

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

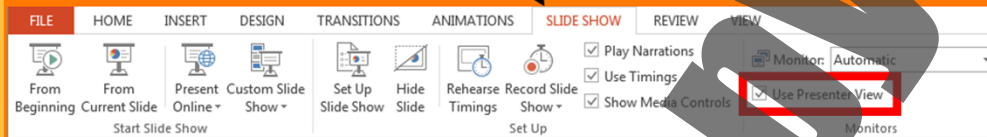
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Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



HTWHS003
MAINTAIN WORK HEALTH AND SAFETY



TRAINING
PRESENTATION

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Training Presentation Sections

Click on a box to go to that section.



Section 1 - Policies and Procedures for Maintaining Work Health and Safety



Section 2 - Contribute to Workplace Procedures for Identifying Hazards and Controlling Risks



Section 3 - Implement WHS Policies and Procedures into Team Processes



Section 4 - Support Consultation and Communication

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Section 1:
Policies and Procedures for
Maintaining Work Health and
Safety



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1.1 Introduction

This training course is based on the national unit of competency **HLTWHS003 - Maintain Work Health and Safety**.

In this training course, you will gain the skills and knowledge to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.



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1.1 Introduction

Topics covered in this training course include:

- ◆ Work health and safety legislation.
- ◆ Procedures for controlling hazards and risks.
- ◆ Procedures for emergency situations.

Keeping workers safe from dangers on the job is the foundation of workplace health and safety. It includes identifying and recording hazards, controlling risks, consulting with and supporting workers.



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1.1.1 WHS Terms and Definitions

Below is a summary of common terms and definitions you will come across in this course:

Term	Definition
Duty Holder	Duty holders are PCBUs, workers, officers and others who have responsibilities under the Work Health and Safety Act.
Hazard	A thing or situation that has the potential to harm a person.
Hierarchy of Hazard Control	The order in which controls should be considered when selecting methods of reducing risk.

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Continued...

1.1.1 WHS Terms and Definitions

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Incident	An event that results in injury, illness, harm or damage, or an event that could have caused any of these adverse outcomes.
Manual Handling	All activities that require movement of the body such as lifting, bending, carrying, pushing, and pulling.
PCBU	Person Conducting a Business or Undertaking.
PPE	Personal Protective Equipment.

Term and Definition ...Continued

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Reasonably Practicable	Action that is, or was at a particular time, reasonably able to be done to help ensure health and safety.
Risk	The possibility of harm (death, injury or illness) occurring if someone was exposed to a hazard.
WHS	Workplace health and safety.

Term and Definition ...Continued

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WHS - Workplace health and safety.

1.2 Work Health and Safety Policies and Procedures

It is important that you stay up to date with current Commonwealth, state or territory Work Health and Safety (WHS) Acts and legislation as well as regulations and Codes of Practice. Other relevant information you will need to be familiar with includes organisational WHS policies and systems and documents such as industry standards.



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1.2.1 Work Health and Safety and the Law

The key elements of work health and safety law in Australia are:



The national body in charge of developing work health and safety policy and workers' compensation policy is Safe Work Australia.

The key elements of work health and safety law in Australia are Laws (or Acts), Regulations, Standards and Codes of Practice.

This is explained further below:

Laws – Laws (or Acts) are broad rules made by governments and courts which apply to everyone. There are consequences for not following the law because they help to keep everyone safe.

Regulations – Regulations support laws by providing more detailed information on the duties different people must follow to comply with the law.

Standards – Standards detail technical specifications or procedures to establish minimum requirements for how work is to be completed.

Codes of Practice – Codes of practice guide individuals on how to meet their 'duty of care' responsibilities.

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1.2.1.1 The WHS Act

The Work Health and Safety Act 2011 (WHS Act) is the formal, broad description of work health and safety law in Australia at the Commonwealth or national level. It sets out the key principles, duties, obligations and rights for each duty holder under the law.



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1.2.1.1 The WHS Act

The key aims of the WHS Act are:

- ◆ Secure the health, safety and welfare of people at work.
- ◆ Protect the public from health and safety risks arising from the business' activities.
- ◆ Eliminate or minimise workplace risks at the source.
- ◆ Ensure fair and effective representation, consultation and cooperation with workers.
- ◆ Provide effective compliance and enforcement measures.



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1.2.1.2 WHS Regulations

WHS Regulations support the broad framework in the WHS Act. They:

- ◆ Detail what is required to support the duties in the Act.
- ◆ Specify the way some duties must be carried out.
- ◆ Set requirements of the Act, such as licences for specific activities.
- ◆ Set requirements for particular hazards and risks such as noise and manual handling.



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1.2.1.2 WHS Regulations

It is particularly important to understand the regulatory requirements relevant to your industry and work site. For health care workers, these include:

- ◆ Regulations related to the control of infectious disease.
- ◆ Regulations related to manual handling, which include tasks such as lifting and moving patients.
- ◆ Regulations related to the safe handling, storage and disposal of hazardous substances such as disinfectants and many medicines.



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1.2.1.3 Industry Standards

Industry standards are published documents designed to help ensure safety, performance and reliability through the specifications of goods, services and systems. There are Australian and international standards, as well as standards developed by regulators and by professional industry associations.



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1.2.1.3 Industry Standards

As an example, in the health care sector, there are industry standards for the personal protective equipment used by health care workers to control infection, such as gloves, eye and face protection. There are also industry standards for work conditions such as noise in the workplace.

Standards are not law but they support the WHS Act, Regulations and Codes of Practice by helping to keep goods, services and systems safe.



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Section 1 Review Questions

1. Which of the following sets out the framework for work health and safety laws in broad formal terms?
- Laws (Acts).
 - Regulations.
 - Codes of Practice.
 - Industry standards.



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- a. Laws (Acts).
 - b. Regulations.
 - c. Codes of Practice.
 - d. Industry standards.
- a. Laws (Acts).



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