



SFICORE104A Meet workplace health
and safety requirements

Aquaculture

This is an optional resource supporting the implementation of the Seafood Training Package -
Aquaculture (SF100) and development of competency at Certificate I - Diploma level.

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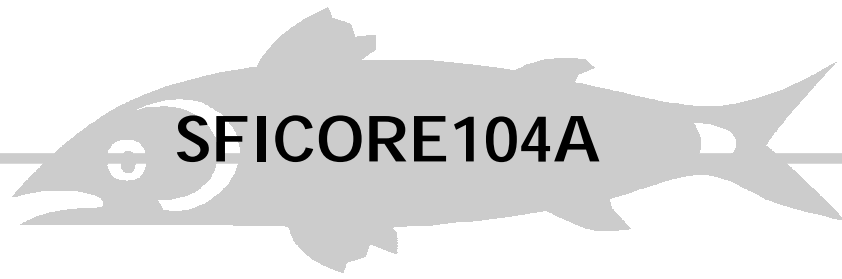
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**Meet workplace
health and safety
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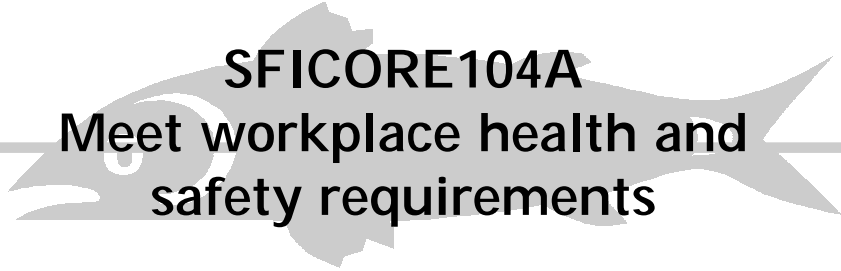
Aquaculture Unit

Spencer Institute of TAFE - South Australia

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas.

Key Competencies

| Communicating ideas & information | Collecting, analysing & organising information | Planning & organising activities | Working with others and in teams | Using mathematical ideas and techniques | Solving problems | Using technology |
|-----------------------------------|--|----------------------------------|----------------------------------|---|------------------|------------------|
| Level 1 | 2 | 2 | 2 | 1 | 2 | 1 |

A grey silhouette of a fish is positioned behind the title text. The fish is facing left and has a slightly open mouth.

SFICORE104A

Meet workplace health and safety requirements

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Introduction

The unit of study you are about to start addresses a unit of competency from the Seafood Industry Training Package (SFI00) and makes up part of the Certificate II in Aquaculture.

This unit is called *Meet workplace health and safety requirements*.

This unit requires workers to follow defined occupational health and safety policies and procedures relating to work being undertaken in order to ensure their own safety and that of others in the workplace.

This unit is divided into 3 sections:

Element of Competency 1 – Follow workplace procedures for hazard identification and risk control

Element of Competency 2 – Render appropriate emergency procedures

Element of Competency 3 – Participate in arrangements for maintaining health and safety of all people in the workplace

You must demonstrate competence in the performance criteria for each element of competency that will be outlined at the beginning of each section. When you have finished a section you can start the assessment for that element or you may be asked to complete the assessment when you have finished all of the elements.


Self-check activities

Activities have been placed throughout the reading material. These activities are not assessed, but they do help you to apply your new ideas and concepts.

The more you practise throughout each element, the more confident you will feel about doing the assessment.

Symbols

Each time you come to a place in the text that says **Self Check Activity 1** there is a self check activity for you to complete.

Each time you see this symbol  it means you can check the answers to the self check activities.



Assessment

The assessment for this unit can be found in the back of this book.

The assessment for this unit may include oral, written and practical assessment.

To achieve competency in this unit you must successfully complete all required assessment tasks.

This unit allows you to complete the work in both on and off-the-job mode.

If you have to complete a practical demonstration it may take place on-the-job, off-the-job or in the form of a simulation or role-play.

Recognition of current competencies (RCC)

If you think that you can already demonstrate competence in this unit, you may discuss the possibility of doing an 'up front assessment' with your facilitator. This means that your skills and knowledge can be assessed before you start the unit. If you are competent in all elements, you won't have to complete this unit.

Getting help from your facilitator

If you have any difficulties and need to ask for help or advice at any stage throughout this unit, don't be afraid to contact your facilitator. They are there to help you work through your problems and make sure that you are on the right track.





Element of Competency 1

**Follow workplace
procedures for hazard
identification and
risk control**

Introduction

Welcome to Element of Competency 1 of *Meet workplace health and safety requirements*. This element asks you to 'follow workplace procedures for hazard identification and risk control'. In order to do this you must demonstrate competency in relation to each of the following performance criteria:

- recognise hazards in the work area and report them to designated personnel according to workplace procedures
- follow workplace procedures and work instructions for controlling risks accurately
- undertake basic safety checks before operation of all machinery and vehicles and report hazards to appropriate supervisor
- identify work for which protective clothing or equipment is required and perform these duties using appropriate protective clothing or equipment in accordance with workplace policies and procedures
- assess risk prior to performing manual handling jobs and carry out work according to currently recommended safe practices and procedures
- identify risks to bystanders and take action to reduce risk associated with jobs in the workplace
- follow procedures and work instructions for controlling risk at all times.

