



Australian Government

Department of Education, Employment and Workplace Relations

FDFOHS1001A Work safely

Revision Number: 1

FDFOHS1001A Work safely

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to work within occupational health and safety (OHS) requirements across a range of industry contexts. It requires the ability to demonstrate personal awareness of OHS legislative requirements and basic principles of risk management and prevention of injury and illness at work.
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Application of the Unit

Application of the unit	This unit supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks. The unit is intended to address workplace requirements of the work experience student or new workplace entrants during an initial familiarisation period.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify OHS legislative requirements	1.1.Applicable OHS legislative requirements relevant to own work, role and responsibilities are identified 1.2.Duty of care requirements are identified and explained 1.3.Own responsibilities to comply with safe working practices are identified and explained
2. Identify workplace hazards and control measures	2.1.Basic principles of risk management are identified 2.2.Common workplace hazards are identified and discussed 2.3.Measures for controlling risks are identified 2.4.Requirements for the selection and use of relevant personal protective equipment are identified and explained 2.5.Safety signs and symbols are identified and explained 2.6.Procedures for reporting hazards and risks are identified and discussed
3. Identify OHS communication and reporting	3.1.Participative arrangements for OHS, including communication processes, information and documentation are identified and discussed 3.2.Designated OHS roles and relevant authorities for raising OHS concerns ,including concerns relating to the right to refuse unsafe work are identified and explained
4. Identify OHS incident and emergency response procedures	4.1.General procedures for responding to incidents, injuries and emergencies are identified and explained 4.2.Procedures for first aid are identified and discussed 4.3.Fire safety equipment and emergency evacuation are identified and discussed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply comprehension skills to:
 - explain the basic OHS legislative requirements which will be applicable to own work
 - explain the meaning of safety signs and symbols
 - identify workplace hazards
 - discuss the basic principles of risk management
 - report workplace incidents, injuries
- apply communication/interpersonal skills to:
 - clarify OHS legislative requirements
 - verbally report workplace hazards and risks
 - ask effective questions
 - relay information to others
 - discuss OHS issues and information
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Required knowledge

Essential knowledge:

- applicable commonwealth, state or territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- basic principles of risk management and assessment relating to work role
- common workplace hazards
- common workplace safety signage and their meanings
- general workplace emergency response and evacuation procedures
- work activities which require licences, tickets or certificates of competency
- general first aid response requirements
- general procedures for raising OHS issues
- general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences
- general procedures for responding to hazards, incidents and injuries
- general workers compensation and injury management requirements
- OHS hierarchy of controls
- OHS responsibilities and rights of duty holders (including persons in control of work/projects, employers and self employed persons, supervisors, designers,

REQUIRED SKILLS AND KNOWLEDGE

- manufacturers and suppliers, workers and inspectors)
- own responsibilities to comply with safe working practices (relating to identification of hazards, preventing bullying or harassment, use of amenities, smoking, use of drugs and alcohol and housekeeping)
- role of OHS committees and representatives
- types of common personal protective equipment and fire safety equipment
- types of OHS information and documentation

Evidence Guide

EVIDENCE GUIDE

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

Overview of assessment

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations

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

Evidence must confirm personal awareness of the following:

- applicable OHS legislative and safety requirements for work role, including duty of care
- the range of common workplace hazards and procedures for the assessment of risk and application of the hierarchy of control
- OHS communication processes, information and documentation, including the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries
- general procedures for responding to incidents and emergencies, including evacuation, first aid, fire safety equipment and personal protective equipment
- following safe work procedures to perform tasks.

Context of and specific resources for assessment

Resources must be available to support the assessment, including participant materials and other information or equipment related to the skills and knowledge covered.

It is recommended that the assessment tool designed specifically to support this unit of competency would provide consistency in assessment outcomes.

A range of other assessment tools and resources should be used to suit the learning preferences or special learning needs of individual participants.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of this Training Package.

Assessment methods must confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge.

EVIDENCE GUIDE**Guidance information for
assessment**

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

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, if used in the performance criteria, is detailed below. 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) may also be included.

