

UNIT OUTLINE



HLTWHS001 PARTICIPATE IN WORKPLACE HEALTH AND SAFETY

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others. The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

UNIT OBJECTIVES

On successful completion of this unit you will be able to:

1. Follow safe work practices
2. Implement safe work practices
3. Contribute to safe work practices in the workplace
4. Reflect on own safe work practices

TRAINING AND SKILL PRACTICE

You will receive a copy of the McGraw Hill textbook "The Early Childhood Educator for Certificate III" which includes in indepth look at this unit in Part 2, Chapter 5.

To support your training, you will be given a series of activities to complete which include research the required policies and procedure for the child care industry relevant to WHS, identify hazards within your work place, understanding and participate in workplace emergency procedures, completing work role activities using work safe practices, completing incident/accident and other WHS reports accurately, reflecting on your own safe work practices, participating with WHS meetings, inspections or reviews, completing risk assessments.

You are required to practice skills such as communication, research, reading, analysis, reporting and observation.

ASSESSMENT TASKS

For this unit assessment consists of a theory test, projects, workplace observations and evidence gathering which build on the skills and knowledge required to ensure you are actively participating in workplace health and safety. Assessment will ensure that you are able to identify and understand workplace health and safety regulations, procedures and reporting standards as relevant to your industry and your work role. You will be required to complete a workplace risk assessment and participate in WHS meeetings or inspections. You will be required to consistently apply safe practices at all times during your day-to-day activities including following simulated emergency procedures.

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FEEDBACK

Regular feedback is encouraged, and you can provide this to your Trainer at each visit or you are welcome to forward your comments direct to our administrative team. There is also a feedback section on our website which provides another option for you.

Should you wish to make a complaint or lodge an appeal please refer to your Terms and Conditions or our website for information on the procedure for this.

AVAILABLE SUPPORT

Your Trainer is available to you from 8:30am to 4:30pm each weekday and will provide you their contact details.

Alternately our office is available 8:30am to 4:30pm each weekday and our CEO is available 24 / 7.

Full contact details for our team are available on our website.

REFERENCE MATERIAL

You will need access to current legislation, regulations and codes of practice relevant to the child care industry.

You will need access to Personal protective Equipment relevant to your work role.

You will need access to centre standards, policies and procedures for WHS.

Other reference material to support your training and assessment is listed at the end of the relevant textbook chapter.