



Australian Government

SIRXWHS002 Contribute to workplace health and safety

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to follow organisational policies and procedures for safe work practice.

This unit applies to individuals working at all levels in a diverse range of industry sectors and business contexts.

The unit incorporates the requirement for all employees under state and territory 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.

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

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Act safely in the workplace.

PERFORMANCE CRITERIA

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

- 1.1. Follow workplace procedures for safe work practice.
- 1.2. Follow safety instructions from supervisors, managers and workplace safety signage, and observe other risk control measures.
- 1.3. Use personal protective equipment and safe manual handling techniques to protect self as required.
- 1.4. Work safely around dangerous goods and substances.
- 1.5. Identify and remove safety hazards, and report all

- workplace hazards as they arise.
- 1.6.Promptly report unsafe work practices, incidents and accidents.
2. Follow emergency procedures.
- 2.1.Recognise emergency and potential emergency situations, and follow procedures.
- 2.2.Follow procedures for reporting of emergency incidents.
3. Participate in workplace health and safety practices.
- 3.1.Participate in workplace health and safety consultation processes according to organisation procedures.
- 3.2.Report work health and safety issues and concerns as they arise.
- 3.3.Contribute suggestions to improve workplace health and safety.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret workplace safety signs, and emergency evacuation plans.
Oral communication skills to:	ask open and closed questions and actively listen to clarify health and safety information and instructions.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXWHS002 Contribute to workplace health and safety

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:

- follow organisational work health and safety procedures in day-to-day work activities on three different occasions
- demonstrate appropriate response to three of the following situations:
 - emergency
 - evacuation
 - workplace incident
 - bullying or harassment
- follow procedures for reporting of one work health and safety incident
- apply correct manual handling techniques during two workplace activities requiring manual handling
- participate in two work health and safety consultation 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 as it impacts individual workers:
 - responsibilities of persons conducting a business or undertaking 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 legislation and organisational policies and procedures
- industry and organisational:
 - workplace hazards and associated health and safety risks
 - work health and safety policies and procedures for:
 - communication and consultation
 - responding to emergencies
 - hazard identification, reporting and risk assessment
 - risk and hazard control measures

- dangerous incident and injury reporting
- working safely with equipment and hazardous substances
- safe manual handling
- use of personal protective equipment
- bullying and harassment
- evacuations
- reporting incidents and emergencies
- safe work practices for individual job roles
- impact of poor safety compliance including:
 - injury, illness and death
 - pain and suffering
 - psychological impact
 - low workplace morale
 - absenteeism
 - poor productivity
 - poor industry and organisational reputation
 - compensation costs.

Assessment Conditions

Skills must be demonstrated in:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational work health and safety policies and procedures
- current plain English regulatory documents distributed by government regulators outlining key aspects of consumer protection laws relevant state or territory occupational health and safety (OHS) or work health and safety (WHS) legislation as it impacts individual workers as listed in Knowledge Evidence
- reporting documentation for:
 - accidents
 - incidents
 - emergencies
 - hazard identification and reporting
- individuals with whom to interact during consultation processes; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment

- assessment activities that allow the individual to work with commercial speed and timing productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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