Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. |

| FBPWHS3001 | Contribute to work health and safety processes |
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| Application | This unit of competency describes the skills and knowledge required to support the implementation of work health and safety (WHS) policies and procedures, and contribute to the development and implementation of risk control measures and safety practices within an organisation.  The unit applies to skilled workers with responsibility for maintaining a safe work environment and contributing to organisational practices with a limited responsibility for ensuring members of the work team are implementing safe work practices.  No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.  NOTE: The terms 'occupational health and safety' (OHS) and WHS generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements. |
| 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 Plan work in accordance with relevant provisions of WHS 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 organisation procedures  1.6 Report incidents and injuries in line with organisation policies and procedures  1.7 Undertake WHS housekeeping in work area |
| 2. Support safe work practices in work area | 2.1 Monitor implementation of enterprise WHS 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 WHS practices of less experienced members of the workgroup and provide support as required to ensure safe work practices are followed  2.4 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to workplace procedures |
| 3. Contribute to WHS participative processes | 3.1 Raise WHS issues in accordance with enterprise 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 WHS representatives and WHS committees |
| 4. Contribute to hazard identification, risk assessment and risk control activities | 4.1 Identify and respond to hazards, and communicate as required 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 work procedures  4.4 Contribute to risk assessments  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 organisation procedures  5.3 Implement emergency response procedures within scope of training and competence |
| 6. Maintain and use WHS records | 6.1 Complete WHS records for the work area in accordance with legislative and enterprise requirements  6.2 Access and interpret WHS information to inform work practice |

| 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 | * Analyse and consolidate WHS information from a range of sources for implementation |
| Writing | * Accurately record information, complete forms and prepares basic reports using clear language according to organisational practices |
| Oral communication | * Clearly explain and present safety information using language, tone and pace appropriate to audience |
| Interact with others | * Cooperates with others and contributes to work practices where joint health and safety outcomes are expected |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPWHS3001 Contribute to work health and safety processes | FDFOHS3001A Contribute to OHS processes | Updated to meet Standards for Training Packages  Minor change to title to reflect current industry terminology | 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=78b15323-cd38-483e-aad7-1159b570a5c4 |

| TITLE | Assessment requirements for FBPWHS3001 Contribute to work 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 contributed effectively to work health and safety (WHS) processes on at least two separate occasions, including:   * identifying and assessing potential hazards in work activities * monitoring implementation of safe work practices in the workplace * providing advice and feedback to team members * contributing to the development and implementation of control measures * completing WHS records and reports according to workplace procedures. | |

| 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:   * Commonwealth, state or territory WHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities * safety signs and their meanings, including signs for: * personal protective equipment (PPE) * emergency equipment * dangerous goods class signs * specific hazards such as sharps, radiation * the difference between hazard and risk * sources of WHS information (internal and external) * nature of common workplace hazards, including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery * basic hazard identification procedures, including 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 * personal protective equipment (PPE) requirements, including use, storage and maintenance * roles and responsibilities of employees, supervisors and managers in the workplace * roles and responsibilities of work health and safety representatives and work health and safety committees * potential consequences of non-compliance and failing to follow safe work practices * workplace specific information, including: * hazards of the particular work environment * hazard identification procedures relevant to the hazards in their workplace * designated person with whom to raise WHS issues * potential emergency situations, alarms and signals and required response. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace * resources, equipment and materials: * scenarios or case studies for simulated emergency responses * specifications: * WHS legislation, regulations and codes of practice * relationships: * interactions with work 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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