



**Australian Government**

# **RIIWHS201E Work safely and follow WHS policies and procedures**

**Release: 1**

# RIIWHS201E Work safely and follow WHS policies and procedures

## Modification History

| Release   | Comments                                                                                                 |
|-----------|----------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0. |

## Application

This unit describes the skills and knowledge required to work safely and follow work health and safety (WHS) policies and procedures in the resources and infrastructure industries.

It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take responsibility for the quality of own work outcomes.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

*Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.*

## Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                         |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                       |
| 1. Access and apply site safety procedures       | 1.1 Obtain, interpret and confirm work requirements<br>1.2 Access, interpret and apply documentation and procedures<br>1.3 Interpret and apply site plans, transport rules and signage to locate destinations<br>1.4 Identify, act on and report breaches of worksite safety |
| 2. Apply personal safety measures                | 2.1 Select and wear personal protective equipment<br>2.2 Establish and maintain a clean, tidy and safe working area<br>2.3 Obtain permits and clearances before work is carried out                                                                                          |

| ELEMENT                              | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | 2.4 Apply safe manual handling procedures<br>2.5 Identify and apply site procedures                                                                                                                                                                                                                                  |
| 3. Apply operational safety measures | 3.1 Recognise and respond to alarms<br>3.2 Carry out isolation of energy sources and immobilisation of potential energy sources<br>3.3 Identify and clarify responsibility when responding to emergency situations<br>3.4 Apply basic firefighting techniques<br>3.5 Identify emergency escape routes and procedures |
| 4. Maintain personal wellbeing       | 4.1 Identify risks to personal wellbeing and recognise preventative strategies<br>4.2 Identify, address and report situations which may endanger others<br>4.3 Comply with all work health and safety policies                                                                                                       |
| 5. Identify and report incidents     | 5.1 Recognise and report incidents and injuries to relevant personnel<br>5.2 Prepare written records of incidents and injuries according to workplace procedures<br>5.3 Contribute to workplace incident investigations                                                                                              |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| SKILL           | DESCRIPTION                                                                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading         | <ul style="list-style-type: none"> <li>Identifies and interprets information from workplace procedures, documentation, legislation and regulations</li> </ul> |
| Writing         | <ul style="list-style-type: none"> <li>Produces and completes written documents required for workplace procedures and legislative requirements</li> </ul>     |
| Self-management | <ul style="list-style-type: none"> <li>Monitors and minimises own exposure to worksite risks and hazards during activities</li> </ul>                         |

## Unit Mapping Information

Supersedes and is equivalent to RIIWHS201D Work safely and follow WHS policies and procedures.

## Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

# Assessment Requirements for RIIWHS201E Work safely and follow WHS policies and procedures

## Modification History

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## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- work safely and follow work health and safety (WHS) policies and procedures on at least two occasions, including:
  - sourcing, interpreting, clarifying and applying site safety information
  - recognising and following health and safety instructions and information
  - clarifying and responding to information and directions
  - carrying out work instructions that comply with WHS policies and procedures
  - selecting, wearing and maintaining personal protective equipment for all activities that require personal protective equipment
  - applying safe lifting and manual handling techniques
  - identifying and reporting on WHS issues to relevant personnel
  - identifying relevant work permits and clearances
  - responding to alarms according to workplace procedures
  - completing workplace reporting procedures.

During the above, the candidate must:

- locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques required to work safely and follow WHS policies and procedures
- work with others to undertake work safely and follow WHS policies and procedures
- communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to work safely and follow WHS policies and procedures
- key policies, procedures and documentation, including those related to:
  - complying with isolation procedures
  - site safety procedures
  - work health and safety procedures, including reporting requirements
  - equipment safety procedures
  - complying with safety data sheets
  - hazardous substance handling and techniques
  - fitness of duty policies, including:
    - smoking restrictions
    - alcohol impairment
    - improper use of drugs
    - illness
  - workplace management procedures, including:
    - consultation
    - safety representatives
    - committees
    - dispute resolution
  - emergency situations, including:
    - incident and injury
    - fire
    - evacuation
    - electrical shock
    - falls
    - explosions
    - fatigue
    - extreme weather
    - key emergency equipment
    - emergency escape routes
    - any situation that poses an immediate risk to health, life, property and environment
- use of personal protective equipment, including:
  - breathing protection
  - skin protection
  - hearing protection
  - eye protection
  - protective clothing and ensembles

- any other relevant protective equipment that will protect the wearer from injury
- use of permits and clearance, including:
  - working at height
  - confined spaces
  - vertical openings
  - scaffold set up
  - dig and penetration
- principles and techniques for manual and automated lifting
- biological effects that affect work activities, including:
  - sleep
  - alertness
  - fatigue
  - stress
  - heat stress
  - hypothermia.

## Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - personal protective equipment
  - equipment related to working safely and follow WHS policies and procedures
  - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment\* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

### Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed

- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current\*\* work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

| <b>Industry sector</b>                                                                       | <b>AQF indicator level***</b>                                                                                                                                                                                                                                                                                                  | <b>Required assessor or industry subject matter expert experience</b> |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure | 1                                                                                                                                                                                                                                                                                                                              | 1 year                                                                |
|                                                                                              | 2                                                                                                                                                                                                                                                                                                                              | 2 years                                                               |
| Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure | 3-6                                                                                                                                                                                                                                                                                                                            | 3 years                                                               |
| Other sectors                                                                                | Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation. |                                                                       |

\*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

\*\*Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

\*\*\* While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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