



Australian Government

SIFXWHS003 Implement and monitor work health and safety procedures

Release: 1

SIFXWHS003 Implement and monitor work health and safety procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to communicate work health and safety/occupational health and safety information to staff and to assist staff to address any unsafe work practices. It applies to funeral home and cemetery and crematorium staff responsible for coordinating or supervising staff according to work health and safety, relevant legislation and workplace policies and procedures.

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

Competency Field

Work Health and Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Provide information about work health and safety in the workplace.

2. Implement and monitor safe work practices.

PERFORMANCE CRITERIA

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

- 1.1 Advise staff members of relevant work health and safety/occupational health and safety legislation and regulations and workplace policies and procedures through verbal and written communication.
- 1.2 Maintain currency of information using relevant sources.
- 1.3 Update and maintain accessible storage or filing of work health and safety/occupational health and safety documentation.
- 2.1 Establish breaches of safe work practices and assist staff to change unsafe practices.
- 2.2 Implement and monitor safe work practices for specific tasks or situations.

- 2.3 Monitor staff practices for handling hazardous materials and infectious or contaminated waste.
 - 2.4 Monitor staff practices for safe manual handling techniques.
 - 2.5 Monitor the use, care and maintenance of personal protective equipment.
- 3. Implement and monitor security and emergency procedures.
 - 3.1 Implement and monitor workplace security policies and procedures and assist staff to address breaches.
 - 3.2 Address identified workplace hazards and unsafe situations or report to appropriate personnel.
 - 3.3 Monitor staff familiarity with accident, fire and emergency procedures and address deficiencies in staff knowledge or implementation.
- 4. Implement and monitor housekeeping and documentation procedures.
 - 4.1 Monitor general cleanliness and sanitation of workplace for ongoing implementation of housekeeping procedures.
 - 4.2 Monitor disposal of general waste and hazardous or infectious waste materials and assist staff to address breaches of relevant policies, procedures or legislation.
 - 4.3 Implement and monitor maintenance schedule for tools and equipment.
 - 4.4 Review work health and safety/occupational health and safety documentation for accurate completion and maintenance of record keeping.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFOHS006A Implement and monitor OHS procedures.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

Assessment Requirements for SIFXWHS003 Implement and monitor work health and safety procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- source, compile and present work health and safety/occupational health and safety information, and security and emergency procedures to staff
- implement and monitor safe work practices, workplace policies and procedures and address at least five or more breaches or inconsistencies.

Knowledge Evidence

Demonstrated knowledge of:

- range of resources that inform workplace requirements for work health and safety/occupational health and safety and infection control
- employer's responsibilities under relevant state or territory work health and safety/occupational health and safety legislation, especially:
 - requirements for hazard identification, risk assessment and risk control; and acceptable mechanisms
 - requirements for record keeping and acceptable record keeping mechanisms
 - provision of information and training
 - issue resolution
- employee responsibilities in relation to:
 - ensuring safety of self, other workers and other people in the workplace
 - participating in work health and safety/occupational health and safety practices and consultation under relevant state or territory work health and safety/occupational health and safety legislation
- workplace reporting and referral procedures and practices
- effective communication strategies to:
 - inform staff of legislative and work requirements
 - monitor staff performance
 - address non-compliance.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that is as industry realistic as possible. In a simulated environment, it is essential that assessment is conducted:

- using suitable facilities, equipment and resources, including:
 - a funeral home, cemetery or crematorium
 - housekeeping equipment and materials and personal protective equipment
 - documentation, including equipment maintenance schedules
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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