



Australian Government

SITXWHS005 Participate in safe work practices

Release: 1

SITXWHS005 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.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

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

PERFORMANCE CRITERIA

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

1. Work safely.
 - 1.1. Follow organisational health, safety and security 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 health, safety and security practices.
 - 3.1. Participate in health, safety and security management practices developed by the organisation to ensure a safe workplace.
 - 3.2. Actively participate in the health, safety and security consultation processes.
 - 3.3. Report health, safety and security 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
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

Supersedes and is equivalent to SITXWHS001 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 SITXWHS005 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:

- use predetermined health, safety and security procedures and safe work practices in work functions on at least three occasions
- 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, health, safety and security representatives regarding a health, safety and security matter
 - discussion with supervisor or manager regarding a health, safety and security matter
 - staff meeting that involves health, safety and security 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 work health and safety (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 WHS legislation and organisational policies and procedures
- 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; or
- a simulated industry environment set up for the purposes of assessment.

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
- health, safety and security information and business management manuals issued by industry associations or commercial publishers
- current commercial policies, procedures and template documents used for managing health, safety and security practices
- colleagues with whom the individual can interact. This can be:
 - colleagues in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

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

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