

Training Package	Business Services (BSB07)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
BSBOHS201A	Participate in OHS processes	15

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Competency field	Regulation, Licensing and Risk – Occupational Health and Safety
Application of the unit	This unit applies to individuals who require a fundamental knowledge of OHS to carry out their own work which may be in a defined context under direct supervision or with some individual responsibility. This unit has broad applicability across industries and workplace contexts.
Employability skills	This unit contains employability skills.

Evidence Guide			
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.			
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Method of assessment	Gather information for assessment
Evidence of the following is <u>essential</u> : <ul style="list-style-type: none"> accurately following all relevant safety procedures identifying and reporting hazards to designated personnel knowledge of relevant health and safety legislation knowledge of relevant materials, equipment and work processes. 	Assessment <u>must</u> ensure: <ul style="list-style-type: none"> safety processes, hazards and risk are relevant to the area of work. 	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> analysis of responses to case studies and scenarios demonstration of techniques direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate review of documentation identifying and reporting emergency incidents. 	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none"> other units related to the work environment.

Required Skills and Knowledge		HSC Requirements and Advice
This section describes the skills and knowledge <u>required</u> for this unit.		
<p>Required skills</p> <ul style="list-style-type: none"> • literacy skills to interpret safety signs, symbols and notices • problem solving skills to analyse options in an emergency situation. 	<p>Required knowledge</p> <ul style="list-style-type: none"> • responsibilities of employers and employees under relevant health and safety legislation • emergency procedures including procedures for fires and accidents • commonly used hazard signs and safety symbols. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • consultation and participation • emergency situations/incidents • employee and employer responsibilities • hazard identification and risk control • occupational health and safety (OHS) • OHS legislation and codes of practice • safe work practices and procedures • workplace accidents, injury or impairment

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Work safely	1.1 Follow established <i>safety procedures</i> when conducting work.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below.</p> <p>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) may also be included.</p> <p><i>Safety procedures</i> may include:</p> <ul style="list-style-type: none"> • completing required documentation • local, state and federal legislation • Materials Safety Data Sheets (MSDSs) • National Health and Medical Research Council guidelines • following OH&S guidelines relevant to the work place • maintenance and use of cleaning apparatus in a work environment, such as; <ul style="list-style-type: none"> - disposing of spilled substances, dangerous products, ‘sharps’ and waste correctly - maintaining stocks of cleaning equipment (eg. disposable gloves, liquid repellent aprons, disinfectant) - sterilising and/or disposing of cleaning equipment - using appropriate cleaning equipment to clean spillages and breakages - wearing protective clothing, protective eye wear when in contact with body fluids or chemicals that may splash • using and storing toxic and hazardous materials correctly • keeping workplace clean and tidy • office practice manual • displaying health and safety brochures, magazines and other material • undergoing operator training when using new 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the cost of workplace injury:</p> <ul style="list-style-type: none"> • human • social • economic • organisational. <p>An awareness of sources of information regarding occupational health and safety (OHS) in the workplace including:</p> <ul style="list-style-type: none"> • workplace/organisation policies and procedures • emergency plan • training manuals • WorkCover NSW and Australian Safety and Compensation Council (ASCC) [formerly National Occupational Health and Safety Commission (NOHSC)] publications/safety alerts • legislation/regulations/codes of practice • manufacturer’s specifications. <p>An awareness of the differences between:</p> <ul style="list-style-type: none"> • an act • a regulation • codes of practice. <p>An understanding of the purpose of OHS legislation and codes of practice including:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2000 (NSW)</i> • <i>Occupational Health and Safety Regulations 2001 (NSW)</i> • Codes of practice (WorkCover NSW) <ul style="list-style-type: none"> - OHS Consultation - Risk Assessment - Labelling of Workplace Substances - Storage and Handling of Dangerous Goods. <p>An awareness of employer responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • maintaining places of work under their control in a safe condition, and ensuring safe entrances and exits

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		<p>equipment or processes</p> <ul style="list-style-type: none"> • special guidelines in a medical setting: <ul style="list-style-type: none"> - RACGP Code of Practice for the Management of Health Information in General Practice - RACGP Entry Standards for General Practices - RACGP Sterilisation/Disinfection guidelines for General Practice. 	<ul style="list-style-type: none"> • making arrangements to ensure the safe handling, storage and transport of plant and substances • providing and maintaining systems of work and work environments that are safe and without risks to health • providing information, instruction, training and supervision necessary to ensure the health and safety of employees • providing adequate facilities for the welfare of employees • must not require employees to pay for anything done or provided to meet the requirements of the Act or Regulation • must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare • must ensure the health and safety of visitors or people working who are not employees. <p>An awareness of employee responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • employees must take reasonable care of the health and safety of themselves and others • employees must cooperate with employers in their efforts to comply with occupational health and safety requirements • employees must not interfere with or misuse things provided for the health, safety or welfare of persons at work • employees must not obstruct attempts to give aid or attempts to prevent serious risk to the health and safety of a person at work • employees must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety • employees must not disrupt workplace by creating false health or safety fears. <p>An understanding of safe work practices and procedures including:</p> <ul style="list-style-type: none"> • OHS induction training • selection, use and maintenance of personal protective equipment (PPE)

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			<ul style="list-style-type: none"> • selection of appropriate tools for the task • correct use, maintenance and storage of tools and equipment • correct handling, application, labelling and storage of hazardous and non-hazardous materials • safe posture (sitting, standing, bending and lifting) • correct manual handling (lifting and transferring) • location and use of safety alarms and emergency exits • hazard identification and risk control • access to first aid kits • procedures to follow in the event of an emergency • effective communication and teamwork • adherence to work instructions, workplace/organisation policies and procedures • housekeeping/clean-up procedures, including waste disposal, with proper consideration of OHS and the environment. <p>A knowledge of correct manual handling techniques when:</p> <ul style="list-style-type: none"> • moving • lifting/carrying items <ul style="list-style-type: none"> - individually - in pairs - with a team • using tools/equipment • placing items down • bending and twisting • using mechanical aids/lifting equipment • transferring hazardous materials • undertaking repetitious tasks. <p>An awareness of legal requirements for weight limits.</p> <p>Interpretation of product labels and material safety data sheets (MSDS) for the safe preparation and use of dangerous goods and hazardous substances:</p> <ul style="list-style-type: none"> • directions and precautions for use • recommended dosage and dilution of chemicals • safe handling requirements • first aid

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			<ul style="list-style-type: none"> • calculating quantity required • disposal methods • suitable storage item/container. <p>How and where to obtain required MSDS.</p> <p>Selection and use of standard OHS signs and symbols including:</p> <ul style="list-style-type: none"> • legislative requirements • meaning of colour and shape • appropriate placement and positioning.
	1.2 Carry out pre-start systems and equipment checks in accordance with workplace procedures.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of the importance of:</p> <ul style="list-style-type: none"> • electrical tagging • safety audits.
2 Implement workplace safety requirements	2.1 Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace.	<p><i>Designated persons</i> may include:</p> <ul style="list-style-type: none"> • designated health and safety officers • health and safety representatives • supervisors • managers • team leaders • other persons authorised or nominated by the enterprise or industry. 	<p>Learning experiences for the HSC must address:</p> <p>The importance of acting within level of authority in terms of:</p> <ul style="list-style-type: none"> • taking initiative • problem-solving • decision-making. <p>Knowledge of designated personnel in relation to hazard identification and control within the workplace/organisation.</p> <p>Appropriate person(s) including:</p> <ul style="list-style-type: none"> • supervisor/team leader • manager • trainer • health and safety officer • OHS representative/committee • union representative. <p>An awareness of systems for monitoring and reporting of OHS including:</p> <ul style="list-style-type: none"> • formal/informal • verbal

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			<ul style="list-style-type: none"> • written <ul style="list-style-type: none"> - safety inspection reports - checklists - accident reports - WorkCover NSW notification - registers/logs/files.
	<p>2.2 Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons and record them in accordance with workplace procedures.</p>	<p><i>Hazards</i> may include anything which is a source of:</p> <ul style="list-style-type: none"> • potential harm in terms of human injury or ill health • damage to property • damage to the environment • potential harm in terms of human injury or ill health including: <ul style="list-style-type: none"> - toxic or hazardous materials - hazardous work processes - unsafe work practices - hazardous equipment - unstable personnel • potential harm in a medical setting: <ul style="list-style-type: none"> - blood - breakage/spillage - drug hold-ups - needle sticks - medical emergencies (eg. Falls, bleeding, seizures, fainting, collapses, panic attack, psychosis) - spread of infection • potential sources of infection: <ul style="list-style-type: none"> - breakages - contaminated waste - patients with colds, flu and other infectious diseases - sharps (eg. needles, scalpel blades) - spillage - used dressings, bandages and equipment - unsterilised/poorly sterilised equipment and work surfaces - unwashed hands. 	<p>Learning experiences for the HSC must address:</p> <p>Identification of potential hazards to:</p> <ul style="list-style-type: none"> • self • visitors • colleagues • customers/clients • the general public. <p>A range of hazards including:</p> <ul style="list-style-type: none"> • tools and equipment <ul style="list-style-type: none"> - operation - maintenance • manual handling • materials <ul style="list-style-type: none"> - spills - leakages • work processes/practices • work environment <ul style="list-style-type: none"> - poor lighting and/or ventilation - inadequate amenities - poor housekeeping - fire, chemical and electrical hazards - noise - poor • working <ul style="list-style-type: none"> - alone - with electricity • human factors <ul style="list-style-type: none"> - stress - violence/bullying/playing practical jokes - fatigue - failure to follow procedures - lack of training or experience - carelessness/taking short cuts - poor personal health/hygiene

