



Australian Government

SITXWHS001 Participate in safe work practices

Release: 1

SITXWHS001 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 own workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices.

The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

All personnel at all levels use this skill in the workplace during the course of their daily activities.

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

PERFORMANCE CRITERIA

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

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

- 1.3. Follow safety directions of supervisors, managers and workplace safety warning signs.
 - 1.4. Use personal protective equipment and clothing or designated uniform.
 - 1.5. Promptly report unsafe work practices, issues 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 WHS practices.
 - 3.1. Participate in WHS management practices developed by the organisation to ensure a safe workplace.
 - 3.2. Actively participate in the WHS consultation processes.
 - 3.3. Report WHS 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 here, along with a brief context statement.

SKILLS	DESCRIPTION
Oral communication skills to:	report hazards and emergency incidents according to organisational procedures.
Reading skills to:	interpret workplace safety signs, procedures and emergency evacuation plans.
Writing skills to:	complete basic template reports about hazards and emergency incidents according to organisational procedures.

Unit Mapping Information

SITXWHS101 Participate in safe work practices

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXWHS001 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:

- demonstrate the use of predetermined health, safety and security procedures and safe work practices in work functions on at least three occasions
- demonstrate correct procedures to respond in line with organisational security and emergency procedures during one emergency or potential emergency situation, seeking assistance where appropriate
- participate in one of the following work health and safety (WHS) consultation activities:
 - discussion with, or formal report to, WHS representatives regarding a WHS matter
 - discussion with supervisor or manager regarding a WHS matter
 - staff meeting that involves WHS discussion.

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 WHS legislation:
 - actions that must be adhered to by businesses
 - employer responsibilities
 - employee responsibilities to participate in WHS practices
 - employee responsibility to ensure safety of self, other workers and other people in the workplace within the scope of own work role
 - ramifications of failure to observe OHS or WHS legislation and organisational policies and procedures
- specific industry sector and organisation:
 - workplace hazards and associated health, safety and security risks
 - contents of health, safety and security procedures relating to:
 - evacuation of staff and customers
 - security management of cash, documents, equipment, keys or people
 - format and use of template reports for hazards and incident and accident reporting
 - safe work practices for individual job roles
 - procedures for WHS management practices:

- hazard identification
- WHS induction training
- safe work practice training
- suggesting inclusions for WHS policies and procedures.

Assessment Conditions

Skills must be demonstrated in an operational business environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by the local WHS government regulator
- codes of practice and standards issued by government regulators or industry groups
- WHS information and business management manuals issued by industry associations or commercial publishers
- current commercial policies, procedures and template documents used for managing WHS practices.

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

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