



Australian Government

SFLWHS001 Participate in safe work practices

Release: 1

SFLWHS001 Participate in safe work practices

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into day-to-day floristry workplace activities. It requires the ability to follow predetermined health, safety and security policies and procedures and to participate in organisational work health and safety management practices.

This unit applies to all floristry industry businesses including retail floristry shops, studio or online businesses and those that specialise in corporate or special events. It applies to florists working at all levels including junior and senior florists, studio florists and floral designers.

The unit incorporates the requirement for all employees under state and territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation, to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. They must cooperate with their employer and follow practices to ensure safety at work.

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

Pre-requisite Unit

Nil

Competency Field

Work Health and Safety

Unit Sector

Floristry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Work safely.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Follow organisational health and safety policies and procedures.
- 1.2 Incorporate safe work practices into own workplace

- activities.
- 1.3 Follow safety directions of supervisors, managers, workplace safety warning signs and other nominated risk control measures.
 - 1.4 Use personal protective equipment and clothing.
 - 1.5 Promptly report unsafe work practices including any bullying and harassment, and breaches of health, safety and security procedures.
 - 1.6 Identify and remove hazards from immediate workplace area and report all workplace hazards as they arise.
2. Follow procedures for emergency situations.
- 2.1 Recognise emergency and potential emergency situations.
 - 2.2 Follow organisational security and emergency procedures.
 - 2.3 Seek assistance from colleagues or authorities during emergency situations.
 - 2.4 Complete emergency incident reports accurately, following organisational procedures.
3. Participate in organisational work health and safety practices.
- 3.1 Participate in work health and safety management practices developed by the organisation to ensure a safe workplace.
 - 3.2 Actively participate in the work health and safety consultation processes.
 - 3.3 Participate in risk assessments and contribute to risk control decisions.
 - 3.4 Report work health and safety issues and concerns as they arise.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below:

Skills	Description
Reading skills to:	• read and interpret workplace safety signs, policies, procedures and emergency evacuation plans.
Writing skills to:	• complete basic template reports about hazards, injuries and emergency and dangerous incidents.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify WHS information and instruction

- clearly present own viewpoint on WHS issues during consultation.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1fbe7a66-4c60-4b1c-8616-a3e693d9d8b9>

Assessment Requirements for SFLWHS001 Participate in safe work practices

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- integrate the use of predetermined health, safety and security policies, procedures and safe work practices into day-to-day work functions across four three hour work, training or assessment periods which must be combined with assessment of SFLDEC coded units
- respond in line with organisational emergency procedures during one emergency evacuation
- participate in work health and safety consultation activities on two occasions through one of these options:
 - discussing with or formally reporting to a work health and safety representative
 - acting as a worker representative on a work health and safety committee
 - participating in a staff meeting that involves work health and safety discussions
- participate in two hazard identification and associated risk assessment activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic aspects of the relevant state or territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation:
 - responsibilities of persons conducting a business or undertaking (PCBU) or employer
 - worker responsibilities to participate in work health and safety practices
 - worker responsibility to ensure safety of self, other workers and other people in the workplace
 - ramifications of failure to observe OHS or WHS law and organisational policies and procedures
- floristry industry and organisational:
 - workplace hazards and associated health, safety and security risks
 - health, safety and security policies and procedures for:
 - consultation
 - managing emergencies
 - hazard identification, reporting, and risk assessment
 - dangerous incident and injury reporting

- working safely with floristry tools, equipment and hazardous substances
- format and use of template:
 - reports for hazards, injuries and emergency and dangerous incidents
 - risk assessments
- hierarchy of risk controls, at an overview level
- safe work practices for own job role with particular emphasis on:
 - safe use of floristry tools and equipment
 - safe use and storage of hazardous substances relevant to floristry activities
 - safe manual handling techniques for bending, lifting and shifting heavy items
- potential injury and illness impacts of unsafe floristry work practices including bullying and harassment.

Assessment Conditions

Skills must be demonstrated in a floristry design, preparation and product construction environment. This can be:

- an industry workplace
- a simulated industry environment operated within a training organisation.

Assessment must ensure use of:

- current plain English regulatory documents and codes of practice distributed by the local work health and safety government regulator
- organisational policies and procedures used for managing work health and safety practices:
 - consultation
 - managing emergencies
 - hazard identification, reporting and risk assessment
 - dangerous incident and injury reporting
 - working safely with floristry tools, equipment and hazardous substances
- template reports for
 - hazard identification and reporting
 - dangerous incident reporting
 - injury reporting
- template risk assessments
- other florists, supervisors or managers with whom the individual can interact during consultation processes; these can be:
 - florists in an industry workplace or
 - people who participate in role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors, and:

- hold a qualification or Statement of Attainment in Floristry which covers the skills and knowledge requirements in this unit of competency; and
- have worked as a florist in the industry for at least three years where they have applied the skills and knowledge covered in this unit of competency.

Links

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