



Australian Government

MEM13002 Undertake work health and safety activities in the workplace

Release: 1

MEM13002 Undertake work health and safety activities in the workplace

Modification History

Release 1. Supersedes and is equivalent to MEM13002B Undertake occupational health and safety activities in the workplace

Application

This unit of competency defines the skills and knowledge required to apply principles of work health and safety (WHS) in the workplace and undertake a safety risk assessment for the employee's area of responsibility and applies to employees requiring additional WHS competencies beyond those inherent in their job.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 3

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Work health and safety

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Use appropriate personal protective equipment (PPE) in

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. accordance with SOPs	
2	Apply principles of WHS in a workplace	2.1	Describe basic WHS principles of hazard identification, risk assessment and control
		2.2	Demonstrate understanding of WHS legislation as it is applied in the workplace
3	Carry out safety audit	3.1	Carry out regular safety audits in the area of responsibility in accordance with appropriate WHS standards
4	Identify WHS improvements	4.1	Raise WHS issues and suggestions for improvements to WHS representatives and committees, as appropriate
		4.2	Identify hazards and make recommendations for their control on the basis of safety audits or as required
		4.3	Make contributions to safety improvements using SOPs
		4.4	Identify WHS training needs
5	Follow requirements of enterprise WHS program	5.1	Ensure requirements of the WHS program are satisfied within the area of responsibility, including accident investigation and emergency procedures, as required

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Risk assessment is a process that includes the following:

- analysing the risk to identify influencing factors and the range of potential consequences
- assessing:
 - the effectiveness of existing controls
 - the likelihood of each consequence considering exposure and hazard level
- and, combining these in some way to obtain a level of risk

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM13002B Undertake occupational health and safety activities in the workplace

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM13002 Undertake work health and safety activities in the workplace

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- describing the risk assessment process
- reading and interpreting audit and safety-related documentation
- performing safety audits by following audit and work health and safety (WHS) procedures
- making recommendations for safety improvements and communicating effectively about WHS activities with workplace personnel
- identifying training needs and initiating WHS training
- meeting requirements of the WHS program and procedures in the individual's area of responsibility
- entering information onto audit reports and other relevant documents.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- principles of hazard identification, assessment and control as applied to the workplace
- procedures for hazard identification, assessment and control
- application of WHS legislation in the workplace
- procedures for conducting safety audits
- safety standards applicable to the individual's area of responsibility
- frequency at which safety audits should be conducted
- procedures for implementing WHS improvements
- means of rectifying given or identified hazards and reasons for selecting the chosen means of rectifying the hazard
- authority to whom recommended WHS improvements are to be reported
- procedures for making safety improvements
- requirement for WHS training in the individual's area of responsibility
- objectives of WHS training and procedures for initiating WHS training

- accident investigation procedures
- emergency WHS procedures
- role of the individual in carrying out accident investigations and emergency procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking work health and safety activities in the workplace at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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