You need to demonstrate competence and/or provide evidence in these areas.

What is workplace health and safety?

No matter what the workplace, whether it be an office or factory, there will be hazards present. These hazards may be as minor as a paper cut on your finger in an office, ranging in severity up to major hazards such as loss of limb(s) or death in a factory. Although a majority of workplaces share the same hazards, each workplace usually has some extra hazards that are unique to that particular workplace. Usually, these hazards can be avoided or reduced.

There is government legislation which states the appropriate health and safety regulations for workplaces which aim to reduce the risk of hazards. Many enterprises also have extra health and safety (OH&S) regulations that form part of a Code of Practice in that particular industry and must also be followed. However, many people still die or are injured from workplace accidents each year, so follow the guidelines and don't become another statistic.





Workplace hazards and risks

There are many hazards in any workplace but what is the difference between a hazard and a risk?

- **Hazard** means a **source** of potential harm or injury, for example a knife.
- **Risk** refers to the **chance** of being hurt or injured (or killed in some cases), the chance of a hazard hurting you.

So, continuing with the knife example, the knife is a hazard. The chance (risk) of the knife (hazard) hurting you depends on many things. For example, if you use the knife (hazard) wrongly, ie: cutting towards you instead of away from you with bare hands, then the risk (chance of getting hurt) is very high. If you use the knife the right way, ie: cutting away from you – following instructions, and wear chainmail gloves or other protective gloves (protective equipment) that can't be cut or punctured by the knife, then the risk (chance of you getting hurt by the hazard) will be very low.

The concepts of following workplace procedures such as equipment instructions and protective equipment will be explained later (Element of Competency 2). Just because the knife is a hazard, it doesn't mean that you will instantly get hurt or killed every time you use it – just that the knife has the **potential** for harm or injury. Of course, there are some hazards that have a very high risk of harming you, such as exposed live wires, but again, there are ways of dealing with the hazard to reduce risk.

These are the definitions of hazard and risk that will be used throughout this unit of competency. That is the vital part of occupational health and safety and workplace safety –

reducing or removing risk (chance of getting hurt or injured) of hazards (sources of harm or injury) that you must deal with in your workplace.

Now that you know the difference between hazard and risk, we shall look at some examples of hazards in the workplace. These examples will be explained over the page:

- plant and machinery operation and maintenance
- vehicles/vessels
- noise
- chemicals
- manual handling
- dust
- solar radiation
- electricity
- waterways

- contaminants
- dangerous organisms.

Many of these hazards will result in loss of limbs, injury to person, even death if the proper guidelines for use are not followed. Your enterprise will have enterprise guidelines as well as occupational health and safety guidelines that must be followed with regard to the following examples.

Plant and machinery operation and maintenance

Plants and machines must be used and maintained properly. Every enterprise will have guidelines, as stated by law (occupational health and safety guidelines) as well as enterprise specific guidelines that will tell you how to use and maintain the plants and machinery properly without injury. The hazards that occur in plant and machinery operation and maintenance are:

- electrocution (where high voltage is in use to power machinery, when a power substation or generator is on site, when water is close to electricity)
- limbs, hair or clothing getting caught in machinery.

The risk of these hazards can be reduced by:

- wearing protective clothing
- tying back loose hair or clothing.

Vehicles/vessels

The hazards here may not only be to the operator (ie: person using machinery) but also to bystanders. Examples of hazards apparent when using vehicles or vessels include:

- falling out of vehicle or vessel (drowning if falling out of vessel)
- damaging materials, structure or other people whilst driving the vehicle or vessels (running people over, hitting buildings), also resulting in injury to yourself and damage to vehicle or vessel
- electrocution from hitting overhead powerlines whilst towing tall machinery or vessels.

These hazards can be avoided or minimised by:

- the use of appropriate safety equipment (seatbelts, helmets, life jackets/ buoyancy vests etc)
- following the correct instructions/guidelines as per enterprise procedures and occupational health and safety guidelines.





Noise

Again, it may be your use of machinery or equipment that results in the noise (which is unavoidable) or it could be work that other people on site are doing that causes the noise. Various steps can be taken to reduce or eliminate this risk including:

- operators wearing earmuffs
- notifying other people of the noise so they can avoid the area where possible.

Chemicals

Chemicals will be a hazard to you and any bystanders if used incorrectly. There are many types of chemicals that may be used in the workplace such as:

- antibiotics or other therapeutic agents (fungicides) used to treat stock for infection or infestation from diseases or pests
- insecticides or herbicides, poisons (eg: rat poison)
- cleaning agents such as detergents
- petrol, oil or other flammable liquids or solvents.

