



HLTWHS001

**Participate in workplace
health and safety**

LEARNING ACTIVITY BOOKLET



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Overview

HLTWHS001 - Participate in workplace health and safety (Release 3)

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.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

A complete copy of the above unit of competency can be downloaded from the TGA website:

<https://training.gov.au/training/details/HLTWHS001>

Learner Instructions

This Learning Activity Booklet contains formative activities that learners will complete in the classroom or a similar environment.

These formative activities include knowledge questions to test your underpinning generic knowledge and practical activities to test your skills relevant to the unit/s of competency.

These formative assessments are used by your trainer to complement both the learning and training processes, and to evaluate how you are progressing throughout these processes.

You may reference your Learner Guide and other learning materials to complete the activities included in this workbook.

IMPORTANT:

The completion of the formative assessments and learning activities included in this workbook DOES NOT lead to a Qualification or a Statement of Attainment (SOA).

Learner Information

Learner name	
Phone	
Email	

Trainer Information

Trainer name	
RTO name	
RTO phone	
RTO email	

Resources Required

Resources needed to complete activities included in this workbook include:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader
- Learner guide

Work Health and Safety

Both the trainers and learners have duty of care in ensuring that the learning environment is free from hazards that may pose risks to their health and safety.

According to WHS legislation, trainers and learners must take reasonable care while undertaking the activities included in this workbook in the learning environment.

Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that learners with disabilities have:

- The same learning opportunities as learners without disabilities, and
- The same opportunity to perform and complete assessments as those without disabilities.

Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure learner needs continue to be met

Assistive/Adaptive Technologies

Assistive/adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, and digital note-takers.

(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)

IMPORTANT:

Reasonable adjustment made for collecting learner assessment evidence must not impact the standard expected by the workplace, as expressed by the relevant unit/s of competency. For example, if the assessment were gathering evidence of the learner’s competency in writing, allowing the learner to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.

Formative Activities

I. Follow Safe Work Practices

Activity 1.1

True or False

Review the statements below about following safe work practices. Indicate whether each statement is True or False.

Tick the box that corresponds to your answer.

<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	i. Health hazards are mainly associated with manual handling, faulty equipment, and fire.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	ii. One manual handling safety measure is to minimise lifting where possible.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iii. A hazardous substance is any solid, dust, liquid or gas that may cause harm to you.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iv. The evacuation plan should include instructions on how to proceed to the designated assembly area.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	v. In the event of a bomb threat, it is important to hang up on the caller and alert emergency services as quickly as possible.

Activity 1.2

Briefly define *duty of care*.

II. Implement Safe Work Practices

Activity 2.1

True or False

Review the statements below about implementing safe work practices. Indicate whether each statement is True or False.

Tick the box that corresponds to your answer.

<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	i. If an incident results in serious injury or illness, your organisation must report it to WHS authorities.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	ii. When a risk to health or safety is identified, workers must initially report the matter to their direct supervisor, or their health and safety representative.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iii. A concussion is characterised by skin pain and discolouration caused by breaking of blood vessels.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iv. The health and safety representative (HSR) can help employees in recording incidents and injuries.
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE	v. The main purpose of reporting incidents is so that the organisation has a record of the incident.

Activity 2.2

Matching Type

Identify the injury being described in each statement below.

SELECTION
Strain
Burn
Sprain
Fracture
Abrasion

Description	
	i. Breaking of bones
	ii. Tearing of muscles due to overstretching
	iii. Stretching or tearing of ligaments
	iv. Damage to layers of the skin and/or tissue caused by friction or heat
	v. Open skin wound caused by the rubbing of skin against a rough surface

Activity 2.3

Briefly explain the difference between *policies* and *procedures*.

III. Contribute to Safe Work Practices in the Workplace

Activity 3.1

Fill in the blanks

The following are statements relevant to contributing to safe work practices. Review each and complete the statement by filling in the missing words/phrases.

i.	Raising WHS issues is covered in _____ of the Work Health and Safety Act 2011. Workers must be _____ during the process of handling WHS issues.
ii.	WHS committees and _____ are involved in all safe work practices. They have a significant role in meeting obligations in providing a safe workplace. The WHS committee provides a forum for both management and _____ to consult about workplace hazards.
iii.	_____ are held regularly to discuss how to maintain health and safety in relation to specific work tasks. The frequency of these meetings will depend on the _____.
iv.	A _____ is an individual who has been appointed by a regulator. They may conduct an inspection to monitor compliance, investigate an incident or assist with _____.
v.	Consultative activities start with the election of a _____ or the formation of a _____.

Activity 3.2

List three matters that your employer may consult you about in order to help in the development of safe workplace policies and procedures.

i.
ii.
iii.







IV. Reflect on Own Safe Work Practices

Activity 4.1

Matching Type

Shown below are different safety signs commonly seen in a workplace.

Identify each safety sign by selecting your answer from the drop-down list below.

		
Choose an item.	Choose an item.	Choose an item.
		
Choose an item.	Choose an item.	Choose an item.

Activity 4.2

Explain how stress becomes a hazard.

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