Safety – HSC Requirements and Advice

Outcomes

The student:
• explains safe work practices and procedures for a business services work environment
• demonstrates an understanding of WHS consultation, participation and compliance in the business services industry
• applies risk management in a business services workplace
• proposes appropriate responses to emergency situations
• describes workplace policy and procedures that ensure the safety of the business services worker and others.

Scope of learning for the HSC

<table>
<thead>
<tr>
<th>work health and safety (WHS)</th>
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<tbody>
<tr>
<td>• meaning of health and safety</td>
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<tr>
<td>• implications of the cost of workplace injury:</td>
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<tr>
<td>– human</td>
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<td>– social</td>
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<td>– economic</td>
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<td>– organisational</td>
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<td>• acknowledge that WHS is everyone’s responsibility in the workplace and the implications of this responsibility</td>
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<td>• concept of ‘participation’ and ‘consultation’ in relation to WHS</td>
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<td>• primary role/function of key bodies involved in WHS</td>
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<td>• identify internal and external sources of workplace WHS information</td>
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<td>• importance of acting within level of authority/scope of responsibility in relation to WHS in the workplace:</td>
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<td>– taking initiative</td>
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<td>– problem-solving</td>
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<td>– decision-making</td>
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<table>
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<th>WHS compliance</th>
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<td>• difference between an act, regulation, code of practice and industry/workplace standard</td>
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<td>• WHS legislation and codes of practice and their application to the business services industry/workplace and to a specific job role:</td>
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<td>– WHS legislation:</td>
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<tr>
<td>• Work Health and Safety Act 2011 (NSW) (as amended)</td>
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<tr>
<td>• Work Health and Safety Regulation 2011 (NSW) (as amended)</td>
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<tr>
<td>– codes of practice related to:</td>
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<td>• dangerous goods and substances</td>
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### WHS compliance cont/d

- manual handling
- risk management
- WHS consultation

- WHS rights and responsibilities of the person conducting a business or undertaking (PCBU), officer and worker

- consequences of failure to observe WHS workplace policy and procedures and legislative requirements

- safety signs and symbols used in the business services industry and their use in the workplace:
  - legislative requirements
  - meaning of colour and shape
  - appropriate placement and positioning

- requirements (including election/formation) of a health and safety committee or health and safety representative (HSR) and their role and responsibilities in the workplace

- business services industry and workplace requirements for monitoring and reporting in relation to workplace safety

- describe how, when and to whom to report:
  - types:
    - formal/informal
    - written
    - verbal
  - reporting to appropriate persons

- purpose and importance of monitoring and reporting

- apply workplace policy and protocols and regulatory requirements when recording and reporting in relation to WHS

### risk management

- difference between a hazard and a risk

- risk management and its application in the workplace:
  - hazard identification:
    - potential hazards to self, colleagues, clients and others
    - range of hazards:
      - human factors (self and others)
      - manual handling
      - materials
      - tools and equipment
      - work environment
      - work processes and practices
    - risk assessment
## risk management cont/d

- risk control:
  - eliminate the risk
  - minimise the risk:
    - substitution
    - modification
    - isolation
    - engineering control
  - other controls:
    - administrative
    - safe work practices
    - PPE
- monitor and review

## safe work practices and procedures

- safe work practices and procedures and their purposes, including:
  - WHS induction training
  - standard operating procedures (SOP)
  - selection, use and maintenance of personal protective equipment (PPE)
  - manual handling techniques:
    - when working individually, in pairs and with a team:
      - moving
      - lifting, carrying and placing items down
      - working with tools and equipment
      - loading and unloading
      - bending and twisting
      - mechanical aids/lifting equipment
      - undertaking repetitious tasks
    - legal weight limits
  - ergonomics and posture:
    - use of adjustable furniture
    - correct placement of equipment
    - task rotation
  - hazardous substances:
    - correct handling, application, labelling, transport and storage
    - safety data sheet (SDS)
  - tools and equipment:
    - appropriate selection
    - pre-start systems and checks
    - correct use
    - maintenance
    - electrical tagging
  - housekeeping:
    - clean-up procedures
    - waste disposal
    - consideration of WHS and the environment
### safe work practices and procedures cont'd

- importance of safe work practices and procedures
- propose safe work practices and procedures for an organisation/workplace within the business services industry

### incidents, accidents and emergencies

- difference between an incident, accident and emergency
- a range of incidents, accidents and emergencies common to the business services industry
- distinguish between a manageable first aid situation and an emergency situation
- a range of potential injuries and their cause(s)
- strategies to reduce workplace accidents, injury or impairment
- procedures for responding to incidents, accidents and emergencies:
  - emergency situations
  - seeking assistance
  - emergency contact numbers
  - emergency signals, alarms and exits:
    - location
    - use of
  - correct use of firefighting equipment:
    - fire blanket
    - fire extinguisher(s)
  - procedures to follow:
    - notification
    - workplace policy and procedures
      - evacuation
      - securing workplace/building
    - reporting
  - role of personnel in an emergency
  - first aid:
    - basic principles
    - personnel responsible
- apply workplace policy and protocols and regulatory requirements when recording and reporting in relation to incidents, accidents and emergencies