Such hazards include:

- poisoning from chemicals used to spray areas (disinfecting area, treating stock for infections or infestations)
- chemical burns to exposed skin, or lungs and airways if inhaled (breathed in)
- loss or reduction of eyesight if chemicals splash in eyes
- burns if flammable chemicals ignite.

All of these hazards can be avoided or minimised by:

- following the correct instructions/guidelines regarding preparation, use, cleaning, and wearing protective clothing (goggles, gloves, mask, aspirator, boots etc where applicable) as per enterprise procedures and occupational health and safety guidelines
- notifying other people of the use of chemicals so they can avoid the area where possible.

Chemicals should have **Material Safety Data Sheets (MSDS)** (governed by law) which state their hazard risk and methods that should be used to reduce or eliminate risk. Your enterprise and occupational health and safety guidelines for using a particular chemical will cover these important points from the MSDS sheets.

Manual handling

There is legislation as part of OH&S guidelines that define the maximum weight that a person can lift. Ultimately, use your commonsense – if you are a small person, you can probably not lift the same amount as someone who is taller than you. If in doubt, get help either from someone else or use machinery/equipment to help you. There are proper ways of lifting things – remember to bend the knees. The following examples of a hazard could lead to back injury or dropping the item(s) resulting in injury to yourself (especially if it lands on your toe!) and usually the item:

- lifting an item that is too heavy
- lifting too many items at once or items which aren't properly secured.

Ways of reducing or eliminating these hazards include:

- not lifting more than you can carry or more than the guidelines specify, whichever one is the **lighter** weight
- using trolleys (sack trolleys etc) or forklifts to lift items
- following the correct instructions/guidelines as per enterprise procedures and occupational health and safety guidelines.

Dust

There may be many types of dust in a workplace, usually defined as being a fine powder substance. Dust can be caused by:

- machinery: depending on the substance you may be cutting such as metal or wood
- dirt or soil: if earthmoving or windy conditions on site
- particles in the air accumulating in a certain place.

The hazards of dust are:

- fire (if dust accumulates in machinery, or if airfilters are not cleaned regularly)
- contamination of product (dust can contain bacteria or fungus which may contaminate food product, leading to food poisoning, or poor product quality)
- choking from dust getting into airways (throat, lungs etc) even asphyxiation in severe cases
- infection from contaminated dust getting into airways (throat, lungs etc)
- eye irritation or infection from dust getting in eyes, which may lead to reduction of eyesight in severe cases.





As mentioned previously, the best ways of avoiding or reducing risk include:

- following the correct instructions/guidelines, and wearing protective clothing (goggles, gloves, mask, aspirator, boots etc where applicable) as per enterprise procedures and OH&S guidelines
- regular cleaning and maintenance of equipment and regular cleaning of areas where dust accumulates
- removal of dust as soon as it is produced by machinery.

Solar radiation

One of the main hazards of solar radiation is skin cancer. Skin cancer kills many Australians each year and many of those deaths are preventable. When working outside, even on a cloudy day, you must be aware of the hazards of solar radiation:

- skin cancer
- eye damage or reduced eyesight.

Ways of reducing or eliminating these hazards include:

- following the correct instructions/guidelines, and wearing protective clothing (sunscreen, long sleeves, hat ('slip, slop, slap'), sunglasses etc where applicable) as per enterprise procedures and OH&S guidelines
- reducing the amount of time spent in the sun, or do tasks under a protective awning such as shade cloth or verandah.

Electricity

As well as electricity being a hazard on its own, it is also a hazard in conjunction with water. The main hazards when dealing with electricity are:

- electrocution from faulty machinery, frayed or damaged electrical cords – electrocution can be fatal
- electrocution from water coming into contact with electrical objects that aren't properly waterproof
- burns from electrocution.

As mentioned previously, the best ways of avoiding or reducing risk include:

- following the correct instructions/guidelines, and wearing protective clothing (goggles, gloves, mask, boots etc where applicable) as per enterprise procedures and OH&S guidelines
- checking that all electrical cords and wires are in good condition before using machinery or appliances.

Waterways

The waterways referred to here can be natural (rivers, streams, creeks, sea) or man-made (large raceways, canals etc). Waterways can be a hazard whether you are on a boat or other type of vessel, or having to cross or pass by the waterways. The main hazards with waterways include:

- drowning by falling off a vessel or tripping and falling into a waterway
- damage to yourself or the vessel if you hit an obstacle such as tree root or branch that is submerged (or not clearly visible) in the waterway
- contaminants in the waterway may lead to illness (see 'Contaminants').

Ways of reducing or eliminating these hazards include:

- following the correct instructions/guidelines, and wearing protective clothing (life jackets etc) where applicable, as per enterprise procedures and OH&S guidelines.

