

## MATRIX SITXWHS001 Participate in safe work practices

**KBT** = Knowledge based test

**PD** = Practical demonstration

**P** = Project(s)

**S** = Simulation

Element	Performance Criteria		Assessment tool		
			KBT	PRO	PD
1. Work safely	1.1	Follow organisational health and safety procedures	1	1, 2, 3,4	✓
	1.2	Incorporate safe work practices into own workplace activities.	2	1, 2, 3	✓
	1.3	Follow safety directions of supervisors, managers and workplace safety warning signs		1, 2, 4	✓
	1.4	Use personal protective equipment and clothing or designated uniform	3		✓
	1.5	Promptly report unsafe work practices, issues and breaches of health, safety and security procedures.	7	2, 3	✓
	1.6	Identify and remove hazards from immediate workplace area and report all workplace hazards as they arise.	4,5,6	3	✓
2. Follow procedures for emergency situations	2.1	Recognise emergency and potential emergency situations.	8	3	
	2.2	Follow organisational security and emergency procedures.	11,12,14	1, 2,4	✓
	2.3	Seek assistance from colleagues or authorities during emergency situations.	9	2	✓
	2.4	Complete emergency incident reports accurately, following organisational procedures.	12	2	
3. Participate in organisational WHS practices	3.1	Participate in WHS management practices developed by the organisation to ensure a safe workplace	1, 2, 3, 6, 7	1, 2, 3,4	
	3.2	Actively participate in the WHS consultation processes		2, 3	
	3.3	Report WHS issues and concerns as they arise	6,7	2, 3	

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Foundation Skills			Assessment Tool		
Skill	Performance criteria	Description	KBT	PRO	PD
Oral communication	1.5, 1.6, 2.3, 3.1, 3.2, 3.3	report hazards and emergency incidents according to organisational procedures.		2	✓
Reading skills to	1.1, 1.3, 2.2, 2.4, 3.1, 3.2,	interpret workplace safety signs, procedures and emergency evacuation plans.		1, 2, 4	
Writing skills to	1.5, 2.2, 2.4, 3.1, 3.2, 3.3	complete basic template reports about hazards and emergency incidents according to organisational procedures		2, 3,	

Performance Evidence		Assessment Tool		
		KBT	PRO	PD
demonstrate the use of predetermined health, safety and security procedures and safe work practices in work functions on at least three occasions				✓
demonstrate correct procedures to respond in line with organisational security and emergency procedures during one emergency or potential emergency situation, seeking assistance where appropriate			2	✓
participate in one of the following work health and safety (WHS) consultation activities: <ul style="list-style-type: none"> <li>discussion with, or formal report to, WHS representatives regarding a WHS matter</li> <li>discussion with supervisor or manager regarding a WHS matter</li> <li>staff meeting that involves WHS discussion.</li> </ul>			2	

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Knowledge Evidence	Assessment Tool		
To complete the unit requirements safely and effectively, the individual must:	KBT	PRO	PD
<p>basic aspects of the relevant state or territory occupational health and safety (OHS) or WHS legislation:</p> <ul style="list-style-type: none"> <li>• actions that must be adhered to by businesses</li> <li>• employer responsibilities</li> <li>• employee responsibilities to participate in WHS practices</li> <li>• employee responsibility to ensure safety of self, other workers and other people in the workplace within the scope of own work role</li> </ul> <p>ramifications of failure to observe OHS or WHS legislation and organisational policies and procedures</p>	10, 12,15	1, 2, 3, 4	
<p>specific industry sector and organisation:</p> <ul style="list-style-type: none"> <li>• workplace hazards and associated health, safety and security risks</li> <li>• contents of health, safety and security procedures relating to: <ul style="list-style-type: none"> <li>• evacuation of staff and customers</li> <li>• security management of cash, documents, equipment, keys or people</li> </ul> </li> <li>• format and use of template reports for hazards and incident and accident reporting</li> <li>• safe work practices for individual job roles</li> <li>• procedures for WHS management practices: <ul style="list-style-type: none"> <li>• hazard identification</li> <li>• WHS induction training</li> <li>• safe work practice training</li> </ul> </li> <li>• suggesting inclusions for WHS policies and procedures.</li> </ul>	1, 2,3,4,5 6,7, 11, 12,14	1, 2, 3, 4	

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Assessment Conditions	Assessment Tool
<p>Skills must be demonstrated in a hospitality industry service environment. This can be:</p> <ul style="list-style-type: none"> <li>• an industry workplace</li> <li>• a simulated industry environment or activity for which information on the hospitality industry is sourced.</li> </ul> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• current plain English regulatory documents distributed by the local WHS government regulator</li> <li>• codes of practice and standards issued by government regulators or industry groups</li> <li>• WHS information and business management manuals issued by industry associations or commercial publishers</li> <li>• current commercial policies, procedures and template documents used for managing WHS practices.</li> </ul>	

Dimensions of Competency	Assessment Tool		
	KBT	PRO	PD
• Task skills		1, 2, 3, 4	1, 2, 3, 4, 5, 6, 7, 8
• Task management skills		1, 2, 3, 4	2, 6, 8
• Contingency management skills		2, 3	2, 5, 7, 8
• Job role environment skills		1, 2, 3, 4	1, 2, 3, 4, 5, 6, 7, 8