

**Modification history**

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 8.0.

AHCWHS3X1	Contribute to workplace health and safety processes
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to contribute to workplace health and safety procedures, including applying policies and procedures, assisting in hazard identification and risk control, and observing safe practices during work operations.</p> <p>The unit applies to individuals who contribute to workplace health and safety processes under broad direction, and take responsibility for their own work.</p> <p>All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.</p> <p>NOTES:</p> <ol style="list-style-type: none"> <li>1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the <i>model WHS Laws</i> have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.</li> <li>2. The <i>model WHS laws</i> include the model WHS Act, model WHS Regulations, and model WHS Codes of Practice. See Safe Work Australia for further information.</li> </ol> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Work Health and Safety (WHS)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Apply workplace health and safety policies and procedures	1.1 Make information regarding organisation work health and safety policies and procedures readily accessible to all employees 1.2 Identify and carry out employee responsibilities prescribed in workplace health and safety legislation, regulations and codes of practice 1.3 Identify and carry out employee responsibilities prescribed in workplace health and safety policies and procedures, including emergency procedures
2. Assist in workplace hazard identification and risk control	2.1 Provide and explain information regarding hazard identification and risk control 2.2 Identify and report workplace health and safety hazards according to workplace procedures 2.3 Assess risks associated with identified workplace health and safety hazards 2.4 Follow workplace procedures, safety signs and work instructions for controlling risks 2.5 Identify risks and take action to eliminate or reduce them 2.6 Undertake or provide workplace health and safety training where required

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Observe safe practices during work operations	3.1 Select, fit, use, maintain and store Personal Protective Equipment (PPE) required for work 3.2 Read and follow workplace safety signs 3.3 Identify hazards, assess risks and implement risk controls according to workplace procedures and workplace health and safety requirements 3.4 Access workplace health and safety information for specific work operations
4. Participate in arrangements for maintaining the health and safety of all people in the workplace	4.1 Contribute to ongoing monitoring and reporting of all aspects of workplace health and safety 4.2 Report workplace health and safety issues to designated personnel according to workplace procedures and relevant workplace health and safety legislation 4.3 Contribute to the development of effective solutions to control the level of risk associated with workplace activities

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret workplace health and safety legislation, regulations and codes of practice</li> <li>Interpret workplace notices and workplace safety signs, symbols, labels and work instructions</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Participate in verbal exchanges to report workplace health and safety hazards and risks to designated personnel</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
AHCWHS3X1 Contribute to workplace health and safety processes	AHCWHS301 Contribute to work health and safety processes	Minor changes to unit title and application Major changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a>
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<b>TITLE</b>	<b>Assessment requirements for AHCWHS3X1 Contribute to workplace health and safety processes</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has contributed to workplace health and safety processes on at least one occasion and has:</p> <ul style="list-style-type: none"> <li>• applied workplace health and safety policies and procedures</li> <li>• applied workplace procedures for hazard identification and risk control</li> <li>• read and followed workplace safety signs, symbols, labels and work instructions</li> <li>• participated in arrangements for maintaining the workplace health and safety of all people in the workplace</li> <li>• worked safely during work operations</li> <li>• recorded incidents in the work area according to relevant workplace health and safety legislative requirements</li> <li>• observed and directed others to follow workplace safe working operations</li> <li>• communicated safety information within and to work team.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• relevant employee and employer responsibilities under workplace health and safety legislation, regulations and codes of practice</li> <li>• workplace health and safety policies and procedures, including emergency procedures relating to hazards, fires, emergencies, accidents, and risk control</li> <li>• workplace safety signs, symbols, labels and work instructions relevant to area of work</li> <li>• hazard identification and risk management process, including: <ul style="list-style-type: none"> <li>• risk assessment</li> <li>• risk matrix</li> <li>• hierarchy of controls</li> </ul> </li> <li>• workplace health and safety recording and reporting procedures.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• a workplace setting or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• PPE applicable to area of work</li> <li>• workplace safety signs, symbols, labels and work instructions relevant to area of work</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace health and safety legislation, regulations, codes of practice and workplace procedures relevant to area of work</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• designated personnel.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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