CSCOHS201A Release 2: Layout adjusted. No changes to content.
CSCOHS201A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to apply general workplace health and safety procedures to ensure a safe workplace. The unit is about maintaining a safe workplace and is an essential aspect of all jobs in the government and community safety sectors.

Application of the Unit

This unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

This unit applies to all people working in detention centres, correctional centres or prisons, community corrections offices, justice administration offices and on work sites where detainees, prisoners or offenders are under supervision.

It can be applied 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.

In practice, workplace health and safety overlap with other generalist or specialist work activities such as delivering client services, handling information, preparing reports, using resources, using technology, etc.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Maintain a safe and healthy environment.	1.1 <i>Assess equipment, materials and environment</i> for hazards and take protective action that gives first priority to health and safety. 1.2 Record and report <i>occupational health and safety issues</i> to designated personnel according to <i>workplace procedures</i> and <i>occupational health and safety legislation</i>. 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 according to organisational requirements and code of conduct. 2.2 Select and check <i>personal protective clothing and safety equipment</i> to ensure it is operational prior to commencing work. 2.3 Use and maintain safety and protective clothing and equipment according to procedures and 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 according to organisational procedures, ensuring own safety is maintained.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- 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.

Required knowledge:

- legal rights of employees and employers in the workplace
- workplace occupational health and safety procedures
- workplace hazards and associated risks
- meaning of workplace occupational health and safety symbols and signs
- designated workplace personnel responsible for occupational health and safety.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

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 workplace 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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- the application of workplace safety procedures followed in a range of contexts (two or more) over time.

Context of and specific resources for assessment

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
- copies of legislation, policies, procedures and guidelines relating to workplace health and safety
- access to appropriate learning and assessment support when required.

Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Assess equipment, materials and environment using the following hazard identification methods:

- checking equipment or the work station and work area before work commences and during work
- workplace inspections
- responding to physical cues that ergonomics are ineffective and need adjustment
- on-the-job housekeeping checks (e.g. spills, furniture out of place, loose hand rails, curling mats, frayed cords, etc.)
- anticipation of potential hazards.

Occupational health and safety issues may include:

- hazards relating to the physical environment
- workplace stress
- occupational violence, including bullying
- workplace emergencies.

Workplace procedures may relate to:

- risk identification and control procedures
- hazard reporting procedures
- emergency procedures
- incident and near miss reporting and recording procedures
- safe work instructions
- use and storage of chemicals
- use of personal protective clothing and equipment
- occupational health and safety signs and symbols
- use of infection control precautions
- use of first aid equipment.

Occupational health and safety legislation may include:

- federal, and state or territory occupational health and safety Acts, regulations and codes of practice, including:
 - regulations and codes of practice relating to hazards present in the workplace
 - general duty of care under occupational health and safety legislation and common law
 - provisions relating to roles and responsibilities of health and safety representatives or committees
 - provisions relating to resolving occupational health and safety issues.

Personal protective clothing and safety equipment may include:

- gloves
- chemical protective clothing
- helmets and shields
- personal duress alarms
- communication technology, including radios
- breathing apparatus
- fire extinguishers and fire response equipment
- security screening equipment.

Unit Sector(s)

Occupational health and safety.

Competency field

Not applicable.

Co-requisite units

Not applicable.