



Australian Government

HLTWHS003 Maintain work health and safety

Release: 3

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Modification History

Release	Comments
Release 3	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency 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. Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of supervisor and/or line manager.

Application

This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.

This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.

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. Contribute to workplace procedures for identifying hazards and controlling risks

1.1 Identify existing and potential hazards and record them according to workplace procedures
1.2 Contribute to the development of strategies for

ELEMENT**PERFORMANCE CRITERIA**

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implementing risk controls in line with workplace procedures and policies

1.3 Implement risk controls in line with the hierarchy of risk control and workplace and legislative requirements

1.4 Identify and report issues with risk controls, including residual risk, in line with workplace and legislative requirements

2. Implement policies and procedures into work team processes

2.1 Regularly provide information about WHS policies and procedures to the work team

2.2 Provide information about identified hazards and the outcomes of risk assessment and risk controls to the work team

2.3 Monitor housekeeping practices to ensure that WHS policies and procedures are followed

2.4 Maintain WHS incident records in the work area according to workplace procedures and legislative requirements

3. Support consultation, cooperation and communication

3.1 Support workplace consultative procedures by encouraging work team participation in consultative activities

3.2 Report health and safety issues in line with workplace procedures and legislative requirements

3.3 Encourage and assist work team members to contribute to WHS

Foundation Skills

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

- *Written communication* – in order to complete a workplace risk assessment and complete a workplace incident report in line with regulatory guidelines and

organisational policies

- *Oral communication* – in order to accurately present information to a small group of at least two participants

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

Unit Mapping Information

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 HLTWHS003 Maintain work health and safety

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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:

- conducted a workplace risk assessment and recorded the results, including:
 - identification of hazards and potential hazards
 - risk assessment
 - strategies for minimising risk, and
 - analysis of residual risk
- provided WHS information to at least two workers, including:
 - explanation of WHS policies and procedures
 - demonstration of safe housekeeping practices
 - correct use of personal protective equipment (PPE)

- consistently monitored safety procedures in the day-to-day work activities required by the job role
- completed a workplace incident report
- followed workplace procedures for a simulated emergency situation

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes 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 persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care
 - legislative requirements for record-keeping and reporting
 - regulatory requirements relevant to the particular industry/type of work site
 - hazardous manual tasks
 - infection control
- Hazards common to the work environment and how they cause harm
- Principles of hazards and risk assessment, including:
 - hazard identification procedures
 - risk assessment process
 - residual risk
 - risk controls
 - hierarchy of control
- Workplace emergency procedures
- Workplace policies and procedures for WHS.

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessment must ensure use of:

- current workplace policies and procedures for WHS.

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

Links

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