



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS006A Implement and monitor OHS procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to communicate OHS information to staff and to assist staff to address any unsafe work practices. It requires the implementation and monitoring of OHS procedures, including safety, security and emergency, manual handling, housekeeping and documentation procedures.

Application of the Unit

Application of the unit

This unit applies to funeral home and cemetery and crematorium staff coordinating or supervising others.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Provide information about OHS in the workplace.	1.1 Apply appropriate <i>communication strategies</i> to advise staff members of relevant <i>OHS legislation and regulations</i> and <i>workplace policies and procedures</i>. 1.2 Maintain currency of information using <i>relevant sources</i>. 1.3 Maintain accessible storage or filing of <i>OHS documentation</i> according to workplace policies and procedures.
2 Implement and monitor safe work practices.	2.1 Identify breaches of <i>safe work practices</i> 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 <i>hazardous materials</i> and infectious or contaminated waste according to workplace policies and procedures, and relevant legislation. 2.4 Monitor staff practices for safe <i>manual handling techniques</i> according to workplace policies and procedures, and relevant legislation.

ELEMENT**PERFORMANCE CRITERIA**

- 2.5 Monitor the use, care and maintenance of ***personal protective equipment*** according to workplace policies and procedures, and relevant legislation.
- 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*** according to workplace policies and procedures.
- 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 according to workplace policies and procedures.
- 4.4 Review OHS documentation for accurate completion and maintenance of record keeping.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills, including clear and direct communication, sharing information and using and interpreting non-verbal communication to provide information to staff on OHS policies and practices
- problem-solving skills to identify and address unsafe work practices
- teamwork skills to monitor staff performance and share OHS knowledge in the workplace to improve practice
- literacy and numeracy skills to maintain currency of knowledge and compile information in accessible and usable format.

Required knowledge

- in-depth knowledge of employee responsibilities in relation to ensuring safety of self, other workers and other people in the workplace
- in-depth knowledge of employer's responsibilities under relevant state or territory OHS legislation, especially:
 - requirement to consult
 - acceptable consultation mechanisms
 - requirements for the use of OHS representatives and committees, and their roles and responsibilities
 - 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
- in-depth knowledge of employee's responsibility to participate in OHS practices and consultation under relevant state or territory OHS legislation
- workplace reporting and referral procedures and practices
- manual handling techniques
- use, care and maintenance of personal protective equipment.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to source, compile and presents OHS information to staff
- the ongoing implementation and monitoring of safe work practices, workplace policies and procedures and addressing breaches or inconsistencies
- knowledge of legislative requirements for OHS and infection control
- implementing and monitoring OHS procedures over a period of time to ensure consistency of performance and ability to respond to and evaluate different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a facility where funeral services industry OHS procedures are carried out, such as a funeral home, cemetery or crematorium
- access to relevant documentation, such as equipment maintenance schedules
- involvement of a team whose OHS performance is candidate's responsibility.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate identifying and rectifying unsafe work practices
- written or verbal questioning to assess knowledge of OHS workplace policies and procedures and legislation
- participation in role plays to demonstrate implementation of security and emergency procedures
- review of workplace OHS information prepared for staff
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFOHS005A Implement and monitor infection and contamination control practices.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Communication strategies*** may include:
- verbal, such as questioning and active listening
 - written, such as:
 - pamphlets
 - memos
 - signage
 - visual, such as:
 - videos
 - posters
 - electronic, such as websites
 - alternative strategies, such as:
 - use of interpreters
 - large print materials
 - materials in languages other than English.

RANGE STATEMENT

- OHS legislation and regulations*** may include:
- OHS
 - workers' compensation legislation and regulations
 - general cemetery regulations
 - cemetery Acts and by-laws
 - Crematorium Acts
 - local government regulations
 - Anatomy Act
 - Human Tissue Act
 - Coroner's Act
 - federal transportation regulations
 - Airlines Act
 - Public Health Act
 - Environment Protection Act
 - Dangerous Goods Act
 - Australian Quarantine and Inspection Service (AQIS)
 - Worksafe Australia certification and standards.

- Workplace policies and procedures*** may include:
- OHS
 - standard operating policies and procedures
 - standards and certification requirements
 - emergency procedures, including fire and accident procedures
 - security procedures.

- Relevant sources*** may include:
- manufacturer guidelines
 - books, magazines, newspapers and other references
 - internet
 - relevant industry associations
 - past and present staff members
 - local experts
 - own knowledge, memory and experiences
 - videos and television.

- OHS documentation*** may include:
- material safety data sheets (MSDS)
 - OHS incident and accident reports.

RANGE STATEMENT

Safe work practices may include:

- personal hygiene practices
- use of personal protective equipment
- correct manual handling techniques
- procedures for working in confined spaces
- use of safe handling and disposal techniques for hazardous substances.

Hazardous materials may include:

- chemicals
- body parts
- human tissue
- human blood and body fluid
- materials and equipment containing human blood and body fluid
- contaminated garments
- contaminated soil
- soiled dressings, sharps, swabs and bandages, and catheters.

Manual handling techniques may include:

- single person lift
- multiple person lift
- assisted with manual lifting device
- assisted with mechanical lifting device.

RANGE STATEMENT

Personal protective equipment may include:

- overalls
- boots
- jacket or long sleeves
- safety glasses or goggles
- hard hat
- hat or cap
- dust masks
- respirator
- gumboots
- ear plugs or muffs
- sun protection
- disposable and heavy duty gloves
- barrier gown or suit
- waterproof overshoes
- waterproof aprons
- splash proof masks
- face visor
- hair cover
- filtered air supply:
 - negative air pressure
 - powered positive air supply.

Security policies and procedures may include:

- evacuation
- mayday via two-way radio
- duress alarm to police
- alarm system
- security guard
- locking buildings and toilets.

Appropriate personnel may include:

- OHS representative
- human resources personnel
- team leader
- supervisor
- manager.

RANGE STATEMENT

Accident, fire and emergency procedures may include:

- firefighting
- medical treatment
- first aid
- evacuation
- hold-up.

General waste may include:

- foodstuffs and drinks
- paper and packaging materials
- small machine replacement parts for office equipment
- building waste.

Maintenance schedule may include:

- regular maintenance
- unscheduled repairs.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Occupational Health and Safety