

Training Package	Conservation and Land Management (RTD02), Amenity Horticulture (RTF03) and Rural Production (RTE03)	HSC Requirements and Advice
Title	Follow OHS procedures	
Unit code RTC2701A	<p>This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazard identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under the OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work.</p> <p>Note: The unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.</p>	HSC Indicative Hours 20

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in following Occupational Health and Safety (OHS) procedures requires evidence that hazards have been recognised and reported, that relevant workplace procedures are complied with, and that contributions have been made to participative arrangements. The skills and knowledge required to follow (OHS) procedures must be **transferable** to a range of work environments and contexts. For example, this could include different workplaces, OHS issues, work situations and teams.

What specific knowledge is needed to achieve the performance criteria?	What specific skills are needed to achieve the performance criteria?	Are there other competency standards that could be assessed with this one?	Assessment guide	HSC Requirements and Advice
<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:</p> <ul style="list-style-type: none"> • employee and employer responsibilities under the OHS Act • enterprise procedures relating to hazards, fires, emergencies, accidents, risk control • OHS signs and symbols relevant to area of work. 	<p>To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complimentary skills are required. These include the ability to:</p> <ul style="list-style-type: none"> • follow workplace procedures for hazard identification and risk control • ability to read safety warning signs • observe safety during work operations • participate in arrangements for maintaining health and safety of all people in the workplace. 	<p>This competency standard <u>could</u> be assessed on its own or in combination with other competencies relevant to the job function.</p>	<p>There is essential information about assessing this competency standard for consistent performance and where and how it may be assessed, in the Assessment Guidelines for this Training Package. All users of these competency standards must have access to both the Assessment Guidelines and the relevant Sector Booklet.</p>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • duty of care • eliminate/control risks • emergency services • emergency situations • employee and employer responsibilities • employee and employer rights • hazard identification • health and safety • manual handling • monitoring, reporting and recording • occupational health and safety (OHS) • <i>Occupational Health and Safety Act 2000 (NSW)</i>

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				<ul style="list-style-type: none"> • <i>Occupational Health and Safety Regulations 2001 (NSW)</i> • OHS committee • OHS signs and symbols • participative arrangements • personal protective equipment (PPE) • reporting • risk assessment • safe work practices • safety training • WorkCover.

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
1 Follow workplace procedures for hazard identification and risk control	1.1 Hazards in the workplace are recognised and reported to designated personnel according to enterprise procedures.	<p>The Range of Variables explains the context within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available.</p> <p>For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.</p> <p>What hazards in the workplace may be included?</p>	<p>Learning experiences for the HSC must address:</p> <p>Workplace procedures for hazard identification and control including those specific to enterprises.</p> <p>Knowledge of designated personnel in relation to hazard identification and control within an enterprise.</p> <p>Enterprise and industry policies and procedures for reporting hazards in the workplace including accessing manuals, guides and relevant personnel.</p>
	1.2 Assessment of risk associated with identified hazards is made in accordance with enterprise procedures.	<p>Equipment and machinery operation and maintenance (including powered tools), vehicles, noise, chemicals, gases, manual handling, plants and animals, solar radiation, electricity, overhead hazards including powerlines, confined spaces, tripping hazards, water bodies, firearms, explosives, damaged or broken structures, damaged or worn equipment, items blocking exits, items of equipment in areas used for access, poor surfaces, and spillages and breakages.</p> <p>What risks to people and animals might be relevant?</p> <p>Drowning in waterways, run over and injury associated with vehicles and machinery, machinery entanglement, exposure to noise, splash, scalding, and drift and volatility of chemicals.</p> <p>What procedures may be included?</p>	<p>Learning experiences for the HSC must address:</p> <p>A basic understanding of risk assessment:</p> <ul style="list-style-type: none"> • identify hazards • assess associated risks • strategies to control/eliminate risks. <p>Identification of potential hazards within an organisation or workplace including those related to:</p> <ul style="list-style-type: none"> • tools, equipment and machinery operation and maintenance • vehicles and tractors • manual handling • plants and animals • electricity • handling hazardous substances • outdoor work • confined spaces.
	1.3 Workplace procedures and work instructions for controlling risks are followed accurately.	<p>Hazard policies and procedures, emergency policies and procedures, procedures for use of personal protective clothing and equipment, hazard identification and issue resolution procedures, job procedures and work instructions, reporting procedures, and the installation of workplace safety signage.</p>	<p>Learning experiences for the HSC must address:</p> <p>An awareness of appropriate occupational health and safety (OHS) strategies including:</p> <ul style="list-style-type: none"> • select, use and maintain appropriate personal protective equipment (PPE) • sufficient drinking water • basic first aid training • access to first aid kits • safe work practices and procedures

