

HLTOHS300A

Contribute to OHS processes

Descriptor

This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Application

Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices

ELEMENT

Elements define the essential outcomes of a unit of competency.

1. Plan and conduct work safely

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

- 1.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material
- 1.2 *Identify hazards* as part of work planning and work process
- 1.3 Address identified *hazards* prior to starting work using judgement within defined scope of responsibilities
- 1.4 Report residual risk according to organisation procedures
- 1.5 Report incidents and injuries in line with organisation policies and procedures
- 1.6 Undertake *OHS housekeeping* in work area
- 1.7 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes
- 1.8 Manage own levels of stress and fatigue to ensure ability to work safely

ELEMENT

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PERFORMANCE CRITERIA

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| 2. Support others in working safely | 2.1 Share information on safe work practices and work procedures with members of the work group |
| | 2.2 Check the OHS practices of less experienced members of the workgroup |
| | 2.3 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely |
| | 2.4 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures |
| 3. Contribute to OHS participative processes | 3.1 Raise OHS issues in accordance with organisation procedures |
| | 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety |
| | 3.3 Provide assistance to workgroup members to contribute to workplace safety |
| | 3.4 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees |
| 4. Contribute to hazard identification, OHS <i>risk assessment</i> and <i>risk control</i> activities | 4.1 Report identified hazards and inadequacies in risk controls |
| | 4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures |
| | 4.3 Contribute to risk assessments |
| | 4.4 Provide input to development and implementation of control measures, with reference to the hierarchy of control |
| 5. Participate in the control of emergency situations | 5.1 Identify <i>emergency signals and alarms</i> and responded to them appropriately |
| | 5.2 Take initial action to control/confine emergency according to organisation procedures, and taking account of the nature and scope of the emergency |
| | 5.3 Implement emergency response procedures within scope of training and competence |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

- Safety signs and their meanings, including signs for:
 - personal protective equipment
 - emergency equipment
 - dangerous goods class signs
 - specific hazards such as sharps, radiation
- The difference between hazard and risk
- Sources of OHS information within in the workplace with knowledge of external sources of OHS information
- Nature of common workplace hazards such as chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- Basic hazard identification procedures such as workplace inspections and review of workplace data
- Standard emergency signals, alarms and required responses
- Principles of basic risk assessment
- Hierarchy of control and its application
- PPE requirements including use, storage and maintenance
- Roles and responsibilities of employees, supervisors and managers in the workplace
- Roles and responsibilities of OHS representatives and OHS committees
- Workplace specific information including:
 - hazards of the particular work environment
 - hazard identification procedures relevant o the hazards in their workplace
 - designated person(s) for raising OHS issues
 - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and OHS issue resolution, consultation, use of PPE and emergency response
 - potential emergency situations, alarms and signals and required response.
- The legal rights and responsibilities of the workplace parties

Essential skills:

Ability to:

- Check the workplace for hazards and risks using an itemised checklist
- Provide advice and feedback in a constructive and supportive manner

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. Add any 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.

Hazard identification is

The process of identifying sources of harm, and may be required:

- before new forms of work and organisation of work are implemented
- before changes are made to workplace, equipment, work processes or work arrangements
- as part of planning major tasks or activities, such as equipment shutdowns
- following an incident report
- when new knowledge becomes available
- at regular intervals during normal operations
- prior to disposal of equipment, or materials

A hazard is:

A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

Specific hazards may include, but are not limited to:

- Chemicals
- Bodily fluids
- Sharps
- Noise
- Manual handling
- Work posture
- Underfoot hazards
- Moving parts of machinery
- Cytotoxic medicines and waste

Other workplace hazards may include:

- Occupational violence
- Stress
- Fatigue
- Bullying

Risk:

In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

Residual risk is

The risk which remains after controls have been implemented

RANGE STATEMENT

<i>Organisation procedures include:</i>	<p>Policies and procedures underpinning the management of OHS, including:</p> <ul style="list-style-type: none">• hazard, incident and injury reporting• hazard identification, risk assessment and control• consultation and participation• quality system documentation
<i>OHS housekeeping includes:</i>	<p>Workplace and personal routines designed to improve health and safety; for example, cleaning up spills, keeping walkways, exits and traffic areas clear</p>
<i>Information includes:</i>	<ul style="list-style-type: none">• Hazard, incident and investigation reports• Workplace inspection reports• Incident investigation reports• Minutes of meetings• Job Safety Analyses (JSAs) and risk assessments• Material safety data sheets (MSDSs) and registers• Employees handbooks• Manufacturers' manuals and specifications• Information from OHS representatives• Reports from OHS committee• Information from external sources on hazards and risk relevant to the work group
<i>Work procedures include:</i>	<ul style="list-style-type: none">• Standard operating procedures• Batch specifications• Operator or manufacturer manuals• Procedures for selecting, fitting, using and maintaining personal protective equipment
<i>Mentoring and coaching may include:</i>	<ul style="list-style-type: none">• Providing guidance and explanation on implementation of work and organisation procedures• Providing feedback• Providing encouragement• Assisting with problem solving
<i>Incidents include:</i>	<p>Any event that has caused or has the potential for injury, ill-health or damage</p>
<i>Other workplace documentation may include:</i>	<ul style="list-style-type: none">• Job checklists, schedules• Workplace inspection checklists

RANGE STATEMENT

- Risk controls include:* The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard
- Designated persons may include:*
- Team leaders
 - Supervisors
 - OHS representatives
 - OHS committee members
 - Managers
 - Organisation OHS personnel
 - Other persons designated by the organisation
- Hierarchy of control is:* The preferred order of control measures for OHS risks:
- elimination — controlling the hazard at the source
 - substitution e.g. replacing one substance or activity at the source
 - engineering e.g. installing guards on machinery
 - administration — policies and procedures for safe work practices
 - Personal Protective Equipment e.g. respirators, ear plugs
- Emergency signals and alarms may include:*
- Machinery malfunction alarms
 - Fire alarms
 - Evacuation alarms or announcements
 - Reversing beepers on mobile plant
- Emergency may include any abnormal or sudden event that requires immediate action such as:*
- Serious injury events
 - Events requiring evacuation
 - Fires and explosions
 - Hazardous substance and chemical spills
 - Explosion and bomb alerts
 - Security emergencies, such as armed robberies, intruders and disturbed persons
 - Internal emergencies, such as loss of power or water supply and structural collapse
 - External emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects of assessment:

- To demonstrate competence in this unit, a candidate must be able to provide evidence of contribution to OHS processes in the workplace. This includes:
 - addressing their own health safety
 - addressing that of others who may be affected by their actions
 - supporting members of the workgroup who may be less experienced in the workplace in regard to OHS matters
 - taking some initiative to address hazards and manage risks at a systemic level
- Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
 - workplace demonstration, simulation exercise, scenario or role play
 - indirect evidence from workplace supervisor reports, workplace documentation, and written responses to problems, scenarios and case studies
- Evidence of workplace performance over time must be obtained to inform a judgement of competence

Products that could be used as evidence include:

- Verbal and written responses to verbal, pictorial or physical scenarios
- Demonstrated response to scenarios, simulations, role plays
- Completed hazard or incident reports, completed workplace inspection checklists
- Reports from workgroup members, supervisors

Processes that could be used as evidence include:

- How workplace checks/inspections are carried out
- How hazards are addressed
- How mentoring of fellow workgroup members is undertaken

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Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities