

Training Package	Business Services (BSB01)		HSC Requirements and Advice
Title	Follow workplace safety procedures		
Unit code	Field		HSC Indicative Hours
BSBCM106A	—		
Unit descriptor	<p>This unit covers general Occupational Health and Safety requirements in business organisations and is relevant for employees working under direct supervision with no responsibilities for other people. The unit is based on Generic Competency A in the <i>National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards</i> [NOHSC:7025 (1998) 2nd edition].</p> <p>This unit is related to BSBCM211A Participate in workplace safety procedures</p>		<p>0</p> <p>The knowledge and skills required by this unit of competency have been incorporated into the HSC requirements and advice of ICAU3004A <i>Apply occupational health and safety procedures</i>.</p> <p>This unit should be assessed concurrently with ICAU3004A.</p>

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.

Resource Implications	Critical aspects of evidence	Consistency of performance
The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.	<ul style="list-style-type: none"> • ability to follow workplace safety directions/ procedures • recognise and report hazards • raise OHS issues and contribute to participative arrangements for OHS management in the workplace. 	In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.

Evidence Guide cont/d

Knowledge and skills		Context of Assessment/s
<p>Underpinning knowledge: At this level the learner must demonstrate knowledge by recall in a narrow range of areas.</p> <ul style="list-style-type: none"> • relevant legislation from all levels of government which affect business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity • understanding ways in which OHS is managed in the workplace including procedures for fire, emergency, accident and near miss and control of risks • relevant knowledge of workplace hazards • relevant knowledge of designated personnel responsible for reporting OHS concerns • understanding of the meaning of Occupational Health and Safety signs and symbols relevant to area of work. 	<p>Underpinning skills:</p> <ul style="list-style-type: none"> • literacy skills to identify work requirements, hazard identification and reporting procedures; follow written instructions and to interpret Occupational Health and Safety signs and symbols • communication skills to identify lines of communication, request advice, effectively question, follow safety instructions, receive feedback and report hazards in the workplace • problem solving skills to solve routine problems related to hazards in the workplace, while under direct supervision • technology skills to use equipment safely while under direction • ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities. 	<p>Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement.</p> <p>Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package.</p> <p>Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.</p> <p>Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit.</p>

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance Level 1 – at this level, the candidate is required to undertake tasks effectively

Performance Level 2 – at this level, the candidate is required to manage tasks

Performance Level 3 – at this level, the candidate is required to use concepts for evaluating and reshaping tasks

The following Key Competency levels have been considered within the structure of this unit's Performance Criteria.

Key competencies			
	1	Collect, analyse and organise information	1 To identify safety requirements.
	2	Communicate ideas and information	1 To communicate and report OHS issues.
	3	Plan and organise activities	1 To organise own activities in line with OHS procedures while under direction.
	4	Work with others and in teams	1 To contribute to safe workplace practices.
	5	Use mathematical ideas and techniques	1 To record workplace safety information.
	6	Solve problems	1 To recognise and communicate hazards.
	7	Use technology	1 To access relevant workplace safety information.

Elements	Performance criteria	Range Statement
1 Follow workplace safety procedures	1.1 Hazards in the work area are recognised, while under direct supervision and reported to appropriate people according to workplace procedures	
	1.2 Workplace procedures and work instructions for own area of responsibility, for assessing and controlling risks are followed accurately while under direct supervision	<p>Relevant workplace procedures must be under direct supervision and may include:</p> <ul style="list-style-type: none"> • hazard reporting procedures • job procedures and safe work instructions and allocation of responsibilities • emergency procedures • accident and near miss reporting and recording procedures • consultation on occupational health and safety issues • correct selection, use, storage and maintenance procedures for use of personal protective equipment (PPE) • control of risks under direct supervision.
	1.3 Workplace procedures for dealing with incidents (accidents), fire and other emergencies are followed under direct supervision, whenever necessary within the scope of responsibilities and competencies	<p>Hazards identification must be under direct supervision and may include:</p> <ul style="list-style-type: none"> • checking equipment or the work station and work area before work commences and during work • workplace inspections • on-job housekeeping checks. <p>Contributions may include:</p> <ul style="list-style-type: none"> • behaviour that contributes to a safe working environment • identifying and reporting risks or hazards • using business equipment according to guidelines • listening to the ideas and opinions of others in the team • sharing opinions, views, knowledge and skills. <p>Emergencies may include:</p> <ul style="list-style-type: none"> • chemical spills • bomb threats • fire • occupational violence.
2 Contribute to occupational health and safety in the workplace	2.1 Occupational Health and Safety issues are raised with appropriate people in accordance with workplace procedures and relevant Occupational Health and Safety legislation	<p>Legislation, codes and national standards relevant to the workplace which may include:</p> <ul style="list-style-type: none"> • award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government which affect business

Elements	Performance criteria	Range Statement
		<p>operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations, anti-discrimination and diversity</p> <ul style="list-style-type: none"> • relevant industry codes of practice. <p>Appropriate people may include:</p> <ul style="list-style-type: none"> • supervisors • managers • team leaders • designated occupational health and safety officers • health and safety representatives • other persons authorised or nominated by the enterprise or industry to: <ul style="list-style-type: none"> - perform specified work - approved specified work - inspect specified work - direct specified work.
	<p>2.2 Contributions to participative arrangements for Occupational Health and Safety management in the workplace are made within organisational procedures and the scope of responsibilities and competencies</p>	<p>Participative arrangements may include:</p> <ul style="list-style-type: none"> • formal and informal health and safety meetings • meetings called by health and safety representatives • suggestions, requests, reports and concerns put forward to management.