Contaminants

As mentioned previously, contaminants may be present in waterways, or any liquid and could be physical, chemical or biological (see 'Dangerous organisms'). The main hazards when dealing with contaminants are:

- chemical burns from chemical contaminants (corrosive substances such as some concentrated cleaning products)
- illness due to infection by biological contaminants (bacteria, fungi, viruses), for example if water is contaminated by sewerage
- injury from physical contaminants (eg: broken glass).

The best ways of avoiding or reducing risk from contaminants include:

- following the correct instructions/guidelines, and wearing protective clothing (goggles, gloves, mask, boots etc where applicable) as per enterprise procedures and OH&S guidelines.

Dangerous organisms

Dangerous organisms can be anywhere: waterways, water, on surfaces or benches, on fish or fish products whether the fish are sick or not. Types of dangerous organisms may include:

- microscopic organisms such as bacteria, fungi, viruses
- larger organisms such as insects, spiders, rats, mice, which bite you.



The hazards of dangerous organisms include:

- poisoning
- general illness and/or infection, which may have permanent effects such as kidney or liver damage
- in extreme cases, the above conditions can result in death within 24-48 hours.

The best ways of avoiding or reducing risk of dangerous organisms include following the correct instructions/guidelines and wearing protective clothing (goggles, gloves, mask, boots etc where applicable) as per enterprise procedures and OH&S guidelines.

In summary, there are many types of hazards in the workplace that you must be aware of: environmental (sunburn, biological contamination, water, lightning, dust); mechanical (machines, vehicles); chemical (pesticides, insecticides, antibiotics etc); and electrical. The list mentioned here is just a guide: you should follow your enterprise procedures for the appropriate hazards in your workplace and the appropriate ways of minimising or preventing these hazards.

Self Check Activity 1

List the hazards and risks in your workplace.

Recognising and identifying hazards

So now that you know what hazards are, how do you go about identifying and recognising them? There are a variety of ways of recognising and identifying hazards including:

- checking equipment or the work area before work commences and during work
- workplace inspections
- housekeeping
- contaminants
- hygiene risks
- environmental risks.



These ways of identifying and recognising hazards will be explained below, with examples.

Checking equipment or the work area before work commences and during work

Commonsense says that you will check your work area or equipment before and during work. It is also workplace safety and OH&S requirements and also a **legal** requirement. It may be the case that your workplace or equipment was safe when you started work, but during work something happens and it is no longer safe. You must stop work (immediately in most cases) and not start work again until the equipment or area is safe again – your workplace procedures will guide you on this.

There are several ways of making sure your work area or equipment are safe before and during work by checking that:

- water will not be present when using non-waterproof equipment that is powered by electricity (ie: no water on floor if power cords present, no rain if using non-waterproof equipment outside)
- power cords of electrical appliances are not damaged or frayed, are not an obstacle or likely to be tripped over or get caught in other machinery or vehicles
- no visible sign of damage is present, eg: that no parts of the machinery are broken or missing.

Workplace inspections

Workplace inspections are usually carried out by government departments to check that the facilities meet the guidelines for workplace and occupational health and safety of the workers and also the general public in the case of food processing plants. If a facility does not meet the guidelines, they are usually given a written warning and possibly a fine and required to meet the guidelines within a short place of time. Premises may be shut down and required to stop trading if the guidelines are still not met. Hence, workplace inspections are a serious business - you must do your part to meet the workplace and occupational health and safety guidelines in your work area or you may not have a job at all!





Housekeeping

Housekeeping may include different things depending on the facility, but most will include such activities as:

- keeping records: government regulations state that various types of records must be kept, but other workplace records may include husbandry and management of stock such as feeding times, flow rate etc
- regular cleaning of equipment, surfaces and work areas
- regular servicing and maintenance of equipment, machinery and vessels.

Contaminants

Contaminants exist in many forms: chemical, physical or biological. Ways of detecting contaminants include:

- visual - behaviour of fish or colour of water may change if there are certain contaminants in the water (for example, algae will turn the water green or brown in extreme cases), presence of sores or fungal/bacterial growth on stock
- chemical - regular checks of chemical levels in the water such as oxygen and nitrogen or ammonia has two purposes, as it will detect changes in the levels of the chemicals tested for and also the presence of some contaminant indirectly if it causes changes in the levels of the oxygen etc
- physical - presence of broken glass or bits of machinery, machinery not working properly and/or sounding 'funny' due to air in hydraulics, fuel lines clogged or air lock in water pipes.

Hygiene risks

As stated previously, bacteria and microscopic organisms are everywhere: air, work surfaces, stock and you. Most of them are not harmful, or not harmful if naturally occurring on your skin, but if they enter your bloodstream via a wound they may even kill you. Hence, prevention is better than cure! Since you carry micro-organisms which may be harmful to others if food is contaminated with these organisms, then you must follow the appropriate procedures to reduce contamination. Ways of identifying hygiene risks include:

- assuming all biological things (stock, you, insects, rodents etc) carry potentially harmful micro-organisms, such that if any biological thing is present, then you can assume there is a very high risk of potentially harmful micro-organisms being present too

- checking to see if the means you need to reduce hygiene risks are available (such as soap, taps and basin, appropriate protective clothing such as hair nets, beard nets, clothing, gloves, boots, disinfecting or sterilising agents) – if these means are not present, you will not be able to reduce or eliminate hygiene risks.

