



Australian Government

PPMWHHS301 Contribute to work health and safety processes

Release: 1

PPMWS301 Contribute to work health and safety processes

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to plan, support and contribute to workplace health and safety processes in a pulp and paper manufacturing environment.

The unit applies to skilled operators in a pulp and/or paper manufacturing facility who have responsibility for maintaining and contributing to compliance of workplace health and safety as part of their role, including duty of care for other workers.

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and conduct work safely	1.1 Locate and access workplace health and safety information relevant to own work role 1.2 Plan work according to relevant provisions of workplace health and safety procedures 1.3 Identify hazards and risks as part of work planning and work process 1.4 Address specific hazards as part of work planning and work

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	process 1.5 Report inadequacies in control measures according to workplace procedures 1.6 Report incidents and injuries according to workplace policies and procedures 1.7 Undertake safety housekeeping in work area 1.8 Monitor own levels of stress and fatigue to ensure ability to work safely
2. Support others to work safely	2.1 Provide information on safe work practices and work procedures to members of the work group 2.2 Check workplace health and safety practices of less experienced members of the work group 2.3 Provide guidance to less experienced members of the team to support them in working safely 2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation
3. Contribute to work health and safety participative processes	3.1 Raise workplace health and safety issues promptly according to workplace procedures 3.2 Apply knowledge of roles and responsibilities of workplace health and safety representatives and committees 3.3 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.4 Provide assistance to work group members to contribute to workplace safety
4. Participate in the control of emergency situations	4.1 Identify emergency signals and alarms and respond to them appropriately 4.2 Take initial action to control or confine emergency situations, taking account of nature and scope of the emergency 4.3 Implement emergency response procedures within scope of training and competence

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions and clarify meaning with peers and supervisors • Use clear language and industry terminology to explain workplace health and safety procedures to less experienced members of the work group
• Reading	• Interpret selected pictorial, graphical and written signs, instructions and procedures
Writing	• Complete workplace records accurately and legibly, using clear language and industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWH301 Contribute to work health and safety processes	PPMWH310 Contribute to WHS processes	Element removed due to duplication already addressed in existing element Changes to unit title, elements, performance criteria and foundation skills Assessment requirements revised	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>

Assessment Requirements for PPMWS301 Contribute to work health and safety processes

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted a minimum of two pulp and paper manufacturing work tasks, on at least two separate occasions, including:

- followed relevant workplace health and safety legislation, standards, codes of practice
- identified and reported hazards to supervisor
- selected and implemented appropriate risk controls
- used the required personal protective equipment
- carried out workplace health and safety housekeeping tasks
- supported at least two work group members to work safely
- contributed to at least two workplace health and safety meetings or participative processes
- identified the required responses to at least two types of emergency situations that may occur in a pulp and paper manufacturing environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of workplace health and safety information in the workplace, including:
 - hazard, incident and investigation reports
 - workplace inspection reports and checklists
 - incident investigation reports
 - minutes of meetings
 - Job Safety Analysis (JSA) and Risk Assessments (RA)
 - Safety Data Sheets (SDS) and registers
 - employee handbooks
 - manufacturer manuals and specifications

- information from workplace health and safety representatives
- reports from work health and safety committee
- information from external sources on hazards and risks relevant to the work group
- typical workplace safety signs found in a pulp and/or paper manufacturing environment and their meanings, including signs for:
 - personal protective equipment
 - emergency equipment
 - dangerous goods class signs
 - specific hazards, including sharps and radiation
- legal rights and responsibilities of the workplace parties as documented in workplace safety procedures and including:
 - roles and responsibilities of employees, supervisors and managers in the workplace
 - roles and responsibilities of workplace health and safety representatives, 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:
 - 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 personnel for raising workplace health and safety issues
 - workplace 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 personal protective equipment and emergency response
 - potential emergency situations, alarms and signals, and required response.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a pulp and/or paper manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - resources and equipment, including personal protective equipment, required for the work being undertaken
- specifications:
 - workplace procedures relating to workplace health and safety requirements and processes and for the work being undertaken
- relationships:
 - supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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