

<b>Course Name</b>	<b>Participate in OHS processes</b>
<b>Course code</b>	HLTOHS200A
<b>Contact details</b>	<b>Allens Training Phone 1300 559 064 or <a href="http://www.allenstraining.com.au">www.allenstraining.com.au</a></b>
<b>Partial completion of one of these qualification</b>	This course is taken from the Health Training package HLT07 and is in partial completion of <input checked="" type="checkbox"/> HLT21107 Certificate II in Emergency Medical First Response or <input checked="" type="checkbox"/> HLT30207 Certificate III in Non Emergency Medical Transport
<b>Description of this unit against the qualification</b>	For a full understanding of the qualification, please go to the link for further information <a href="http://www.allenstraining.com.au">http://www.allenstraining.com.au</a> and click on the courses tab found on the top left hand side of the web page
<b>Descriptor</b>	This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions
<b>What is covered in the course</b>	<ol style="list-style-type: none"> <li>1. Plan and prepare to work safely</li> <li>2. Conduct work safely</li> <li>3. Participate in OHS consultative activities</li> <li>4. Follow emergency response procedures</li> </ol>
<b>Employability Skills</b>	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements
<b>Pre-requisites</b>	There are no pre-requisites or co-requisites for this competency unit
<b>Course duration</b>	10 hours
<b>How will I be assessed</b>	A written assessment plus project required to be awarded the unit competency
<b>Policy and procedures</b>	A copy is available on our web site <a href="http://www.allenstraining.com.au/documents.aspx">http://www.allenstraining.com.au/documents.aspx</a>
<b>Where will I locate the Training Package</b>	Attached to and from page 2 of this document

## HLTOHS200A

## Participate in OHS processes

### Descriptor

This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions

### Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

### Application

Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices

## ELEMENT

Elements define the essential outcomes of a unit of competency.

1. Plan and prepare to work safely

2. Conduct work safely

## PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

- 1.1 Identify *hazards* in the work area, and take action to control risk
  - 1.2 Report residual risk according to organisation procedures
  - 1.3 Carry out pre-start checks as required according to work procedures
- 
- 2.1 Use *personal protective equipment* correctly and maintain when required
  - 2.2 Follow work procedures and workplace instructions for ensuring safety when planning and conducting work
  - 2.3 Report *incidents* and injuries to designated personnel
  - 2.4 Undertake *OHS housekeeping* in work area
  - 2.5 Manage own levels of stress and fatigue to ensure ability to work safely

## ELEMENT

Elements define the essential outcomes of a unit of competency.

## PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

- |   |   |
|---|---|
| 3. Participate in OHS consultative activities | 3.1 Make a constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities                      |
|   | 3.2 Raise OHS issues with designated personnel according to organisation procedures   |
|   | 3.3 Provide input to improve workplace OHS systems and processes, according to organisation procedures, to eliminate hazards or reduce risk |
|   | 3.4 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes                             |
| 4. Follow emergency response procedures       | 4.1 Identify and report <i>emergency situations</i>   |
|   | 4.2 Follow organisation procedures for responding to emergencies  |
|   | 4.3 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees   |

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

### *Essential knowledge:*

- Safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- Legal rights and responsibilities of the workplace parties
- The difference between hazard and risk
- Nature of common workplace hazards such as chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- Standard emergency signals, alarms and required responses
- A basic understanding of the hierarchy of control
- Safety measures related to common workplace hazards
- Sources of OHS information in the workplace with some limited knowledge of external sources of OHS information
- The roles and responsibilities of employees, supervisors and managers in the workplace
- Roles and responsibilities of OHS representatives, OHS committees and employers
- Workplace specific information including:
  - hazards of the particular work environment
  - potential emergencies relevant to the workplace
  - designated person(s) for raising OHS issues
  - organisation 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 PPE and emergency response
  - potential emergency situations, alarms and signals, and required response

### *Essential skills and attributes:*

Ability to:

- Follow clear, logical verbal or clear, logical Plain English written instructions
- Interpret selected pictorial/graphical and written signs/instructions
- Clarify meaning with peers and supervisors
- Give accurate verbal or written descriptions of incidents or hazards

Preparedness to be involved in OHS activities, including inspections and meetings

## RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

*A hazard is:* A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

*Specific hazards may include, but are not limited to:*

- Chemicals,
- Bodily fluids
- Sharps
- Noise
- Manual handling
- Work posture
- Underfoot hazards
- Moving parts of machinery
- Cytotoxic medicines and waste

*Other workplace hazards may include:*

- Occupational violence
- Stress
- Fatigue
- Bullying

*Risk:* In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

*Residual risk is:* The risk which remains after controls have been implemented

*Personal protective equipment (PPE) includes:* Equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include:

- head protection
- face and eye protection
- respiratory protection
- hearing protection
- hand protection
- clothing and footwear

*Incidents include:* Any event that has caused, or has the potential for, injury, ill-health or damage

## **RANGE STATEMENT**

*Designated personnel may include:*

- Team leaders
- Supervisors
- OHS representatives
- OHS committee members
- Managers
- Organisation OHS personnel
- Other persons designated by the organisation
- Employers in office based practice

*OHS housekeeping includes:*

Workplace and personal routines designed to improve health and safety; for example, cleaning up spills, keeping walkways, exits and traffic areas clear

*Emergency situations may include*

Any abnormal or sudden event that requires immediate action such as:

- serious injury events
- events requiring evacuation
- fires and explosions
- hazardous substance and chemical spills
- explosion and bomb alerts
- security emergencies, such as armed robberies, intruders and disturbed persons
- internal emergencies, such as loss of power or water supply and structural collapse
- external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### *Critical aspects of assessment:*

- To demonstrate competence in this unit, a candidate must be able to provide evidence of the application of their knowledge of OHS:
  - in an actual or simulated workplace context involving relevant work processes
  - to their own health and safety within their work area
  - to that of others who may be affected by their actions
- A candidate must also be able to provide evidence of participating in workplace OHS processes
- Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
  - workplace demonstration, simulation exercise, scenario or role play
  - indirect evidence from workplace supervisor reports and workplace documentation

### *Products that could be used as evidence include:*

- Verbal and written responses to verbal, pictorial, or physical scenarios
- Demonstrated action to scenarios, simulations, role plays
- Completed hazard or incident reports, completed workplace inspection checklists
- Reports from work group members, supervisor

### *Processes that could be used as evidence include:*

- How contributions were made to consultative processes
- How hazard inspections were carried out

## **EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### *Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities