Contents

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

Section 2: Unit of competency information

2.1 Unit of competency

BSBWHS201 Contribute to health and safety of self and others

Modification history

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

It applies to individuals who require a basic knowledge of WHS to carry out work in a defined context under direct supervision or with some individual responsibility, in a range of industry and workplace contexts.

NOTE: 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 Model WHS Act has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Prerequisite units

None

2.2 Unit of competency assessment requirements

Assessment requirements for BSBWHS201 Contribute to health and safety of self and others

Modification history

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance evidence	Evidence of the ability to: • follow all relevant procedures and instructions relating to work health and safety (WHS) and emergency incidents • identify and report hazards to designated personnel • contribute to WHS consultative processes. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge evidence	To complete the unit requirements safely and effectively, the individual must:
	• explain workplace safety procedures and instructions including:
	  – checking systems and equipment
	  – conducting routine work operations
	  – requirements for personal protective equipment (PPE)
	  – how to report incidents and injuries
	• explain emergency procedures including those for fires and incidents
	• define the meaning of commonly used hazard signs and safety symbols
	• summarise the duty holder responsibilities, as specified in WHS Acts, regulations and codes of practice, of:
	  – self and fellow workers
	  – persons conducting businesses or undertakings (PCBUs)
	  – officers
	  – others in the workplace
	• explain the difference between hazards and risks
	• describe typical WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
	• outline the process of hazard identification and risk reduction.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBWHS201 Contribute to health and safety of self and others*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic: Work safely	
Suggested time allocation: 10 hours **Suggested resources**: • Recommended reading • Slide presentation software	**Slide nos**: 2–21
Recommended reading	**Terminology checklist**
Aspire learner guide *BSBWHS201 Contribute to health and safety of self and others*, Release 1 Topic 1: Work safely	• WHS • Risk • Hazard • PCBU • HSR • HSC • PPE • Standard precautions
Suggested training strategies	
• Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for *BSBWHS201 Contribute to health and safety of self and others*. The appendices of the learner guide provide details of the elements, performance criteria and performance and knowledge evidence that are required to demonstrate competence in this unit. You may wish to discuss recognition of prior learning processes with learners at this stage.	
• Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit.	
• Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment.	

3.3 Learning mapping

BSBWHS201 Contribute to health and safety of self and others, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Work safely	Topic 1: Work safely	n/a	n/a
1.1 Follow provided safety procedures and instructions when working	1A Follow safety procedures	1	LC 1: Part A 1, 2, 3, 6, 7
1.2 Carry out pre start systems and equipment checks according to workplace procedures	1B Check systems and equipment	2	LC1: Part A 1, 4, 5, 7
1.3 Follow workplace procedures for responding to emergency incidents	1C Follow procedures for responding to emergency incidents	1, 3	LC1: Part B
Element 2: Implement work safety requirements	Topic 2: Implement work safety requirements	n/a	n/a
2.1 Identify designated persons to whom queries and concerns about safety in the workplace should be directed	2A Report WHS queries and concerns	4	LC 2: 2
2.2 Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures	2B Identify, report and record hazards	4, 5	LC 2: 1, 2, 3
2.3 Identify and implement WHS procedures and work instructions	2C Identify and implement WHS procedures	6	LC 2: 4, 5
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures	2D Identify and report emergency incidents and injuries	7	LC 2: 5
2.5 Identify WHS duty holders and their duties for own work area	2E Identify WHS duty holders	8	LC 2: 6

3.5 Solutions to practice tasks

Practice task 1

Example response to Question 1

Work health and safety (WHS) glossary	
Biohazard	A biohazard is any organism, or material of biological origin, that causes harm to humans, plants, animals or the environment.
Consultation	Consultation usually occurs at organised meetings with HSRs or HSC members, team leaders, supervisors, managers and other staff members. Consultative activities provide workers with the opportunity to raise WHS issues. This may involve discussing any reported risks, hazards and injuries and determining an appropriate strategy to deal with them.
Duty of care	Duty of care is a legal obligation to ensure that no-one in the workplace is harmed by your actions or omissions. The PCBU and workers have health and safety rights and responsibilities based on the concept of duty of care.
Hazard	A hazard is a situation or item that could cause harm.
Hazard control	Hazard control refers to the steps taken to minimise, reduce or remove risk of hazards.
Hazard or risk register	A hazard or risk register collates all WHS incidents, and records how incidents were responded to.
Housekeeping	Housekeeping refers to the tasks undertaken to keep the general environment clean, organised and safe.
HSR	Health and safety representatives (HSRs) are the person/s within your organisation designated to manage WHS issues.
Manual handling	Manual handling refers to using your body to lift a heavy load or weight.
Noise pollution	Noise pollution is intrusive or prolonged noise in the environment. Exposure to loud noise can cause permanent hearing damage and/ or stress.
PPE	Personal protective equipment (PPE) such as gloves, an apron, a mask or glasses are worn to ensure safety.
PCBU	A person conducting a business or undertaking (PCBU) is your employer, and is responsible for ensuring WHS compliance. As a PCBU, an employer has a primary duty of care and workers have a duty to take reasonable care.
Risk	A risk is the likelihood that exposure to a hazard will cause harm, injury, trauma or ill health.

Section 4: Assessment

4.1 Assessment approach

Assessment is all about collecting evidence and making decisions as to whether or not a learner has achieved competency. Assessment confirms that the learner can perform to the expected workplace standard, as outlined in the units of competency.

This section contains marking guidance for the final assessment tasks in the corresponding Aspire learner guide.

It is an important responsibility of trainers and assessors to complete the assessment records themselves. This ensures all additional assessment activities deemed appropriate, outside those in the Aspire learner guide, are included in these records.

All assessment activities should be undertaken in conjunction with your training organisation's relevant course training and assessment strategy, policies and procedures.

4.3 Assessment mapping

BSBWHS201 Contribute to health and safety of self and others, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Work safely					
1.1 Follow provided safety procedures and instructions when working	Q1, Q2, Q3, Q4			O1	O1
1.2 Carry out pre start systems and equipment checks according to workplace procedures	Q5			O2	O2
1.3 Follow workplace procedures for responding to emergency incidents	Q6, Q7			O3	O3
Element 2: Implement work safety requirements					
2.1 Identify designated persons to whom queries and concerns about safety in the workplace should be directed	Q8				
2.2 Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures	Q10, Q11, Q12	P1	P1	O4	O4
2.3 Identify and implement WHS procedures and work instructions	Q12, Q13			O5	O5
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures				O6	O6

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	*BSBWHS201 Contribute to health and safety of self and others*, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		

Assessment tasks:		**Satisfactorily completed**
	Part A – Questioning	❑
	❑ Part B – Project: Completing WHS forms at BizOps Enterprises OR ❑ Part C – Project: Completing WHS forms at work	❑
	❑ Part D – Observation OR ❑ Part E – Third-party report	❑