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			<ul style="list-style-type: none"> - using incorrect techniques/procedures - ignoring safety rules/signs - knowingly using unsafe tools/equipment.
	<p>2.3 Identify and implement workplace procedures and work instructions for controlling risks.</p>		<p>Learning experiences for the HSC must address:</p> <p>An understanding of risk management:</p> <ul style="list-style-type: none"> • identify hazards • assess associated risks • use appropriate control measures to eliminate or minimise risks • monitor and review the control measures. <p>An understanding of the hierarchy of risk control measures:</p> <ul style="list-style-type: none"> • Level 1 – eliminate the risk • Level 2 – minimise the risk by: <ul style="list-style-type: none"> - substituting the system of work/equipment - modifying the system of work/equipment - isolating the hazard - introducing engineering control • Level 3 – other controls: <ul style="list-style-type: none"> - adopt administrative controls and safe work practices - use PPE.
	<p>2.4 Report <i>emergency incidents</i> and injuries to designated persons.</p>	<p><i>Emergency incidents</i> may include:</p> <ul style="list-style-type: none"> • accidents • emergency situations • fire • flood • sudden illness • incidents • external threats. 	<p>Learning experiences for the HSC must address:</p> <p>A definition of:</p> <ul style="list-style-type: none"> • accident • incident. <p>Emergency situations including:</p> <ul style="list-style-type: none"> • bomb threats • accidents/serious injury/illness • fire • robbery/armed hold-up • natural disasters. <p>Causes of common workplace injuries including:</p> <ul style="list-style-type: none"> • workplace hazards • lack of protection and safety equipment • slips, trips and falls

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			<ul style="list-style-type: none"> • poor ergonomics • unrealistic time frames • negligence • medical conditions including epilepsy, diabetes and asthma • exposure to toxic substances. <p>An awareness of a range of potential workplace injuries including:</p> <ul style="list-style-type: none"> • allergic reactions • dislocations and fractures • puncture wounds and cuts • sprains and strains • poisoning • shock. <p>Measures to prevent common workplace accidents, injury or impairment including:</p> <ul style="list-style-type: none"> • following safety procedures accurately • adopting correct posture and manual handling techniques • taking adequate rest breaks • using PPE • correct use of chemicals and dangerous substances/equipment • stress management techniques • safe use of tools, machinery and equipment • procedures to deal with emergency, fire and accidents • risk management.
3 Participate in OHS consultative processes	3.1 Contribute to workplace meetings, inspections or other consultative activities.		<p>Learning experiences for the HSC must address:</p> <p>An acknowledgement that OHS is everyone's responsibility in the workplace.</p> <p>The concept of 'participation' and 'consultation' as it relates to workplace safety and employee rights and responsibilities.</p> <p>An understanding of the election/formation, roles and responsibilities of the OHS representatives or committee in the workplace.</p>

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			<p>An awareness of the roles and functions of key bodies involved in OHS including:</p> <ul style="list-style-type: none"> • WorkCover NSW • ASCC • local councils • unions • professional associations.
	3.2 Raise OHS issues with designated persons in accordance with organisational procedures.		
	3.3 Take actions to eliminate workplace hazards or to reduce <i>risks</i> .	<p>Risk is:</p> <ul style="list-style-type: none"> • the chance of something occurring that will result in injury or damage. 	
4 Follow safety procedures	4.1 Identify and report emergency incidents.		<p>Learning experiences for the HSC must address:</p> <p>Knowledge of emergency contact numbers:</p> <ul style="list-style-type: none"> • ‘000’ – landline number • ‘112’ – mobile phones. <p>How and when to seek assistance.</p> <p>An awareness of the primary role of personnel in an emergency including:</p> <ul style="list-style-type: none"> • first aid officer • safety officer/safety representative • OHS committee member • colleagues • manager/supervisor/team leader • emergency services • WorkCover NSW • union representative. <p>Knowledge of procedures to follow in the event of an emergency including:</p> <ul style="list-style-type: none"> • notification <ul style="list-style-type: none"> - appropriate authorities (emergency services and WorkCover NSW) - colleagues
	4.2 Follow organisational procedures for responding to emergency incidents.		

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			<ul style="list-style-type: none"> - supervisor • workplace/organisation policies and procedures - evacuating - securing the building. • reporting. <p>An awareness of information required by emergency services attending the site including:</p> <ul style="list-style-type: none"> • location • nearest cross-street • nature of the incident • number of casualties • nature of injuries • contact name and number.