Environmental risks

A broad definition of this is anything from outside your workplace that may enter your workplace or affect your workplace and become hazardous. This may be the weather, soil carried in on crates or boots, animals or insects from outside the workplace that enter it. Ways of identifying these risks include checking:

- weather conditions – chance of rain, wind, lightning etc if it is starting to rain, then don't use non-waterproofed electrical appliances outside, also boat use is dangerous in stormy weather conditions
- work area for evidence of soil, faeces (evidence of animals such as rats, insects).

So, there are many ways of identifying and recognising risks by checking equipment or the work area before work commences and during work, workplace inspections for contaminants, hygiene risks, environmental risks and good housekeeping. The examples here are just a guide - ultimately, your workplace and occupational health and safety procedures will state what measures you must take to identify and recognise risks.

Assessing risk

Good workplace safety involves assessing risk, as well as being able to identify and recognise that a hazard exists. Assessing a risk involves working out the best way to carry out the task whilst minimising or preventing the risk. Two examples of this are listed and will be explained below:

- manual handling
- risks to bystanders.

Manual handling

As mentioned previously, manual handling is a hazard you must be aware of in the workplace. Assessing the risks in this case are determining:

- the safe amount/weight that you can lift without injuring yourself
- the correct way to lift the object(s).



There are OH&S guidelines which state what are the maximum weights that can be safely lifted. Your workplace procedures will also state the weight that can be lifted and the ways to lift the object(s) - these guidelines **must** be followed. Use your commonsense too, just because it is stated what the maximum weight limit is, if that is more than you can safely carry due to your build, then don't carry that weight – carry what is a safe weight for you. Also, remember that there are sack trolleys and even forklifts to carry the heavy items. Examples of the kinds of manual handling you might encounter are moving, lifting or carrying bags/drums/cartons/crates.

Remember, it is better to ask your colleague to help you lift something safely than carry something by yourself that will injure you. If you do lift something that is heavier than you can safely manage, you risk injury or damage to:

- yourself
- other people if the object(s) drops on them
- equipment or appliances
- the work area (damaged walls etc)
- the object itself.

Your workplace procedures will guide you on the weights that you can carry and how to carry them safely, and remember to use your commonsense.

Risks to bystanders

So far, workplace safety has mostly been concentrated on you. However, you must always keep in mind and assess the risk to bystanders of the task you are doing. It is all very well that you have identified the hazards, assessed the risk, are wearing the protecting clothing and using the protective equipment – but what about anyone that happens to walk past, or use the same area after you? Hence, when assessing risk, you must not only take into account the risk to you, the area, equipment etc, but also to bystanders. Bystanders are people who are:

- not directly involved in the task you are doing but may be doing another task in the same area at the **same** time as you
- will be doing the same task as you or a different task in the same area at a **different** time (after you have gone)
- passing through the area you are working, as their task involves being in different areas at different times, or passing through to the area of their next task.

Many tasks that you do may result in the following risk to bystanders including:

- run over and injury associated with vehicles / vessels
- exposure to noise, chemicals, pesticides
- slips / falls/ spills.



Your enterprise procedures will state ways of reducing risk to bystanders. This will usually include:

1. Considering the effect of the task you are doing on bystanders - will there be lots of noise, sparks, fumes, spray from chemicals?
2. Notifying other staff that your task may be hazardous to bystanders, giving the details of the hazard (ie: noise), the duration of the task and the hazard and the place where the hazard will be, and any appropriate action the bystanders need to take to reduce risk (ie: don't walk through that area unless you really have to, then wear protective gear etc).

Whatever their reason for being in the same area as you, albeit briefly, bystanders are still covered by the same workplace and occupational health and safety practices that cover you. You **must** always take their safety into account.

Reporting hazards

So far this element has looked at what hazards are, how to identify them, how to assess hazards, such as manual handling and hazards to bystanders as a result of the task that you are doing. Although some hazards are always present, sometimes a new hazard may appear. Examples of a hazard may be:

- oil or water spilt on the floor
- damage to building after a storm – exposed wires, unsafe structures
- obstacles in the main walkways or stairs – boxes, power cords etc.

It is all very well to know that a hazard is present, and for you to take appropriate action so that it does not harm you, but if you don't tell anyone that hazard may harm someone else! So what do you do about it? You must report hazards to a designated person. A designated person is someone who has been assigned to deal with reports of hazards. This designated person may be one or many of the following:

- supervisors, managers and team leaders
- enterprise occupational health and safety personnel
- other persons authorised or nominated by the enterprise or industry to perform, approve, inspect or direct specified work.

