



Australian Government

PPMWHS210 Participate in WHS processes

Release: 1

PPMWS210 Participate in WHS processes

Modification History

Release	Comment
1	Replaces equivalent unit FPOHS210A Participate in OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to participate in work health and safety (WHS) processes, work safely and follow emergency procedures, in the workplace, in order to ensure health and safety at work.

The unit applies to those new entrants into the workplace, including apprentices, trainees and casual workers, who require an induction about safe work practices, risks and hazards in a pulp or paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Plan and prepare to work safely	1.1. Identify hazards in the work area, and take action to control risk for those hazards the employee can correct. 1.2. Report those specific hazards, the employee cannot correct and inadequacies in control measures, in line with organisational

ELEMENTS	PERFORMANCE CRITERIA
	procedures. 1.3. Carry out pre-start checks as required in line with work procedures.
2. Conduct work safely	2.1. Use personal protective equipment (PPE) correctly and maintain when required. 2.2. Follow work safety procedures and workplace instructions for ensuring safety, when planning and conducting work. 2.3. Report incidents and injuries to designated personnel. 2.4. Undertake work health and safety (WHS) housekeeping in work area.
3. Participate in WHS consultative activities	3.1. Apply knowledge of roles and responsibilities of WHS representatives and WHS committees. 3.2. Make constructive contributions to workplace meetings, workplace inspections or other WHS consultative activities. 3.3. Raise WHS issues with designated personnel in line with organisational procedures. 3.4. Provide input to improve workplace WHS systems and processes, in line with organizational procedures, to eliminate hazards or reduce risk.
4. Follow emergency response procedures	4.1. Identify and report emergency situations, according standard operating procedures (SOP). 4.2. Follow organisational procedures for responding to emergencies.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Oral communication skills to:	- ask questions and clarify meaning with peers and supervisors - report a problem or defect to a supervisor.
Reading skills to:	read and interpret selected pictorial, graphical and written signs, instructions and procedures relevant to safety, hazards and risks.
Writing skills to:	complete workplace records and reports accurately and legibly, using correct technical vocabulary.
Technology skills to:	access, navigate and enter computer-based information to report on monitoring of basic quality practices.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPOHS210A Participate in OHS processes

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMWS210 Participate in WHS processes

Modification History

Release	Comment
1	Replaces equivalent unit FPOHS210A Participate in OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- participate in work health and safety (WHS) processes, at least twice in line with required enterprise intervals, in a pulp and paper manufacturing facility, by:
 - appropriately using personal protective equipment (PPE) including head protection, face and eye protection, respiratory protection, hearing protection, hand protection and clothing and footwear
 - carrying out WHS housekeeping activities
 - carrying out a hazard inspection and completing an inspection checklist, a hazard and an incident report
 - participating by making contributions to WHS meetings and consultative activities on eliminating hazards and reducing risks
 - reporting WHS issues to designated personnel
 - following emergency response procedures
 - reporting WHS issues and incidents, through the workplace communication system, through written and verbal means.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- sources of WHS information in the workplace with some limited knowledge of external sources of WHS information
- safety signs and their meanings, including signs for:
 - personal protective equipment (PPE)

- emergency equipment
- dangerous goods class signs
- specific hazards
- legal rights and responsibilities of the workplace parties as documented in work safety procedures and including:
 - roles and responsibilities of employees, supervisors and managers in the workplace
 - roles and responsibilities of WHS representatives, WHS committees and employers
- procedures relevant to risk and the implications of specific hazards in the workplace including:
 - substances
 - noise
 - manual handling
 - ergonomics
 - underfoot hazards
 - slips and trips
 - moving parts of machinery
 - mobile plant
 - fatigue
 - stress
 - bullying
 - occupational violence
- workplace specific information including:
 - the difference between hazard and risk in the pulping and/or paper manufacturing workplace
 - safety measures related to common workplace hazards
 - potential emergencies relevant to the workplace
 - designated person(s) for raising WHS issues
 - organisational and work procedures, particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of PPE and emergency response
 - potential emergency situations, alarms and signals, and required response.

Assessment Conditions

The following resources must be made available:

- access to workplace WHS systems and processes in a pulp or paper manufacturing facility
- personal protective equipment required to be worn when working in a pulp and paper manufacturing facility
- relevant personnel for the purposes of communicating information
- sample workplace documentation, procedures and reports relevant to WHS

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>