

**Modification history**

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0

FBPWHS3001	Contribute to work health and safety processes
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to support the implementation of health and safety policies and procedures, and contribute to the development and implementation of risk control measures and safety practices within a workplace.</p> <p>The unit applies to skilled workers with responsibility for maintaining a safe work environment and contributing to workplace practices. In this role, workers have limited responsibility for ensuring members of the work group are implementing safe work practices.</p> <p>All work must be carried out to comply with workplace procedures, work health and safety legislation and codes that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Work Health and Safety (WHS)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and conduct work safely	1.1 Plan work in accordance with relevant provisions of legislation, standards, codes of practice/compliance codes, guidance material and workplace safe working procedures 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 Ensure availability of suitable personal protective equipment (PPE) for self and others in the work area 1.5 Report inadequacies in control measures according to workplace procedures 1.6 Report incidents and injuries in line with workplace policies and procedures 1.7 Undertake housekeeping of health and safety in work area in accordance with workplace requirements
2. Support safe work practices in work area	2.1 Monitor implementation of safe work practice policies and procedures 2.2 Share information on safe work practices and safety issues in the workplace with members of the work group 2.3 Check the health and safety practices of less experienced members of the work group and provide support as required to ensure safe work practices are followed 2.4 Support members of the work group to accurately record incidents and complete associated workplace documentation according to workplace procedures
3. Contribute to health and safety processes	3.1 Raise health and safety issues in accordance with workplace procedures 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Identify roles and responsibilities of health and safety representatives and committees

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Contribute to hazard identification, risk assessment and risk control activities	4.1 Identify and respond to hazards, and communicate with members of the work group 4.2 Report identified hazards and inadequacies in risk controls 4.3 Check the workplace for hazards using itemised checklists in accordance with workplace procedures 4.4 Contribute to risk assessments in accordance with workplace procedures 4.5 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 and respond appropriately to emergency signals and alarms 5.2 Take initial action to control an emergency according to workplace procedures 5.3 Implement emergency response procedures within scope of training and competence
6. Maintain and use health and safety records	6.1 Complete records for the work area in accordance with legislative and workplace requirements 6.2 Access and interpret health and safety information to inform work practice

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<b>Foundation Skills</b>	
<i>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.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret, analyse and consolidate health and safety information from a range of sources for implementation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Accurately record information, complete forms and prepare basic reports using clear language according to organisational practices</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Clearly explain and present safety information using language, tone and pace appropriate to audience</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FBPWHS3001 Contribute to work health and safety processes  (Release 2)	FBPWHS3001 Contribute to work health and safety processes  (Release 1)	Performance Evidence clarified  Minor changes to Performance Evidence  Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Equivalent unit

<b>Links</b>
Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>

<b>TITLE</b>	<b>Assessment requirements for FBPWHS3001 Contribute to work health and safety processes</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has contributed effectively to work health and safety processes on at least two separate occasions, including:</p> <ul style="list-style-type: none"> <li>• identifying and assessing potential hazards in the workplace</li> <li>• monitoring implementation of safe work practices in the workplace</li> <li>• providing advice and feedback to work group members</li> <li>• contributing to the development and implementation of risk control measures</li> <li>• completing health and safety records and reports according to the standards accepted in the workplace.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>• Commonwealth, state or territory legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities</li> <li>• safety signs and their meanings, including signs for: <ul style="list-style-type: none"> <li>• personal protective equipment (PPE)</li> <li>• emergency equipment</li> <li>• dangerous goods class signs</li> <li>• specific hazards such as sharps, radiation</li> <li>• the difference between hazard and risk</li> </ul> </li> <li>• sources of health and safety information (internal and external)</li> <li>• nature of common workplace hazards, including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery</li> <li>• basic hazard identification procedures, including workplace inspections and review of workplace data</li> <li>• standard emergency signals, alarms and required responses</li> <li>• principles of basic risk assessment</li> <li>• hierarchy of control and its application</li> <li>• PPE requirements, including use, storage and maintenance</li> <li>• roles and responsibilities of employees, supervisors and managers in the workplace</li> <li>• roles and responsibilities of health and safety representatives and committees</li> <li>• potential consequences of non-compliance and failing to follow safe work practices</li> <li>• workplace specific information, including: <ul style="list-style-type: none"> <li>• hazards of the particular work environment</li> <li>• hazard identification procedures relevant to the hazards in their workplace</li> <li>• designated person with whom to raise health and safety issues</li> </ul> </li> <li>• potential emergency situations, alarms and signals and required response.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• a workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• scenarios or case studies for simulated emergency responses</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• health and safety legislation, regulations and codes of practice, and policies and procedures</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• interactions with work group members.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	

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