You will be notified when you commence work at your facility as to who the designated person is – your enterprise procedures will also state who the designated person is. It is part of your **responsibility** in maintaining workplace and occupational health and safety to ensure that any hazards that you identify are reported to the designated person. How would you feel if the hazard you had spotted but did not report resulted in the injury or death of someone else?



Self Check Activity 2

Find out who is the designated person at your workplace to report hazards to and write their name here.

Controlling risk - the importance of workplace procedures and instructions

You have learnt what a hazard is, how to identify it, how to assess the risk of a hazard and to whom you should report the hazard. But how do you control the risk of the hazard? The main way of controlling risk in the workplace is to follow workplace procedures and instructions. These regulations have been designed by government to ensure you have a safe workplace. Workplace procedures and instructions include:

- hazard policies and procedures
- emergency policies and procedures
- procedures for use of personal protective clothing and equipment
- job procedures and work instructions.

The legal basis and requirement of many of these procedures will be discussed below.

Hazard policies and procedures

Throughout this element, we have referred to hazard policies and procedures. Each enterprise will have:

- policies stating what hazards are present in the workplace - physical, chemical, biological and mechanical hazards
- the correct procedures and instructions for working with hazards and minimising or preventing the risk of the hazard.

Hazards may be anything from mechanical (vehicles) to biological (dangerous organisms such as bacteria) - see the 'Hazards' section for a reminder of what hazards may be present in the workplace. However, your workplace procedures will give the most accurate guide for what hazards occur in your workplace and how to minimise their risk and these instructions **must** be followed. For example, ways to minimise the risk of solar radiation include wearing a hat and having long sleeves whilst working outdoors in the sun.



Emergency policies and procedures

Emergency policies and procedures in your workplace state what to do in an emergency. Emergencies that may occur include:

- fire
- power failure
- an infestation or infection of stock by pests, predators or diseases
- water shortage
- storms such as cyclones, high winds, heavy rain, lightning strikes.

For example (and this is meant as an example only and by no means representative of what might occur), in the event of a fire:

1. A warning siren should sound.
2. You should go to your nearest exit and meet with other workers in prearranged area.
3. Designated people (fire wardens) take roll calls to ensure that everyone is present and not trapped in the building, and check the building to ensure everyone has left.
4. Designated people will meet the fire brigade and lead them to the fire.
5. Designated people will ensure that the building is safe before anyone is allowed back in the building or facility.

As stated previously, it is vitally important that you are guided by **your** workplace procedures on what to do in an emergency and you follow the instructions **accurately**.

Self Check Activity 3

List one of the emergency procedures at your workplace.

Procedures for use of personal protective clothing and equipment

Various tasks that you do will involve the use of personal protective clothing and equipment. This is to ensure that the risk involved in dealing with the hazards of that task are minimised or prevented as much as possible. Use of protective clothing was mentioned in the 'Hazards' section but will be highlighted again here to remind you.



Examples of hazards that require personal protective clothing and equipment include:

- work in the sun (hat, sunscreen, long sleeves, sunglasses)
- noise (ear muffs)
- chemicals / pesticides (protective suits, gloves, masks etc)
- noise associated with plant and machinery (ear muffs)
- protection from seafood offal/blood/dangerous organisms (protective suits, gloves, masks etc, washing hands)
- diving (wetsuits, gloves, tanks, etc)
- complying with enterprise food safety or risk management plan (personal hygiene requirements such as no coughing, spitting etc, washing hands, protective clothing, no jewellery, etc).

The examples here are given as a guide only – you must follow **your** workplace procedures on what tasks require the use of protective clothing and equipment and you must follow the instructions **accurately**.

Examples of protective clothing and equipment have been mentioned in previous sections, but are listed again here to remind you:

- goggles
- masks
- helmets
- hair and beard nets
- gloves (latex, chainmail, non-slip rubber, heat-protective)
- boots (rubber or neoprene)
- wetsuits
- aspirators, breathing apparatus, gas masks.

Again, the examples here are given as a guide only – you must follow **your** workplace procedures on what tasks require the use of protective clothing and equipment and you must follow the instructions **accurately**.

Self Check Activity 4

List a task that requires the use of protective clothing or equipment.
List what the protective clothing or equipment is.



Job procedures and work instructions

Every enterprise will have job procedures and work instructions for tasks that are essential to the running of the facility. These are important to ensure that the jobs are done **properly** and **safely**. Examples of job procedures and work instructions include:

- using certain pieces of equipment (ie: a fire extinguisher) or a vessel or vehicle
- carrying out tasks (how to fillet a fish properly or how much and how often to feed the stock)
- methods of record keeping (recording flow rates, temperatures, dissolved oxygen levels).

You must follow your enterprise job procedures and work instructions. As mentioned several times throughout this unit, there are government, industry and workplace regulations that cover workplace and occupational health and safety. Your safety and that of others depends on it, as well as the proper functioning of the facility. Your safety at work is protected by law – you should be aware of your rights to a safe workplace.

