



Australian Government

PPMWHHS310 Contribute to WHS processes

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPOHS310A Contribute to 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 and contribute to work health and safety (WHS) processes, in the work group, in order to ensure health and safety at work.

The unit applies to those skilled employees in the workplace, who have little or no responsibility for others, in the pulp and paper industry.

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 conduct work safely	1.1. Plan work in line with relevant provisions of work health and safety (WHS) procedures. 1.2. Identify hazards and risks as part of work planning and work process.

ELEMENTS	PERFORMANCE CRITERIA
	1.3. Address specific hazards as part of work planning and work process. 1.4. Report inadequacies in control measures according to organisational procedures. 1.5. Report incidents and injuries in line with organisational policies and procedures. 1.6. Undertake safety housekeeping in work area.
2. Support others in working safely	2.1. Provide information on safe work practices and work procedures to members of the work group. 2.2. Check the WHS practices of less experienced members of the work group. 2.3. Provide guidance and coaching to less experienced members of the work group, to support them in working safely. 2.4. Support members of the work group to accurately record incidents and complete associated workplace documentation in line with organisational procedures.
3. Contribute to WHS participative processes	3.1. Raise WHS issues in line with organisational procedures. 3.2. Apply knowledge of roles and responsibilities of WHS representatives and WHS 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. Contribute to hazard identification, WHS risk assessment and risk control activities	4.1. Check the workplace for hazards using itemised checklist(s) in line with work procedures. 4.2. Contribute to risk assessments. 4.3. Provide input into the development and implementation of control measures, with reference to the hierarchy of control. 4.4. Report identified hazards and inadequacies in risk controls.
5. Participate in the control of emergency situations	5.1. Identify emergency signals and alarms and respond to them appropriately. 5.2. Take initial action to control/confine emergency

ELEMENTS	PERFORMANCE CRITERIA
	situations according to organisation procedures, taking account of the nature and scope of the emergency. 5.3. Implement emergency response procedures within scope of training and competence.

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 and explain WHS procedures to less experienced members of the work group.
Reading skills to:	read and interpret selected pictorial, graphical and written signs, instructions and procedures.
Writing skills to:	complete workplace records accurately and legibly, using correct technical vocabulary.
Technology skills to:	access, navigate and enter computer-based information to report on monitoring of WHS practices.
Problem solving skills to:	identify and action problems regarding implementing of WHS practices, within level of responsibility.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPOHS310A Contribute to OHS processes

Links

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

Assessment Requirements for PPMWS310 Contribute to WHS processes

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1	Replaces equivalent unit FPOHS310A Contribute to 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 plan work in line with work health and safety (WHS) procedures, at least twice in line with required enterprise intervals, by:

- taking initiative to address hazards and manage risks at a systemic level
- reporting and carrying out WHS housekeeping activities
- providing advice and feedback in a constructive and supportive manner to a work group
- coaching less experienced members of the work group
- carrying out hazard inspections and completing inspection checklists, a hazards and incident reports
- making contributions to WHS meetings and consultative activities on eliminating hazards and reducing risks
- reporting WHS issues to designated personnel and incidents and injuries according to organisational procedures, according to organisational procedures
- following emergency response procedures for:
 - injuries
 - evacuations and alerts
 - fires and explosions
 - hazardous substance and chemical spills
 - security emergencies, including armed robberies, intruders and disturbed persons
 - internal emergencies, including loss of power or water supply and structural collapse
 - external emergencies and natural disasters, including flood, storm and traffic accident impacting on the organisation.

Knowledge Evidence

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

- sources of WHS information in the workplace and external sources of WHS information including:
 - hazard, incident and investigation reports
 - workplace inspection reports and checklists
 - incident investigation reports
 - minutes of meetings
 - Job Safety Analysis (JSAs) and Risk Assessments (RAs)
 - safety data sheets (SDS) and registers
 - employees handbooks
 - manufacturers' manuals and specifications
 - information from WHS representatives
 - reports from WHS committee
 - information from external sources on hazards and risk relevant to the work group
- safety signs and their meanings, including signs for:
 - personal protective equipment (PPE)
 - emergency equipment
 - dangerous goods class signs
 - specific hazards including sharps and radiation
- 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; and
- 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
- 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

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