

**Modification history**

Release	Comments
Release 1	This version released with Forest and Wood Products Training Package Training Package Version 7.0

<b>FWPCOR2XXX</b>	<b>Follow workplace health and safety policies and procedures</b>
<b>Application</b>	<p>The unit of competency describes the skills and knowledge required to follow established workplace health and safety policies and procedures when performing work in a forestry or wood products work environment.</p> <p>The unit applies to individuals working in a broad range of roles and operations in the forest and wood products industry including those engaged in forestry and plantation operations, timber processing and manufacturing, and timber merchandising who are required to follow workplace health and safety policies and procedures.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and industry codes of practice that apply to the workplace.</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>	Forest Growing and Management (FGM) Harvesting and Haulage (HAR) Sawmilling and Processing (SAW) Timber Manufactured Products (TMM) Timber Supply (TMM) Wood Panel Products (WPP) Timber Truss and Frame Design and Manufacture (TMM)

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. Follow safe work practices	1.1 Identify workplace health and safety policies and procedures 1.2 Operate and use tools, equipment and machinery appropriate to work task and according to manufacturer recommendations 1.3 Select, use and store personal protective equipment and clothing appropriate to work task requirements 1.4 Use plant and equipment guards according to manufacturer specifications 1.5 Identify and follow safety signs and symbols
2. Identify hazards	2.1 Identify existing and potential hazards in the work area and report to appropriate personnel 2.2 Identify risks associated with identified hazards in the work area and report to appropriate personnel 2.3 Follow workplace procedures and work instructions for controlling hazards 2.4 Complete hazard, accident or incident reports accurately and clearly and according to workplace policies and procedures
3. Follow emergency procedures	3.1 Notify appropriate personnel in the event of an emergency 3.2 Follow workplace procedures for dealing with accidents and emergencies 3.3 Practise emergency and evacuation procedures and carry out emergency and evacuation procedures in the event of an emergency 3.4 Record and accurately report emergencies and evacuation procedures

<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>Understand safety signs and symbols</li> <li>Understand manufacturer's specifications for plant and equipment guards</li> <li>Understand organisational policies and procedures.</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete a hazard report clearly and legibly</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Notify and report hazards to appropriate personnel</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Use a risk matrix and calculate risk</li> <li>Estimate weight, volume and establish centre of gravity</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>
FWPCOR2XXX Follow workplace health and safety policies and procedures	FWPCOR2203 Follow WHS policies and procedures	<p>Updated unit title</p> <p>Minor editorial changes to Performance Criteria and Knowledge evidence</p> <p>New description provided for Foundation Skills</p> <p>Redrafted Assessment Conditions</p>	Equivalent

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>
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<b>TITLE</b>	<b>Assessment requirements for FWPCOR2XXX Follow workplace health and safety policies and procedures</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, at least on one occasion, the individual has:</p> <ul style="list-style-type: none"> <li>identified hazards in the workplace and implemented appropriate actions to address those hazards</li> <li>used and maintained personal protective equipment and clothing to ensure personal safety</li> <li>followed emergency and evacuation procedures</li> <li>interpreted and followed safety signs and symbols</li> <li>completed and maintained hazard, accident or incident reports.</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>legal and workplace requirements and codes of practice relevant to workplace health and safety</li> <li>workplace standards, policies and procedures for workplace health and safety, as they apply to the job role</li> <li>hazard identification</li> <li>hazard control</li> <li>equipment used for workplace health and safety, and procedures for its safe use and maintenance</li> <li>personal protective equipment and clothing and its properties</li> <li>firefighting equipment</li> <li>fatigue management</li> <li>elimination of hazardous substances</li> <li>machine guarding</li> <li>manual handling including shifting, lifting and carrying</li> <li>procedures for recording and reporting workplace information.</li> </ul>	
<b>Assessment Conditions</b>	
<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 forest or wood products work environment or an environment that accurately represents workplace conditions</li> </ul> </li> <li>resources, equipment and materials: <ul style="list-style-type: none"> <li>personal protective equipment</li> </ul> </li> <li>specifications: <ul style="list-style-type: none"> <li>access to workplace health and safety policies and procedures relevant to the work activity</li> <li>manufacturer instructions for the safe use of equipment.</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>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>