

# UNIT OUTLINE



## HLTWHS003 MAINTAIN WORK HEALTH AND SAFETY

This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team. This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.

### UNIT OBJECTIVES

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

1. Contribute to workplace procedures for identifying hazards and controlling risks
2. Implement policies and procedures into work team processes
3. Support consultation, cooperation and communication

### TRAINING AND SKILL PRACTICE

You will receive a copy of the McGraw Hill textbook "The Early Childhood Educator for Diploma" which includes an in-depth look at this unit in Part 1, Chapter 1.

To support your training, you will be given a series of activities to complete which include research and understanding the responsibilities of the child care service in relation to maintaining workplace health and safety, understanding the hierarchy of risk control, completing workplace risk assessments, communication information to others regarding WHS, monitoring housekeeping practices, researching how to use, store and maintain PPE, demonstrating correct use of PPE to others, maintaining incident records, encouraging others to participate in WHS activities, developing emergency plans.

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, and evidence gathering which build on the skills and knowledge required to ensure you are actively maintaining 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, reporting incident and accidents, encourage, support and communicate to others the requirements and procedures for effective WHS within the service. You will develop and participate in effective 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 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.