



Australian Government

SITXWHS002 Identify hazards, assess and control safety risks

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks, and document all processes.

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

All people working at all levels can participate in risk assessments which are commonly conducted as a team effort. Frontline operational personnel, who operate with some level of independence and under limited supervision, would assist other colleagues during the process. Individuals may conduct the assessments independently of others.

This unit incorporates the requirement, under state and territory work health and safety (WHS) legislation, for businesses to conduct risk assessments involving their workers to manage the safety of those workers and anyone else in the workplace.

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. Identify hazards.

PERFORMANCE CRITERIA

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

1.1. Access and use hazard identification and risk assessment tools and template documents.

1.2. Use appropriate methods to identify actual or foreseeable

- hazards that have the potential to harm the health and safety of workers or anyone else in the workplace.
- 1.3. Work alone or with other personnel to identify hazards.
 - 1.4. Keep records of identified hazards according to organisational procedures.
 2. Assess the safety risk associated with a hazard.
 - 2.1. Access and use risk assessment tools and template documents.
 - 2.2. Work alone or with other personnel to use a systematic method to assess the risk.
 - 2.3. Collect sufficient evidence of the type and level of risk posed by the identified hazard.
 - 2.4. Document the outcome of the risk assessment, suggesting actions to eliminate or control risks.
 - 2.5. Keep records of risk assessments according to organisational procedures.
 3. Eliminate or control the risk.
 - 3.1. Discuss ways of eliminating or controlling the risk with others.
 - 3.2. Take measures to eliminate or control risks.

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 hazard identification and risk assessment template documents and organisational policies and procedures.
Oral communication skills to:	assertively suggest control methods during risk assessments.
Numeracy skills to:	score the risks and calculate an overall risk level for the identified hazard.
Teamwork skills to:	- actively and cooperatively participate in group risk assessments - suggest effective controls while incorporating the views of other people in the workplace.

Unit Mapping Information

SITXWHS301 Identify hazards, assess and control safety risks

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 SITXWHS002 Identify hazards, assess and control safety risks

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:

- use organisational work health and safety (WHS) plan to identify each of the following types of actual or foreseeable workplace hazards:
 - physical environment
 - plant
 - work practice
 - security issue
- assess the safety risk associated with each of the above hazards, using appropriate risk assessment tools and template documents
- take measures to eliminate or control the risks identified for each of the above hazards in line with organisational procedures.

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, specifically requirements for:
 - when, where and how hazards must be identified
 - when, where and how risk assessments must be conducted
 - consultation in the hazard identification and risk assessment process
 - WHS committees or WHS representatives as mechanisms for consultation
 - record keeping
- specific industry sector and organisation:
 - group risk assessment mechanisms commonly used
 - format and use of appropriate hazard identification and risk assessment templates
 - commonly used methods for identifying hazards in the workplace
 - common methods applied to the assessment of safety risks
 - four-stage process model recommended and published by state and territory WHS authorities
 - systematic method to assess risk:
 - identifying the injury or illness or consequences that could result from the hazard

- determining the exposure to the hazard
- estimating the probability that an incident or injury will occur
- determining an overall risk level for the identified hazard
- common methods applied to controlling risks:
 - substituting a system of work or equipment with something safe
 - isolating the hazard
 - introducing engineering controls
 - adopting administrative controls
 - using personal protective equipment
 - implementing combined control methods to minimise risk
- measure to eliminate or control risk:
 - implementing control measures when responsible
 - making suggestions for ways of eliminating or controlling risks
 - referring to a higher level staff member for decision on implementing controls
- five-step hierarchical process model recommended and published by state and territory WHS authorities
- hazard identification and risk assessment procedures
- appropriate methods to identify hazards:
 - conducting site safety audits
 - completing safety checklists
 - inspecting workplace
 - observing daily activities
 - investigating accidents and incidents
 - reviewing injury or illness registers
 - monitoring workplace environment
 - investigation of staff complaints or reports of safety concerns
 - review of staff feedback via consultative processes:
 - meetings
 - surveys
 - suggestion box submissions
- people involved in the assessment of risk:
 - contractors
 - managers
 - WHS committee members
 - WHS representatives
 - peers and colleagues
 - staff under supervision
 - supervisors
 - tourism suppliers.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events environment where hazards must be identified and risk assessed. 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
- WHS information and business management manuals issued by industry associations or commercial publishers
- current commercial policies and procedures, and hazard identification and risk assessment template documents.

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

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