You should also be aware of the consequences if you don't follow the guidelines such as:

- you risk your safety and that of others, resulting in injury or even death
- workplace fines, demotion or you may lose your job
- legal implications such as fines and/or imprisonment.

Self Check Activity 5

Give an example of a job procedure or workplace instruction.



Review

The idea of workplace safety was explained. The concept of hazards in the work area was introduced, and examples given as well as ways of identifying hazards.

The importance of hazard identification in terms of avoiding injury was emphasised. The importance of following instructions accurately and in the correct order was also stressed. Reporting potential hazards to a designated person as well as preventative measures to avoid injury were emphasised. Examples of hazards were given and explained.

The need for protective clothing or equipment was explained (as a preventative measure) and examples given of protective clothing or equipment required for a variety of work situations.

Occupational health and safety guidelines (and commonsense) cover manual handling jobs such as lifting and maximum weights have been defined and should be adhered to. The legal as well as personal implications of not following the guidelines was briefly mentioned.

The definition of manual handling jobs and examples was given. The need for assistance in lifting, carrying and moving was outlined as well as potential injury if procedures were not followed.

Students were reminded that the hazards may not be to them but to bystanders and examples were given. The fact that the bystanders may not be currently in the work area but may be at a later stage was highlighted – for example, notifying others when spraying chemicals etc.

The legal requirements as well as implications to self and others of injury or prosecution of not following these job procedures and work instructions was discussed.





Element of Competency 2

**Render appropriate
emergency procedures**

Introduction

Welcome to Element of Competency 2 of *Meet workplace health and safety requirements*. This element asks you to 'render appropriate emergency procedures'. In order to do this you must demonstrate competency in relation to each of the following performance criteria:

- maintain the necessary knowledge of and ability to follow procedures for dealing with accidents, fires and other emergencies, including communicating location and directions to emergency personnel
- follow emergency procedures in accordance with enterprise standards and procedures
- use emergency equipment in accordance with manufacturer's specifications and workplace standards and procedures
- notify appropriate authorities, according to company policy.

You need to demonstrate competence and/or provide evidence in these areas.

Emergency procedures

You have already seen that workplaces have job procedures and instructions to ensure that jobs are done correctly and safely. But what happens in an emergency? Again, your enterprise will have procedures that state what to do in the event of an emergency. Examples of emergencies are listed and explained below:

- electrocution
- fire
- flood
- chemical spills
- injuries associated with machines, vehicles, vessels, diving
- injuries associated with dangerous organisms (bites, stings, poisoning etc).

Electrocution

Electrocution occurs when electricity becomes unsafe. This can happen when:

- non-waterproof electrical appliances are exposed to water
- power cords are damaged
- live wires are exposed due to storm or building damage
- protective casings/housings on electrical appliances are cracked or broken.



Electrocution can be minor or it can be fatal. You should follow your enterprise guidelines to ensure that the risk of electrocution is minimised and you know what to do if you find someone who appears to be electrocuted. The main thing to remember if you find someone who is electrocuted is to:

- switch off power source **before** you touch the victim
- or, if you cannot do that, move the victim away from the power source using a wooden broom (not metal - metal will conduct the electricity and you will be electrocuted too!).

Your enterprise procedures will tell you how to deal with electrocution and must be followed.

Fire

Fire is one of the most common types of emergencies across all workplaces. However, there are different types of fires:

- chemical
- non-chemical (electrical or paper).

The type of fire is important as it determines how the fire is treated. The use of water in chemical or electrical fires will make the fire worse! Hence, chemical fire extinguishers must be used. However, water can be used to successfully treat paper fires. Fire blankets can also be used when it is a small fire that can be smothered.

Flood

As well as the physical damage that water can do during a flood, it can also lead to electrical shortages or electrocution risk. Surfaces, tanks etc may become contaminated by the flood water, especially if there is a sewerage spill. Stock may escape from pens or tanks, or stock health may suffer from influx of fresh water if stock is a salt water or brackish water species.

Your enterprise procedures will tell you how to deal with floods and must be followed.



Chemical spills

Depending on the chemical, the damage may be minor or life-threatening. The severity of the spill and the subsequent emergency procedure will be determined by the:

- type of chemical: gas, liquid, or solid (pellets, powder)
- flammability of chemical: reactivity with air/oxygen or water, proximity to flames or sparks or other flammable liquids.

All chemicals have Material Safety Data Sheets (MSDS), which will state how to deal with the chemicals safely and your workplace procedures will incorporate this information into the emergency procedures, and must be followed.

Injuries associated with machines, vehicles, vessels, diving

Injuries associated with machines, vehicles and vessels may not just be to yourself but also to other people (ie: bystanders – see Element of Competency 1). These injuries may be minor, and just require first aid only, or could require a trip to hospital, or in the extreme case be fatal. The injuries associated with diving may also range from minor to fatal. Your workplace procedures will state what to do in the event of injuries associated with machines, vehicles, vessels and diving.