OHS legislative requirements

OHS legislative requirements are to be in accordance with applicable OHS legislation. Requirements should relate to:

- OHS and welfare Acts and regulations
- National Code of Practice for Induction Training for Construction Work
- safety codes of practice
- national safety standards
- OHS standards and guidelines
- licences, tickets or certificates of competency
- duty of care
- Australian standards
- health and safety representatives, committees and supervisors

Duty of care requirements

Duty of care requirements relate to:

- the legal responsibility under 'duty of care' to do everything reasonably practicable to protect others from harm
- relevant state and territory OHS requirements and may include employers and self-employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, sub-contractors and inspectors
- own responsibilities to comply with safe working practices, including activities which require licences, tickets or certificates of competency

Safe working practices

Safe working practices may include:

- smoking in designated areas
- housekeeping to ensure a clean, tidy and therefore safer work area
- general requirements for use of personal

RANGE STATEMENT	
	protective equipment and clothing • general requirements for safe use of plant and equipment • storage and removal of debris • drugs and alcohol at work • preventing bullying and harassment • access to site amenities such as drinking water and toilets
Risks	Risks relate to: • the likelihood of a hazard causing injury or harm
Principles of risk management	Principles of risk management include: • identify hazards • assess the risks involved • consult and report ensuring the involvement of relevant workers • control the hazard • review to identify change or improvement
Hazards	Hazards relate to: • a source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these
Common hazards	Common hazards may include: • manual handling • hazardous substances and dangerous goods • noise • plant and equipment including access to moving parts • UV radiation • electrical safety • traffic and mobile plant • working at heights • falling objects • excavations (including trenches) • confined spaces • unplanned collapse • hot and cold working environments • HIV and other infectious diseases

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Measures for controlling risk eliminate or minimise hazards in accordance with the hierarchy of control	Measures for controlling risk eliminate or minimise hazards in accordance with the hierarchy of control include: • elimination (e.g. controlling the hazard at the source) • substitution (e.g. replacing one substance or activity at the source) • engineering control (e.g. installing guards on machinery) • administration control (e.g. policies and procedures for safe work practices) • personal protective equipment (e.g. respirators and ear plugs)
OHS communication processes	OHS communication processes may include: • processes for raising OHS issues • OHS participative arrangements • OHS meetings • toolbox talks • discussions with OHS representatives • workplace consultation relating to OHS issues and changes • OHS notices, newsletters, bulletins and correspondence
OHS information and documentation	OHS information and documentation may include: • workplace documentation and plans • safe work method statements • material safety data sheets (MSDS) • job safety analyses • accident and incident reports • reports of near misses and dangerous occurrences • risk assessments • labels • safety meeting minutes • proformas for reporting hazards, incidents and injuries • Acts • regulations • codes of practice

RANGE STATEMENT	
	• guidance notes • evacuation plans • emergency information contact • Australian standards • workplace safety inspection reports
Designated OHS personnel	Designated OHS personnel may include: • supervisors • OHS representatives • OHS committee members • first aid officers • OHS managers
Safety signs and symbols	Safety signs and symbols may include: • regulatory signs (e.g. prohibition, mandatory and limitation or restriction) • hazard signs (danger and warning) • emergency information signs (e.g. exits, equipment, first aid) • fire signs (e.g. location of fire alarms and fire fighting equipment) • safety tags and lockout (e.g. danger tags, out of service tags) • caution signs
Relevant authorities	Relevant authorities may include: • emergency services (e.g. police, ambulance, fire brigade, emergency rescue) • OHS regulatory authority • supervisor • manager
Incidents	Incidents may include: • accidents resulting in personal injury or damage to property • near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence
General procedures for responding to incidents and	General procedures for responding to incidents and emergencies may include:

RANGE STATEMENT	
emergencies	• basic emergency response (keep calm, raise alarm, obtain help) • evacuation • referring to workplace emergency plans and documentation • notification of designated OHS personnel and authorities • notification of emergency services (e.g. when and how)
Emergencies	Emergencies may include: • fire • toxic and/or flammable vapours emission • vehicle/mobile plant accident • structural collapse • chemical spill • injury to personnel • explosions • gas leak
Personal protective equipment	Personal protective equipment may include: • protective, well fitting clothing • arm guards • aprons • high visibility retro reflective vests • safety footwear • hard hat • eye protection • hearing protection • gloves • respiratory protection • UV protective clothing and sunscreen
Fire safety equipment	Fire safety equipment may include: • fire fighting equipment • fire blankets • breathing apparatus

Unit Sector(s)

Unit sector	Occupational health and safety
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		