



Australian Government

Department of Education, Employment and Workplace Relations

WRRLP1B Apply safe working practices

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit incorporates the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the skills, knowledge and attitudes to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Observe basic safety procedures	1.1 Procedures to achieve a safe working environment followed and maintained in accordance with all relevant occupational health and safety legislation, including codes of practice, relating to particular hazards in the workplace or industry. 1.2 Unsafe work practices, including faulty equipment and plant are followed and reported according to store policy. 1.3 Dangerous goods and substances managed in accordance with store policy and relevant State and Territory legislation. 1.4 Tasks identified for potential manual risks and managed according to store policy. 1.5 Reporting of work related incidents and accidents to designated personnel observed. 1.6 Consultative processes for occupational health and safety demonstrated and procedures followed.
2 Observe basic emergency procedures	2.1 Fire and emergency procedures, including store evacuation, are followed in accordance with store policy and relevant State and Territory legislation. 2.2 Designated personnel responsible for first aid and evacuation procedures identified correctly. 2.3 Safety alarms identified accurately.

Required Skills and Knowledge

Not applicable.

Evidence Guide

The following components of the evidence guide relate directly to the performance criteria and the range of variables for the unit of competency and provide guidance for assessment of the unit in the workplace and/or training program.

Critical Aspects of Evidence

Competency in this unit requires evidence that the candidate:

Consistently applies safe work practices, in all areas of the store, according to occupational health and safety legislation/regulations/codes of practice.

Consistently applies store policies and procedures in regard to following basic safety procedures and for reporting faults/problems to relevant person/department/committee.

Identifies hazardous situations and rectifies where appropriate, or reports to the relevant personnel according to store policy and procedures.

Reads, accurately interprets and consistently applies manufacturers' instructions for storage and use of hazardous goods.

Knows store policies and procedures with regard to emergency situations, evacuation or accident/illness in the store.

Underpinning Skills and Knowledge

Knowledge and skills are essential to apply this unit in the workplace, to transfer to other contexts and deal with unplanned events. The requirements for this unit of competency are listed below:

Knowledge of:

Store policies and procedures, in regard to:

occupational health and safety and emergency procedures, which will take into account where applicable, State and Territory legislation and regulations

rights and responsibilities of designated personnel responsible for health and safety in the workplace

Relevant industry codes of practice

Management of occupational health and safety in the workplace including:

communication and consultation processes

reporting procedures

manual handling procedures

interpreting symbols for occupational health and safety signage

First aid procedures

Identification what hazards exist in the workplace including:

managing broken or of faulty equipment

storage of dangerous goods and hazardous substances

fire/chemical/electrical hazards

spills/leakage of materials

appropriate waste disposal

slips/trips/falls

Controlling risks through the 'hierarchy of control' including:

eliminating hazards

isolating hazards

use of engineering controls

use of administrative controls

appropriate use of personal protective clothing

Skills in:

Locating and using safety alarms/fire extinguishers/emergency exits

Identifying hazardous goods and substances

Interpreting symbols used for occupational health and safety signage

Storing and using chemicals and hazardous substances

Handling broken or damaged equipment

Manual handling procedures

Using personal protective gear/equipment

Appropriate waste disposal

Literacy skills in regard to:

reading and interpreting instructions

Numeracy skills in regard to:

estimating weights, size, quantities and mixtures

Generic Process Skills

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions.

Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this unit of competency.

Following each question a number indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process, and 3 = perform, administer and design the process.

How can **communication of ideas and information** be applied?

Reporting unsafe situations requires communication of ideas and information. (1)

How can **information be collected, analysed and organised**?

Information on fire and safety hazards needs to be collected, analysed and organised. (1)

How are **activities planned and organised**?

Identifying evacuation procedures requires planning and organisation. (1)

How can **team work** be applied?

Team work will be applied when maintaining a safe work environment for staff, customers and others. (1)

How can the use of **mathematical ideas and techniques** be applied?

Mathematical ideas and techniques may be applied when estimating weights, size, quantities and mixtures. (1)

How can **problem solving skills** be applied?

Problem solving skills will be applied when identifying correct procedures for accidents or illness. (1)

How can the **use of technology** be applied?

The use of technology may not be required in this unit. (0)

Context of Assessment

Assessment Process

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistent performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both.

Evidence should be gathered as part of the learning process.

Integrated Competency Assessment

Evidence is most relevant when provided through an integrated activity which combines the elements of competency for each unit, or a cluster of units of competency.

The candidate will be required to:

Apply knowledge and skills which underpin the process required to demonstrate competence, including appropriate key competencies.

Integrate knowledge and skills critical to demonstrating competence in this unit.

