

| | | |
|--|---|--------------------------|
| UNIT TITLE: IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY PROCEDURES | | NOMINAL HOURS: 35 |
| UNIT NUMBER: D1.HRS.CL1.07 D1.HOT.CL1.03 D2.TCC.CL1.03 | | |
| UNIT DESCRIPTOR: This unit deals with the skills and knowledge required to implement occupational health and safety procedures in a range of settings within the in the hotel and travel industries workplace context | | |
| ELEMENTS AND PERFORMANCE CRITERIA | UNIT VARIABLE AND ASSESSMENT GUIDE | |
| <p>Element 1: Provide information on health and safety procedures</p> <p>1.1 Explain <i>relevant health and safety information</i>, including enterprise specific details, accurately and clearly to staff</p> <p>1.2 Make health and safety information accessible to staff</p> <p>Element 2: Implement and monitor procedures for controlling hazards and risks</p> <p>2.1 Identify and report workplace <i>hazards and risks</i> promptly by maintaining close contact with day to day workplace operations</p> <p>2.2 Implement and monitor risk <i>control procedures</i> in accordance with enterprise and legal requirements</p> <p>2.3 Evaluate and adjust risk control procedures as required</p> <p>Element 3: Implement and monitor health and safety training</p> <p>3.1 Identify health and safety training needs through regular workplace monitoring</p> | <p>Unit Variables</p> <p>The Unit Variables provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.</p> <p>This unit applies to implementing occupational health and safety procedures in a range of settings within the labor divisions of the hotel and travel industries and may include:</p> <ol style="list-style-type: none"> 1. Front Office 2. Housekeeping 3. Food and Beverage Service 4. Food Production 5. Travel Agencies 6. Tour Operation <p><i>Relevant health and safety information</i> may include:</p> <ul style="list-style-type: none"> • roles and responsibilities of personnel • legal obligations • participative arrangements for health and safety • location of relevant health and safety information, procedures and policies • specific risks and necessary control measures • codes of practice. <p><i>Hazards and risks</i> may include:</p> <ul style="list-style-type: none"> • fire and emergency • crowd related risks | |

3.2 Arrange *training interventions* as appropriate on a timely basis

Element 4: Maintain health and safety records

4.1 Complete *records* accurately in accordance with enterprise and legal requirements

4.2 Aggregate information and data from work area records are used to identify hazards and monitor risk control procedures in work area

- bomb scares
- theft and armed robbery
- equipment failure
- pests
- equipment related hazards
- manual handling
- slips, trips and falls
- drugs and alcohol in the workplace
- violence in the workplace
- hazardous substances.

Control procedures may include:

- eliminate
- substitute
- engineering controls
- administrative controls
- personal protective clothing and equipment.

Training interventions may include:

- workshops
- information sessions
- fact sheets and other literature
- mentoring
- lectures
- practical demonstrations
- health and safety team meetings.

Records may include:

- health and safety injury register

- number of near-misses
- health and safety improvement ideas submitted by team members
- medical records
- health and safety training records
- team member hazards reports.

Assessment Guide

The following skills and knowledge must be assessed as part of this unit:

- the enterprise's policies and procedures in regard to implementing health and safety
- understanding of the basic principles of health and safety, including risk identification, assessment and control
- demonstrated ability to monitor health and safety within the context of an established system where policies, procedures and programs to control health and safety already exist.

Linkages To Other Units

This is a core unit that underpins effective performance in all other units. Combined training and assessment may be appropriate.

Critical Aspects of Assessment

Evidence of the following is essential:

- the ability to identify potential occupational health and safety problems and take appropriate corrective action
- demonstrated understanding of legal requirements and the principles occupational health and safety
- demonstrated ability to maintain a safe working environment using appropriate risk control procedures.

Resource Implications

Training and assessment to include access to a real or simulated workplace; access to workplace standards, procedures, policies, guidelines, tools and equipment.

Context of Assessment

This unit may be assessed on or off the job:

- assessment should include practical demonstration of occupational health and safety procedures either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge
- assessment must relate to the individual's work area or area of responsibility
- assessment should include practical demonstration of the ability to implement occupational health and safety procedures either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge
- assessment must include project or work activities that allow the candidate to respond to multiple and varying occupational health and safety situations that require the application of health and safety policies, procedures and laws.

Assessment Methods

The following methods may be used to assess competency for this unit:

- case studies
- observation of practical candidate performance
- oral and written questions
- portfolio evidence
- problem solving
- role plays
- third party reports completed by a supervisor
- project and assignment work.

Key Competencies in this Unit

Level 1 = competence to undertake tasks effectively

Level 2 = competence to manage tasks

Level 3 = competence to use concepts for evaluating

| Key Competencies | Level | Examples |
|--|--------------|--|
| Collecting, organizing and analyzing information | 2 | Implement procedures correctly |
| Communicating ideas and information | 2 | Communicate health and safety messages and procedures to team members |
| Planning and organizing activities | 2 | Prioritize actions |
| Working with others and in teams | 2 | Identify and implement opportunities for health and safety improvements |
| Using mathematical ideas and techniques | - | |
| Solving problems | 2 | Use relevant enterprise procedures to resolve health and safety problems |
| Using technology | - | |