Modification history

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| Release | Comments |
| Release 2 | This version released with ACM Animal Care and Management Training Package Version 3.0. |
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 1.0. |

| ACMWHS301 | Contribute to workplace health and safety processes |
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| Application | This unit of competency describes the skills and knowledge required to plan, support and contribute to work health and safety processes in an animal care environment.  This unit applies to individuals who have responsibility for maintaining and contributing to compliance of work health and safety (WHS) as part of their role, including duty of care for other workers. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory health and safety regulations, legislation and standards that apply to the workplace.  No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Work Health and Safety (WHS) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Plan and conduct work safely | 1.1 Locate and access WHS information relevant to own work role  1.2 Plan work in accordance with WHS legislation, industry standards, codes of practice/compliance codes, and the organisation’s policies and work procedures  1.3 Identify hazards, including signs of common animal diseases, and report to supervisor  1.4 Address identified hazards and select risk controls prior to starting work  1.5 Report incidents and injuries in accordance with organisation policies  1.6 Undertake WHS housekeeping in work areas  1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably |
| 2. Support others to work safely | 2.1 Provide information on safe work practices and procedures to members of the work group  2.2 Check WHS practices of less experienced members of the workgroup  2.3 Provide guidance to less experienced members of the team to support them in working safely  2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation |
| 3. Contribute to work health and safety participative processes | 3.1 Raise WHS issues in line with organisation procedures within prompt timeframes  3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety  3.3 Encourage workgroup members to work safely  3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and WHS committees |
| 4. Contribute to hazard identification, work health and safety risk assessment and risk control activities | 4.1 Check workplace for hazards using itemised checklists  4.2 Make contributions to risk assessments  4.3 Report identified hazards and inadequate risk controls  4.4 Provide input to develop and implement control measures, with reference to the hierarchy of risk control |
| 5. Participate in the control of emergency situations | 5.1 Identify emergency signals and alarms, and respond to them appropriately  5.2 Take action to control and confine emergency, accounting for the nature and scope of the emergency, within scope of role |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Interpret organisational and legislative documentation |
| Writing | * Accurately complete WHS checklists and documentation |
| Oral communication | * Discuss WHS issues with team members and supervisor * Present information using language appropriate to audience * Collaborate with others to achieve joint outcomes |
| Get the work done | Keep up-to-date on changes to legislation relevant to own role   * Sequence and schedule activities |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| ACMWHS301 Contribute to workplace health and safety processes (Release 2) | ACMWHS301 Contribute to workplace health and safety processes (Release 1) | Minor changes to include infection control as a WHS issue | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103 |

| TITLE | Assessment requirements for ACMWHS301 Contribute to workplace health and safety processes |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:   * following relevant WHS legislation, standards, codes of practice * identifying and reporting hazards, including signs of common animal diseases, to supervisor * selecting and implementing appropriate risk controls * carrying out WHS housekeeping tasks * contributing to at least one WHS meeting or participative process * demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * basic hazard identification procedures, including workplace inspections and review of workplace data * hierarchy of risk control (from Safe Work Australia Model Code of Practice: How to manage work health and safety risks or similar code from relevant jurisdiction) * common hazards that occur in an animal care environment, including crush injuries, chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery * WHS legislation, regulations, industry standards, codes of practice/compliance codes, and the organisation’s policies and work procedures * basic methods used in the prevention and control of common zoonotic diseases * personal protective equipment requirements, including use, storage and maintenance * personal hygiene and hand washing * roles and responsibilities of health and safety representatives and WHS committees * safety signs and their meanings, including: * dangerous goods class signs * emergency equipment * personal protective equipment * specific hazards, including sharps and radiation * WHS information within in the workplace * external sources of WHS information * standard emergency signals, alarms and required responses * types of emergencies that occur in an animal care environment * the legal rights and responsibilities of the workplace parties * the role of Safe Work Australia and current WHS legislative obligations. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * a range of animals * equipment and resources appropriate to work undertaken in an animal care environment * specifications: * organisational policies and procedures * current WHS legislation and regulations * relationships (internal and/or external): * interactions with team members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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