



Australian Government

Department of Education, Employment and Workplace Relations

FDFOHS2001A Participate in OHS processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency specifies the workplace performance required for an entry level employee to participate in occupational health and safety (OHS) processes in the workplace, in order to ensure their own health and safety at work, as well as that of those in the workplace who may be affected by their actions.
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Application of the Unit

Application of the unit	This unit is intended for application during induction of new entrants to the workplace and where worker has basic operational knowledge and skills for a limited range of tasks and problems. IT includes apprentices, trainees and casual workers. Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices.
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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. Plan and prepare to work safely	1.1. Hazards in the work area are identified and action taken to control risks for those hazards the employee can correct 1.2. Hazards and inadequacies in control measures the employee cannot correct are reported in accordance with organisation procedures 1.3. Pre-start checks are carried out as required according to work procedures
2. Conduct work safely	2.1. Personal protective equipment is used correctly and maintained when required 2.2. Work procedures and workplace instructions for ensuring safety are followed when planning and conducting work 2.3. Incidents and injuries to are reported to designated personnel 2.4. OHS housekeeping is undertaken in work area
3. Participate in OHS consultative activities	3.1. Knowledge of roles and responsibilities of OHS representatives and OHS committees is applied 3.2. Constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities is made 3.3. OHS issues are raised with designated personnel according to organisation procedures 3.4. Input to improve workplace OHS systems and processes is provided to eliminate hazards or reduce risk according to organisation procedures,
4. Follow emergency response procedures	4.1. Emergency situations are identified and reported 4.2. Organisation procedures for responding to emergencies are followed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- follow clear, logical verbal or clear, logical Plain English written instructions
- interpret selected pictorial/graphical and written signs/instructions
- clarify meaning with peers and supervisors
- give accurate verbal or written descriptions of incidents or hazards
- participate in OHS activities, including inspections, meetings and risk assessments

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
- safety signs and their meanings, including signs for:
 - personal protective equipment
 - emergency equipment
 - dangerous goods class signs
 - specific hazards, such as sharps and radiation
- legal rights and responsibilities of the workplace parties
- the difference between hazard and risk
- nature of common workplace hazards, such as chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- standard emergency signals, alarms and required responses
- the elements within the hierarchy of control
- safety measures related to common workplace hazards
- sources of OHS information in the workplace
- the roles and responsibilities of employees, supervisors and managers in the workplace
- roles and responsibilities of OHS representatives, OHS committees and employers
- workplace specific information, including:
 - hazards of the particular work environment
 - potential emergencies relevant to the workplace
 - designated person for raising OHS issues
 - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and

REQUIRED SKILLS AND KNOWLEDGE

injuries, consultation, use of personal protective equipment and emergency response

- potential emergency situations, alarms and signals, and required response

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

- To demonstrate competence in this unit, a candidate must be able to provide evidence of the application of their knowledge of OHS:
 - in an actual or simulated workplace context involving relevant work processes
 - to their own health and safety within their work area
 - to that of others who may be affected by their actions
- A candidate must also be able to provide evidence of participating in workplace OHS processes
- Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
 - workplace demonstration, simulation exercise, scenario or role play
 - indirect evidence from workplace supervisor reports and workplace documentation

Context of and specific resources for assessment

- Products that could be used as evidence include:
- verbal and written responses to verbal, pictorial, or physical scenarios
 - demonstrated action to scenarios, simulations, role plays
 - completed hazard or incident reports, completed workplace inspection checklists
 - reports from work group members, supervisor
- Processes that could be used as evidence include:
- how contributions were made to consultative processes
 - how hazard inspections were carried out

EVIDENCE GUIDE	
	• how incident investigations reports were completed Access and equity considerations: • All assessment should be applied with respect to relevant work related access and equity issues • Competence should reflect an ability to work in a culturally diverse environment • Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
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.

Hazards

Hazards are:

- 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

Specific hazards

Specific hazards may include, but are not limited to:

- chemicals
- bodily fluids
- sharps
- noise
- manual handling
- work posture
- underfoot hazards
- moving parts of machinery
- cytotoxic medicines and waste

Other workplace hazards

Other workplace hazards may include:

- occupational violence
- stress
- fatigue
- bullying

Risks

Risks, in relation to any hazard, means:

- the probability and consequences of injury, illness or damage resulting from exposure to a hazard

Residual risk

Residential risk is:

- the risk which remains after controls have been implemented

Personal protective equipment

Personal protective equipment refers to:

- equipment worn by a person to provide

RANGE STATEMENT	
	protection from hazards, by providing a physical barrier between the person and the hazard and may include: • head protection • face and eye protection • respiratory protection • hearing protection • hand protection • clothing and footwear
Incidents	Incidents include: • any event that has caused, or has the potential for, injury, ill-health or damage
Designated personnel	Designated personnel may include: • team leaders • supervisors • OHS representatives • OHS committee members • managers • organisation OHS personnel • other persons designated by the organisation • employers in office based practice
OHS housekeeping	OHS housekeeping includes: • workplace and personal routines designed to improve health and safety, for example, cleaning up spills, keeping walkways, exits and traffic areas clear
Emergency situations	Emergency situations may include: • any abnormal or sudden event that requires immediate action, such as: • serious injury events • events requiring evacuation • fires and explosions • hazardous substance and chemical spills • explosion and bomb alerts • security emergencies, such as armed robberies, intruders and disturbed persons • internal emergencies, such as loss of power or water supply and structural collapse

RANGE STATEMENT

	external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation
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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		