

**BSBOHS201A****Unit Descriptor****Participate in OHS processes**

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.

**Employability Skills**

This unit contains employability skills.

**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.

**Unit Sector**

No sector assigned

**ELEMENT****PERFORMANCE CRITERIA**

- |  |  |
|--|--|
| 1. Work safely                               | 1.1 Follow established <b>safety procedures</b> when conducting work<br>1.2 Carry out pre-start systems and equipment checks in accordance with workplace procedures   |
| 2. Implement workplace safety requirements   | 2.1 Identify <b>designated persons</b> for reporting queries and concerns about safety in the workplace<br>2.2 Identify existing and potential <b>hazards</b> in the workplace, report them to designated persons and record them in accordance with workplace procedures<br>2.3 Identify and implement workplace procedures and work instructions for controlling risks<br>2.4 Report <b>emergency incidents</b> and injuries to designated persons |
| 3. Participate in OHS consultative processes | 3.1 Contribute to workplace meetings, inspections or other consultative activities<br>3.2 Raise OHS issues with designated persons in accordance with organisational procedures<br>3.3 Take actions to eliminate workplace hazards or to reduce <b>risks</b>   |
| 4. Follow safety procedures                  | 4.1 Identify and report emergency incidents<br>4.2 Follow organisational procedures for responding to emergency incidents  |

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

### Required skills

- literacy skills to interpret safety signs, symbols and notices
- problem-solving skills to analyse options in an emergency situation.

### Required knowledge

- 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.

## RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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.

Safety procedures may include:

- completing required documentaiton
- local, state and federal legislation
- Materials Safety Data Sheets (MSDSs)
- National Health and Medical Research Council guidelines
- maintenance and use of cleaning apparatus in a medical environment, such as;
  - 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
- keeping reception and work areas clean in a medical environment, such as;
  - attending to spillages and breakages promptly
  - cleaning and sanitising floor and bench surfaces
  - cleaning and tidying toilets and lunch room
  - keeping access routes clear and free of clutter
  - laundering linen
  - placing files in appropriate trays/locations
  - preparing examination rooms for patients
  - processing patient notes/records/files/reports/results promptly
- tidying brochures, magazines and other display materials
- office practice manual
- special guidelines in a medical setting:
  - 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
- variances in different workplaces

Designated persons may include:

- designated health and safety officers
- health and safety representatives
- specialist personnel in a medical setting;
  - doctor
  - nurse
  - practice manager
- supervisors

Hazards may include anything which is a source of:

- potential harm in terms of human injury or ill health
- damage to property
- damage to the environment
- or a combination of these
- potential harm in a medical setting:
  - 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:
  - 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

Risk is:

- chance of something occurring that will result in injury or damage

Emergency incidents may include:

- accidents
- emergency situations
- fire
- incidents
- external threats

## 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.

### Overview of assessment

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- accurately following all relevant safety procedures
- identifying and reporting hazards to designated personnel
- knowledge of relevant health and safety legislation.

**Context of and specific resources for assessment**

Assessment must ensure:

- safety processes, hazards and risk are relevant to the area of work.

**Method of assessment**

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- 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.

**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other units related to the work environment.