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		<p>Which OHS emergencies may apply to this unit?</p> <p>Electrocution, fire, flood, chemical spills, storms and cyclones, gases in confined spaces, gas leaks, serious injury associated with tractors, machinery and equipment, animals, vehicles, firearms and grain suffocation.</p>	<ul style="list-style-type: none"> • access to appropriate communication devices • safety signs • environmental policies • emergency plan. <p>Enterprise policies and procedures for risk control including those related to:</p> <ul style="list-style-type: none"> • waterways • vehicles/tractors • tools, machinery and equipment • hazardous substances • electricity • noise • emergencies • work with plants and animals • outdoor work.
	<p>1.4 Workplace procedures for dealing with accidents, fire and emergencies are followed whenever necessary within the scope of responsibilities and competencies.</p>		<p>Learning experiences for the HSC must address:</p> <p>Processes and procedures for dealing with emergency situations in the workplace including:</p> <ul style="list-style-type: none"> • roles/responsibilities of personnel • reporting requirements. <p>Emergencies including:</p> <ul style="list-style-type: none"> • electrical • fire • natural disasters • chemical spills • gas leaks • serious injuries. <p>Notification to appropriate authorities including emergency services and WorkCover.</p>
	<p>1.5 Risks to fellow workers, other people and animals are recognised, and action is taken to eliminate or reduce them.</p>		<p>Learning experiences for the HSC must address:</p> <p>Potential risks to self and others and animals in a range of workplace situations including:</p> <ul style="list-style-type: none"> • emergencies • use of gases in confined spaces • use of machinery and equipment • working with animals.

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	<p>1.6 Employee responsibilities prescribed in OHS legislation are recognised and carried out.</p>	<p>What employee responsibilities in OHS legislation may be included in this unit?</p> <p>Co-operation with the employer/supervisor in any action taken to comply with OHS legislation, taking reasonable care for own health and safety; accepting responsibility for protection of the health and safety of others through avoidance of personal action which puts others at risk. This includes smoking in the workplace, use of substances which modify mood or behaviour, inappropriate behaviour, not wilfully interfering with, or misusing anything provided to protect health and safety, not wilfully placing at risk the health or safety of any person in the workplace.</p>	<p>Learning experiences for the HSC must address:</p> <p>The cost of workplace injury:</p> <ul style="list-style-type: none"> • human • social • economic • organisational. <p>A basic understanding of OHS legislation including:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2000</i> (NSW) • <i>Occupational Health and Safety Regulation 2001</i> (NSW) • <i>Workers Compensation Act 1987</i> (NSW) (as amended) • <i>Workplace Injury Management and Workers Compensation Act 1998</i> (NSW) <p>Employer responsibilities under the OHS Act including:</p> <ul style="list-style-type: none"> • maintaining places of work under their control in a safe condition, and ensuring safe entrances and exits • making arrangements to ensure the safe handling, storage and transport of plants 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 • ensuring costs to satisfy requirements specified under the Act or Regulation are met • must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare • ensuring the health and safety of visitors who are not employees. <p>The following employee responsibilities under the OHS Act:</p> <ul style="list-style-type: none"> • employees must take reasonable care of the health and safety of themselves and others

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			<ul style="list-style-type: none"> • employees must cooperate with employers in their efforts to comply with occupational health and safety requirements • employees must not interfere with or misuse items 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 the workplace by creating false health or safety fears. <p>A basic understanding of the formation, role and responsibilities of the OHS committee in the workplace.</p> <p>Health and safety procedures including:</p> <ul style="list-style-type: none"> • use of personal protective clothing and equipment • safe posture including sitting, standing and bending • manual handling including lifting and transferring • safe work techniques including using machinery and equipment • safe handling of chemicals, poisons and dangerous materials • dealing with emergency, fire and accidents • hazard identification and control.
	<p>1.7 Safety training is undertaken as directed.</p>	<p>What OHS training may be relevant?</p> <p>OHS induction, specific OHS training, safe machinery operation and maintenance, hazard identification and assessment, and safe chemical use.</p>	<p>Learning experiences for the HSC must address:</p> <p>Awareness of a range of enterprise/workplace safety training including:</p> <ul style="list-style-type: none"> • use of machinery • chemical use • OHS induction • hazard identification and assessment.

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2 Observe safe practices during work operations	2.1 Work for which protective clothing or equipment is required is identified and personal protection equipment is used, maintained and stored in accordance with enterprise procedures.	<p>What might be included in workplace for which protective clothing or equipment could be required?</p> <p>Noise associated with plant, machinery and animals, pesticides, dusts, work in the sun, welding and use of grinders. Personal protective equipment (PPE) may include ear, eye and chemical protection, protective clothing, sunscreen lotion, safety harness, and headgear.</p> <p>What procedures may be included?</p> <p>Hazard policies and procedures, emergency policies and procedures, procedures for use of personal protective clothing and equipment, hazard identification and issue resolution procedures, job procedures and work instructions, reporting procedures, and the installation of workplace safety signage.</p>	<p>Learning experiences for the HSC must address:</p> <p>Selection, use, maintenance and storage of personal protective equipment (PPE) for a range of industry contexts including:</p> <ul style="list-style-type: none"> • machinery and equipment use • pesticide/chemical use • working outdoors and indoors • working with plants and animals. <p>Awareness of a range of PPE and their purpose including:</p> <ul style="list-style-type: none"> • footwear • head protection – hard hat, sun hat and helmet • gloves • overalls • apron • respirator • face mask • hearing protection • eye protection – goggles, safety glasses and face guard • sunscreen • waterproof clothing. <p>Importance of correct fitting PPE.</p> <p>Maintenance of PPE according to manufacturer's instructions and enterprise SOP:</p> <ul style="list-style-type: none"> • cleaning and decontamination • correct storage • regular checks for damage • repair/replacement of worn, malfunctioning or damaged equipment/parts • disposal of single-use equipment.
	2.2 Basic safety checks on all machinery and equipment are undertaken before operation according to enterprise procedures.		

