



Australian Government

MSMWHS100 Follow WHS procedures

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS100A Follow OHS procedures

Application

This unit of competency covers the skills and knowledge required to recognise hazards commonly occurring at the workplace and follow work health and safety (WHS) instructions and procedures.

It covers recognising known hazards, such as those identified in procedures or training, and identifying the underlying causes of these identified hazards.

This unit of competency applies to people on-site who are required to follow WHS instructions and procedures relating to the activity being undertaken. They will be aware of the importance of maintaining their own health and safety and the health and safety of others in the workplace and will also be capable of dealing with incidents and emergencies within their own scope of responsibility and under the direction of their supervisor for the site activity.

While the instructions and procedures must be derived from the relevant organisation WHS policies, the person is not required to understand or interpret these policies. This interpretation should be undertaken by their supervisor for the site activity when informing them of the WHS requirements.

This unit of competency applies to an individual who will be accompanied or directly supervised while on-site.

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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|---|--------------------------------------|-----|---|
| 1 | Recognise hazards | 1.1 | Identify hazards commonly found in the workplace |
| | | 1.2 | Check work area routinely before and during work |
| | | 1.3 | Describe causes of identified hazards |
| 2 | Follow procedures for hazard control | 2.1 | Follow procedures to remove or minimise hazards, within the scope of responsibilities and competencies |
| | | 2.2 | Use required personal protective and other safety equipment (PPE) |
| | | 2.3 | Describe the potential consequences of failing to follow these procedures and instructions |
| 3 | Follow emergency procedures | 3.1 | Recognise emergency/emergency alarm |
| | | 3.2 | Go to muster point following procedure |
| | | 3.3 | Follow instructions related to the emergency |
| 4 | Report problems | 4.1 | Report to appropriate people in accordance with workplace procedures when hazards or other problems arise |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Regulatory framework	The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following: • legislative requirements, including work health and safety (WHS) • industry codes of practice and guidelines • environmental regulations and guidelines • Australian and other standards • licence and certification requirements
Procedures	All operations must be performed in accordance with relevant procedures. Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following: • emergency procedures • work instructions • standard operating procedures (SOPs) • safe work method statements (SWMS) • temporary instructions • any similar instructions provided for the smooth running of the plant
Hazards	Hazards include one or more of the following: • slip/trip hazards • PPE not available or not functional • heat, smoke, dust or other atmospheric hazards • electricity • gas • gases and liquids under pressure • equipment in unsafe condition with hazard controls not functional • noise, rotational equipment or vibration • fire and explosion • flammability and explosivity • hazardous products and materials • sharp edges, protrusions or obstructions, swarf and scrap • extreme weather • other hazards that might arise
Problems	Problems must be reported and corrective action taken according to relevant

procedures.

Problems include one or more of the following:

- recognition of hazards
- problems encountered in controlling risks associated with hazards
- observation of an injury and/or incident which occurred in the workplace
- clarification of understanding of WHS policies and procedures

Appropriate personnel

Appropriate personnel include one or more of the following:

- employer
- supervisor
- employees elected as WHS representatives
- other personnel with WHS responsibilities

Reporting methods

Reporting methods include one or more of the following:

- verbal
- written

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOHS100A Follow OHS procedures

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMWHS100 Follow WHS procedures

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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 and demonstrate the ability to:

- recognise hazards
- use required personal protective equipment (PPE)
- take the action specified in the procedures
- report the situation as specified in the procedures

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- the rights and responsibilities of personnel under the WHS legislation
- hazard and emergency signs, labels and alarms
- hazards that may arise in the job/work environment, including:
 - their possible causes
 - potential consequences
 - appropriate risk controls
- types and application of PPE
- procedures for reporting WSE problems and taking action
- emergency procedures.

Assessment Conditions

- Competency must be achieved before performing this activity. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job, appropriate supervision and safety precautions must be provided.
- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
 - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems

- may use industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - demonstration of skills
 - industry-based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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