Unit WRRLP1B can be assessed with the following units:

WRRCS1B Communicate in the workplace

WRRER1B Work effectively in a retail environment

WRRM2B Perform routine housekeeping duties

WRRCA1B Operate retail equipment

Evidence Gathering Methods

Evidence should include products, processes and procedures from the workplace context or from a simulated work environment. Evidence might include:

Observation of the person in the workplace

A simulated role play

Third party reports from a supervisor

Customer feedback

Answers to questions about specific skills and knowledge

Resources Required

A real or simulated work environment

Suitable equipment and materials for lifting

Relevant documentation, such as:

store policy and procedures manuals

manufacturer's instructions/operation manuals

occupational health and safety regulations

legislation and statutory requirements

industry codes of practice

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Consistently applies store policies and procedures in regard to following basic safety procedures and for reporting faults/problems to relevant person/department/committee.

Identifies hazardous situations and rectifies where appropriate, or reports to the relevant personnel according to store policy and procedures.

Reads, accurately interprets and consistently applies manufacturers' instructions for storage and use of hazardous goods.

Knows store policies and procedures with regard to emergency situations, evacuation or accident/illness in the store.

Underpinning Skills and Knowledge

Knowledge and skills are essential to apply this unit in the workplace, to transfer to other contexts and deal with unplanned events. The requirements for this unit of competency are listed below:

Knowledge of:

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occupational health and safety and emergency procedures, which will take into account where applicable, State and Territory legislation and regulations

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Management of occupational health and safety in the workplace including:

communication and consultation processes

reporting procedures

manual handling procedures

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First aid procedures

Identification what hazards exist in the workplace including:

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appropriate waste disposal

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Controlling risks through the 'hierarchy of control' including:

eliminating hazards

isolating hazards

use of engineering controls

use of administrative controls

appropriate use of personal protective clothing

Skills in:

Locating and using safety alarms/fire extinguishers/emergency exits

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Generic Process Skills

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this unit of competency.

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How are **activities planned and organised**?

Identifying evacuation procedures requires planning and organisation. (1)

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Team work will be applied when maintaining a safe work environment for staff, customers and others. (1)

How can the use of **mathematical ideas and techniques** be applied?

Mathematical ideas and techniques may be applied when estimating weights, size, quantities and mixtures. (1)

How can **problem solving skills** be applied?

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How can the **use of technology** be applied?

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Relevant documentation, such as:

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industry codes of practice

Range Statement

The Range of Variables provide the range of applications of this unit of competency to allow for differences within enterprises and workplaces. It provides details of practices, knowledge and requirements referred to in the elements and performance criteria. The variables chosen in training and assessment will depend on the work contexts.

The following variables may include but are not limited to:

Store policies and procedures in regard to:

- observing basic safety procedures

- observing emergency procedures

Safety procedures may include:

- hazard identification eg workplace inspections

- fire or store evacuation involving staff or customers

- emergency, fire and accident procedures

- personal safety procedures

- procedures for the use of personal protective clothing and equipment

- issue resolution procedures

- reporting incidents and accidents in the workplace

Occupational health and safety procedures may deal with:

- safe manual handling and lifting

- dangerous goods

- customers

- staff

- equipment/tools

- premises

- stock

Emergency procedures may include:

- sickness

- accidents

- fire

- storms/cyclones

- store evacuation

- armed hold up

Unsafe situations may deal with but are not restricted to:

- sharp cutting tools and instruments

- electricity and water

- damaged packing material or containers

- toxic substances

- flammable materials and fire hazards

- lifting practices

- spillages

- waste and debris

- ladders

- trolleys

- broken or damaged equipment

- glue guns/burns

Designated personnel may include:

- safety representative

supervisor/team leader

manager

Checking plant and equipment may include:

guarding of machinery

sharp cutting tools and instruments

broken or damaged equipment

damaged packing material or containers

Safe manual handling practices may include:

lifting practices

use of equipment such as ladders, trolleys

job procedures

Communication and consultation processes may include:

minutes from staff meetings, occupational health and safety meetings

identification of health and safety representatives

suggestions from staff for improving existing tasks and procedures

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The following variables may include but are not limited to:

Store policies and procedures in regard to:

observing basic safety procedures

observing emergency procedures

Safety procedures may include:

hazard identification eg workplace inspections

fire or store evacuation involving staff or customers

emergency, fire and accident procedures

personal safety procedures

procedures for the use of personal protective clothing and equipment

issue resolution procedures

reporting incidents and accidents in the workplace

Occupational health and safety procedures may deal with:

safe manual handling and lifting

dangerous goods

customers

staff

equipment/tools

premises

stock

Emergency procedures may include:

sickness

accidents

fire

storms/cyclones

store evacuation

armed hold up

Unsafe situations may deal with but are not restricted to:

sharp cutting tools and instruments

electricity and water
damaged packing material or containers
toxic substances
inflammable materials and fire hazards
lifting practices
spillages
waste and debris
ladders
trolleys
broken or damaged equipment
glue guns/burns

Designated personnel may include:

safety representative
supervisor/team leader
manager

Checking plant and equipment may include:

guarding of machinery
sharp cutting tools and instruments
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Safe manual handling practices may include:

lifting practices
use of equipment such as ladders, trolleys
job procedures

Communication and consultation processes may include:

minutes from staff meetings, occupational health and safety meetings
identification of health and safety representatives
suggestions from staff for improving existing tasks and procedures

Unit Sector(s)

Not applicable.