



Australian Government

SFIWHS301 Contribute to workplace health and safety processes

Release: 1

SFIWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, support and contribute to work health and safety processes in a seafood industry environment.

This unit applies to individuals who have responsibility for maintaining and contributing to compliance with workplace health and safety as part of their role, including duty of care for other workers. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to 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 workplace health and safety legislation, industry standards, codes of practice/compliance codes, and workplace

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	policies and work procedures 1.3 Identify hazards, including signs of common aquatic animal diseases, and report to supervisor 1.4 Address identified hazards and select risk controls prior to starting work 1.5 Report incidents and injuries according to workplace procedures 1.6 Undertake workplace health and safety housekeeping in work areas 1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably
2. Support others to work safely	2.1 Provide information on safe work practices and procedures to members of the workgroup 2.2 Check workplace health and safety practices of less experienced members of the team 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 relevant workplace documentation
3. Contribute to work health and safety participative processes	3.1 Raise workplace health and safety issues in line with organisation procedures within prompt timeframes 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Encourage workgroup members to work safely 3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and workplace health and safety committees
4. Contribute to hazard identification, work health and safety risk assessment and risk control activities	4.1 Check workplace for hazards using itemised checklists 4.2 Make contributions to risk assessments 4.3 Report identified hazards and inadequate risk controls 4.4 Provide input to develop and implement control measures
5. Participate in the control of emergency situations	5.1 Identify emergency signals and alarms, and respond to them appropriately 5.2 Take action, within scope to control and confine emergency or take action in drills, accounting for the nature and scope of the

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	emergency, within scope of role

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
Reading	Interprets workplace and legislative documentation
Writing	Accurately completes workplace health and safety checklists and documentation
Oral communication	- Discusses workplace health and safety issues with team members and supervisor - Presents information using language appropriate to audience - Collaborates with others to achieve joint outcomes
Get the work done	Keeps up-to-date on changes to legislation relevant to own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFIWHS301 Contribute to workplace health and safety processes	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>

Assessment Requirements for SFIWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

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 workplace health and safety tasks performed as part of their work responsibilities, including:
 - following relevant workplace health and safety legislation, standards, codes of practice
 - identifying and reporting hazards to supervisor
 - selecting and implementing appropriate risk controls
 - carrying out workplace health and safety housekeeping tasks
- supported at least two workgroup members to work safely
- contributed to at least one workplace health and safety meeting or participative process
- demonstrated awareness of how to respond to at least one emergency situation or drill that may occur in a seafood industry 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:

- basic hazard identification procedures, including workplace inspections and review of workplace data
- common hazards that occur in a seafood industry environment, including those caused by:
 - manual tasks
 - hazardous chemicals
 - machinery and equipment
 - extreme temperatures
 - noise
 - slips, trips and falls
 - spills

- chemicals and medicines
- sharps
- aquatic animal bites, envenomation, scratches
- relevant state/territory workplace health and safety legislation, regulations, industry standards, codes of practice/compliance codes
- basic methods used in the prevention and control of common zoonotic diseases
- basic risk control measures, including:
 - personal protective equipment requirements, including use, storage and maintenance
 - personal hygiene and hand washing
 - workplace health and safety housekeeping
- safety signs and their meanings, including:
 - dangerous goods class signs
 - emergency equipment
 - personal protective equipment
 - specific hazards, including sharps and radiation
- roles and responsibilities of health and safety representatives and workplace health and safety committees
- workplace health and safety information within the workplace
- external sources of workplace health and safety information
- standard emergency signals, alarms and required responses
- types of emergencies that occur in a seafood industry environment
- the legal rights and responsibilities of the workplace parties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a seafood industry workplace or a simulated environment that accurately reflects workplace conditions
- resources, equipment and materials:
 - equipment and resources appropriate to work undertaken in a seafood industry environment
- specifications:
 - relevant workplace policies and procedures
 - current workplace health and safety legislation and regulations
- relationships:
 - evidence of interactions with 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.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>