

**Modification history**

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

PPMWS2XX	Participate in work health and safety processes
<b>Application</b>	<p>This unit of competency describes skills and knowledge required to work safely and participate in work health and safety processes in a pulp and paper manufacturing environment.</p> <p>The unit applies to supervised workers in a pulp or paper manufacturing facility who are required to follow health and safety policies and procedures.</p> <p>No licensing, legislative or certification requirements 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 prepare to work safely	1.1 Locate and interpret information on workplace health and safety related to work area 1.2 Identify workplace health and safety responsible in the workplace 1.3. Identify hazards in the work area 1.4 Take action to control risks related to own safety 1.5 Report other hazards and risks to supervisor 1.6 Carry out pre-start checks according to work procedures
2. Conduct work safely	2.1. Use required personal protective equipment for work task 2.2 Follow work safety procedures and workplace instructions to ensure safe work, and safety of others 2.3 Report incidents and injuries to designated personnel 2.4 Undertake workplace health and safety housekeeping in work area 2.5 Identify own levels of stress and fatigue to ensure ability to work safely
3. Participate in work health and safety activities	3.1. Identify roles and responsibilities of work health and safety representatives and committees 3.2. Contribute to workplace meetings, workplace inspections or other work health and safety consultative activities 3.3. Raise work health and safety issues with designated personnel in line with workplace procedures 3.4. Contribute to improving workplace work health and safety systems and processes
4. Follow emergency response procedures	4.1. Identify and report emergency situations according to standard operating procedures 4.2. Follow organisational procedures for responding to emergencies within own scope of responsibilities

<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>
Oral communication skills to:	<ul style="list-style-type: none"> <li>ask questions and clarify meaning with peers and supervisor</li> <li>use clear language and industry terminology to report a problem or defect to supervisor</li> </ul>
Reading skills to:	<ul style="list-style-type: none"> <li>interpret selected pictorial, graphical and written signs, instructions and procedures relevant to safety, hazards and risks</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>complete workplace records and reports accurately and legibly using clear language and industry terminology</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>
PPMWHS2XX Participate in work health and safety processes	PPMWHS210 Participate in WHS processes	Changes to unit title, element, performance criteria and foundation skills. Assessment requirements revised.	Equivalent

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93</a>
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<b>TITLE</b>	<b>Assessment requirements for PPMWS2XX Participate in 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:</p> <ul style="list-style-type: none"> <li>• followed workplace instructions to carry out a minimum of three pulp or paper operation tasks safely, including for each task: <ul style="list-style-type: none"> <li>• used the required personal protective equipment</li> <li>• carried out work health and safety housekeeping activities</li> <li>• carried out a hazard inspection and reported risks to supervisor</li> <li>• supported others to work safely</li> </ul> </li> <li>• contributed to at least two workplace health and safety activities</li> <li>• identified the requirements of at least two types of emergency situations that may occur in a pulp or paper manufacturing environment.</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>• sources of work health and safety information in the workplace</li> <li>• typical workplace safety signs found in a pulp and paper manufacturing environment and their meanings, including signs for: <ul style="list-style-type: none"> <li>• personal protective equipment</li> <li>• emergency equipment</li> <li>• dangerous goods class signs</li> <li>• specific hazards</li> </ul> </li> <li>• legal rights and responsibilities of the workplace parties as documented in work safety procedures and including: <ul style="list-style-type: none"> <li>• roles and responsibilities of employees, supervisors and managers in the workplace</li> <li>• roles and responsibilities of workplace health and safety representatives, committees and employers</li> </ul> </li> <li>• procedures relevant to risk and the implications of specific hazards in the workplace including: <ul style="list-style-type: none"> <li>• substances</li> <li>• noise</li> <li>• manual handling</li> <li>• ergonomics</li> <li>• underfoot hazards</li> <li>• slips and trips</li> <li>• moving parts of machinery</li> <li>• mobile plant</li> <li>• fatigue</li> <li>• stress</li> <li>• bullying</li> <li>• occupational violence</li> </ul> </li> <li>• workplace specific information including: <ul style="list-style-type: none"> <li>• difference between hazard and risk in the pulping and/or paper manufacturing workplace</li> <li>• safety measures related to common workplace hazards</li> <li>• potential emergencies relevant to the workplace</li> <li>• designated personnel for raising work health and safety issues</li> <li>• organisational and work procedures, particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of personal protective equipment and emergency response</li> <li>• potential emergency situations, alarms and signals, and required response.</li> </ul> </li> </ul>	

<p><b>Assessment Conditions</b></p> <p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:             <ul style="list-style-type: none"> <li>• skills must be demonstrated in pulp or paper manufacturing facility or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• resources and equipment, including personal protective equipment, required for the work being undertaken</li> </ul> </li> <li>• specifications:             <ul style="list-style-type: none"> <li>• workplace procedures relating work health and safety requirements and processes and for the work being undertaken</li> </ul> </li> <li>• relationships:             <ul style="list-style-type: none"> <li>• supervisor and team 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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