



Australian Government

SISXOHS101A Follow occupational health and safety policies

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Reduction of repetition. No changes to competency outcome

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply general Occupational Health and Safety (OHS) requirements in the workplace. It describes generic OHS responsibilities applicable to employees without managerial or supervisory responsibilities.

Application of the Unit

This unit applies to those working under supervision in a range of sport, recreation or fitness environments. This may include those working as assistants in after-school or holiday-care programs in a range of locations, those assisting a responsible person in coaching activities or those undertaking a supporting role in indoor recreation and fitness activities, as well as outdoor recreation activities, such as camps and other guided activities.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Observe health and safety procedures.

- 1.1. Identify relevant ***organisational policies and procedures***.
- 1.2. Follow and maintain safety procedures to achieve a safe work environment
- 1.3. Identify and report ***safety issues*** to ***designated personnel***
- 1.4. Identify potential manual-handling risks and manage tasks
- 1.5. Report work-related incidents and accidents to designated personnel.

2. Contribute to the management of OHS issues.

- 2.1. Raise OHS issues with designated personnel
- 2.2. Contribute to consultative processes for OHS management in the workplace
- 2.3. Make suggestions for improving organisational health and safety practices.

3. Carry out general maintenance procedures.

- 3.1. Monitor cleanliness, safety and tidiness of the workplace and remove ***general waste*** as required.
- 3.2. Identify damaged items and equipment and notify appropriate personnel.

Required Skills and Knowledge

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

Required skills

- self-management skills to identify and meet OHS responsibilities
- communication skills to:
 - report actual or potential hazards and incidents
 - participate in workplace processes to manage OHS
- problem-solving skills to:
 - identify unsafe work practices
 - apply strategies for a safe work environment
 - language and literacy skills to identify and interpret safety signs and symbols.

Required knowledge

- organisational policies and procedures to enable understanding of rights and responsibilities of employers and employees
- organisational policies and procedures to enable conduct of safe work activities and reporting of unsafe practices or equipment
- consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- risk-assessment processes to enable contribution to a safe workplace
- potential hazards in the workplace to enable identification.

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.

Overview of assessment

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

Evidence of the following is essential:

- accesses and interprets relevant workplace safety information to carry out all work tasks safely and responsibly
- addresses safety issues within the limits of own role and responsibility and identifies, clarifies and reports safety issues outside area of responsibility to appropriate personnel, including actual and potential hazards
- contributes to participative arrangements for the management of the organisation's OHS program.

Context of and specific resources for assessment

Assessment must ensure application of general OHS requirements relevant to the candidate's current or intended work environment on multiple occasions to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a venue, facility or location with appropriate equipment and activity that reflects specific industry sector requirements and expectations
- organisational consultative structures, including key health and safety staff and equipment and or aids to carry out tasks safely
- documentation such as OHS policies and procedures.

Method 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 applying safe work practices within work environment
- oral and or written questioning to assess knowledge of organisational OHS procedures
- portfolio of incident or accident reports submitted and or reported to relevant personnel
- third-party reports from a supervisor detailing work performance.

Guidance information for

Holistic assessment with other units relevant to the

assessment

industry sector, workplace and job role is recommended, for example:

- SISXEMR201A Respond to emergency situations.

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.

Organisational policies and procedures may include:

- chemical handling
- duty of care
- emergency procedures
- first aid
- general maintenance
- hazard identification
- health and hygiene
- issue resolution
- manual handling
- occupational health and safety
- personal safety
- reporting procedures
- security
- stress management
- use of personal protective equipment
- waste disposal.

Safety issues may include:

- environmental conditions
- slippery surfaces
- manual handling and lifting
- toxic substances
- industrial gases
- body fluids
- fire
- infectious waste
- sharps
- chemical spills
- dust and vapours
- noise, light and energy sources
- faulty electrical equipment
- faulty sport or activity-specific equipment
- vehicles
- workplace stress.

Designated personnel may include:

- supervisors
- managers

General waste may include:

- team leaders
- OHS personnel.
- building waste
- foodstuffs
- spillages
- breakages
- chemicals
- blood
- bandages
- sanitary bins
- garbage
- sharps
- paper and packaging materials.

Unit Sector(s)

Cross-Sector.

Competency Field

Occupational Health and Safety.