



Australian Government

HLTWHS002 Follow safe work practices for direct client care

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Revised scope of unit to reflect requirements of workers in direct client care environment. New evidence requirements for assessment.

Application

This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members.

This unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, in both centre-based and home-based service provision.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Follow safe work practices for direct client care

1.1 Follow workplace policies and procedures for safe work practices

1.2 Identify existing and potential hazards in the

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workplace, report them to designated persons, and record them according to workplace procedures

1.3 Identify any client-related risk factors or behaviours of concern, report them to designated persons, and record them according to workplace procedures

1.4 Follow workplace policies and procedures to minimise risk

1.5 Identify and report incidents and injuries to designated persons according to workplace procedures

2. Follow safe work practices for manual handling

2.1 Follow manual handling procedures and work instructions for minimising manual handling risk

2.2 Identify manual handling hazards and report in line with workplace procedures

2.3 Apply control measures for minimising manual handling risk

3. Follow safe work practices for infection control

3.1 Follow standard precautions as part of own work routine to prevent the spread of infection

3.2 Recognise situations when additional infection control procedures are required

3.3 Apply additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection

3.4 Identify risks of infection and report them according to workplace procedures

4. Contribute to safe work practices in the workplace

4.1 Raise WHS issues with designated persons according to organisational procedures

4.2 Participate in workplace safety meetings, inspections and consultative activities

4.3 Contribute to the development and implementation of safe workplace policies and

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procedures in own work area

5. Reflect on own safe work practices

5.1 Identify ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work role

5.2 Reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures

5.3 Participate in workplace debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

- *Reading* – in order to accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTWHS002 Follow safe work practices for direct client care

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:

- contributed to a workplace WHS meeting or inspection
- conducted a workplace risk assessment and recorded the results
- consistently applied workplace safety procedures in the day-to-day work activities required by the job role, including:
 - infection control
 - hazardous manual tasks
 - use of personal protective equipment
 - reporting incidents
- followed workplace procedures for at least one simulated emergency situation.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
 - state/territory WHS authorities
 - rights and responsibilities of employers and workers, including duty of care
 - hazardous manual tasks
 - infection control
- safety symbols and their meanings, including signs for:
 - poisons
 - emergency equipment
 - personal protective equipment (PPE)
 - specific hazards such as sharps, radiation
- hazard identification, including:
 - definition of a hazard
 - common workplace hazards relevant to the industry setting including hazardous manual tasks, infection control risks and personal safety risks
 - workplace procedures for hazard identification
 - strategies minimising risk
- safety considerations when working in a home-based environment, including:
 - rights and responsibilities of workers and clients
 - basic home fire safety including high-risk groups, behaviour that contributes to fire injury and fatalities, and smoke alarm placement, installation and maintenance.
 - risks to personal safety
 - common sources of infection and means to minimise transfer of infectious diseases
 - fundamentals of the musculoskeletal system and practices to minimise injury to self and clients
- workplace emergency procedures
- workplace policies and procedures for WHS

Assessment Conditions

Skills must be demonstrated:

- in the workplace

OR

- in an environment that provides realistic in-depth industry validated scenarios and simulations to assess candidates' skills and knowledge.

In addition, assessment must ensure use of:

- current workplace policies and procedures for WHS
- PPE relevant to the workplace and job role of the worker

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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