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	2.3 Hazards associated with handling of hazardous substances are identified and notified, and risk assessed in accordance with enterprise procedures and OHS requirements.		Learning experiences for the HSC must address: Hazardous substances including: <ul style="list-style-type: none"> chemicals gases waste materials.
	2.4 Noise hazards are identified and notified, and risk assessed in accordance with enterprise procedures and OHS requirements.		
	2.5 Manual handling job risks are assessed prior to activity and work carried out according to currently recommended safe practice.	What could be some of the manual handling hazards? Moving, lifting, shovelling, loading materials, pulling, pushing, up-ending materials, hand tool use, storing materials at heights too high or too low, bending, repetitious tasks, and handling plants and animals.	Learning experiences for the HSC must address: Enterprise procedures to deal with manual handling hazards including: <ul style="list-style-type: none"> moving lifting shovelling hand tool use loading storing at heights bending repetitious tasks handling plants and animals.
	2.6 Information on OHS is accessed as required.	What OHS training may be relevant? OHS induction, specific OHS training, safe machinery operation and maintenance, hazard identification and assessment, and safe chemical use.	Learning experiences for the HSC must address: Sources of information including: <ul style="list-style-type: none"> training manuals enterprise policies and procedures WorkCover documents legislation operator's manuals manufacturer's specifications. An awareness of key bodies involved in OHS including: <ul style="list-style-type: none"> WorkCover Farmsafe Australia Farmsafe (NSW Association). A basic understanding of the following forms

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			of insurance: <ul style="list-style-type: none"> worker's compensation public liability.
3 Participate in arrangements for maintaining health and safety of all people in the workplace	3.1 Individuals have input into on going monitoring and reporting on all aspects of workplace safety.	What may constitute participative arrangements ? OHS committees and team or work group meetings.	Learning experiences for the HSC must address The roles and responsibilities of OHS committees. The concept of 'participation' as it relates to workplace safety and employee responsibilities/ rights.
	3.2 OHS issues are raised with designated personnel in accordance with enterprise procedures and relevant OHS legislation.	What employee responsibilities in OHS legislation may be included in this unit? Co-operation with the employer/supervisor in any action taken to comply with OHS legislation, taking reasonable care for own health and safety; accepting responsibility for protection of the health and safety of others through avoidance of personal action which puts others at risk. This includes smoking in the workplace, use of health and safety, not wilfully placing at risk the substances which modify mood or behaviour, inappropriate behaviour, not wilfully interfering with, or misusing anything provided to protect health or safety of any person in the workplace. What procedures may be included?	Learning experiences for the HSC must address: Monitoring and reporting for OHS including: <ul style="list-style-type: none"> documentation (safety audit forms, accident report and WorkCover forms) registers logs checklists files. OHS issues including: <ul style="list-style-type: none"> unsafe machinery unsafe procedures/practices inadequate facilities OHS hazards.
	3.3 Contributions to participative arrangements in the workplace are made within organisational procedures and scope of responsibilities and competencies.	Hazard policies and procedures, emergency policies and procedures, procedures for use of personal protective clothing and equipment, hazard identification and issue resolution procedures, job procedures and work instructions, reporting procedures, and the installation of workplace safety signage.	
	3.4 Contributions are provided towards the development of effective solutions to control the level of risk associated with enterprise activities.		

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where

0 = not required 1 = perform the process 2 = perform and administer the process 3 = perform, administer and design the process

1. How can communication of ideas and information (1) be applied?	By raising OHS issues verbally with supervisor and others.
2. How can information be collected, analysed and organised (1) ?	By recognising hazards, keeping maintenance records and reporting accidents and dangerous occurrences.
3. How are activities planned and organised (1) ?	Following OHS procedures requires limited planning and organising.
4. How can team work (1) be applied?	Following OHS procedures will require participation with others in a team.
5. How can the use of mathematical ideas and techniques (1) be applied?	To determine liquids and weights used in the workplace.
6. How can problem-solving skills (1) be applied?	To determine appropriate action in emergency.
7. How can the use of technology (1) be applied?	By the use of communication equipment to raise OHS issues.