Injuries associated with dangerous organisms (bites, stings, poisoning etc)

Element of Competency 1 discussed the types of dangerous organisms that you may encounter in your workplace. Exposure to various dangerous organisms such as rats, mice, spiders, insects could lead to bites, stings and poisoning. Exposure to infectious agents such as bacteria can also lead to poisoning as well as general ill health from fungi and viruses.

Your workplace procedures will state what to do in the event of injuries associated with dangerous organisms.

So in summary, there are a variety of emergencies that can occur in the workplace. However, what to do in these emergencies will be covered by the emergency procedures at your workplace.

Self Check Activity 6

List the emergency procedures in your workplace (eg: fire, bomb threat).



What to do in the event of an emergency

As listed, there are many emergencies that happen in the workplace. So what do you do when an emergency happens? The first thing to remember is **don't panic!** Your workplace will provide you with:

- procedures on what to do in the event of an emergency
- regular drills and training of what to do in various emergencies
- notices in conspicuous or obvious places on what to do, who to call etc.

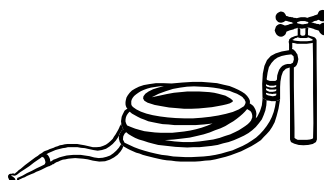
Regular drills and training of emergency procedures

You should be aware of the idea of emergency procedures by now, but why are drills and training necessary? There is no point having a written copy of emergency procedures in an office somewhere if everyone has to go to the book to find out what to do when an emergency happens! Hence it is important that everyone knows **what** to do and **when** to do it. So there will be designated people for a certain task in the emergency procedure ('designated people' were discussed in Element of Competency 1). Making sure that everyone knows what to do is essential for performing the emergency procedures properly.

But **knowing** what to do is not enough – people must be practised at **doing** the emergency task too. This is why emergency drills are important – it gives everyone a chance of doing their emergency task **before** the emergency happens. Emergency drills also determine whether a person is physically able to do the task – if they aren't then they can be assigned to another task. Conversely, you shouldn't do a task you are not trained for or not comfortable with, or you may do more harm than good! The old saying of 'we don't want dead heroes' applies!

Another benefit of emergency drills is to test how efficient the emergency procedures are. Efficiency can be measured in:

- time taken to carry out the procedure (did it take too long, resulting in massive stock loss anyway?)
- how well the emergency equipment performed (for example: was the extinguisher empty or broken? Was there enough pumps?)



Using emergency equipment

Emergency equipment has been mentioned briefly in previous sections and in Element of Competency 1. The following list contains some examples of the emergency equipment in a workplace:

- hoses (to extinguish fires or used to access emergency tanks of water)
- pumps (powered by generators for use when the electricity is cut and to pump water)
- fire extinguishers (water, CO₂ for chemical or electrical fires).

When using emergency equipment, the manufacturer's instructions for use must be followed correctly and in the right order. For example, a fire extinguisher that is specified for use on paper fires is useless on a chemical fire. Your workplace standards and procedures will include the manufacturer's instructions.

Servicing and expiry dates as stated by the manufacturer of the emergency equipment must also be followed. For example, equipment that contains chemicals may no longer be active or could be dangerous if used after their use by date.

Self Check Activity 7

Make a list of all the emergency equipment in your aquaculture facility or the facility you have access to.

Notices in conspicuous or obvious places on what to do, who to call etc

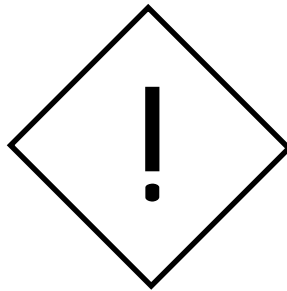
Your enterprise will have notices in conspicuous places (such as near the phones or common walkways) that will state what to do in the event of an emergency. These notices will usually have:

- a step by step instructions as what to do in the event of a particular emergency
- whom to notify and call.

An example of what to do in the event of a fire and bomb threat at a fictitious aquaculture facility is given on the next page. Remember this is just an example – you must follow your own enterprise emergency procedures.



Aquafarms Pty Ltd



EMERGENCY PROCEDURES

in the event of a

FIRE

R REMOVE

Immediately endangered

A ADVISE

Dial 000 - State 'Fire' and location

C CONTAIN FIRE

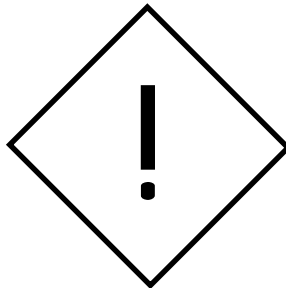
Close door, windows

E EVACUATE

To the assembly area



Aquafarms Pty Ltd



EMERGENCY PROCEDURES

in the event of a

BOMB THREAT

1. Treat caller as genuine and record all information on the Telephone Threats Response Check List.
2. Keep caller talking, try to identify background noises.
3. Ask caller questions about type and location of explosive device and reason for its placement.
4. Dial 000. State 'Bomb Threat' and location.
5. Keep information confidential, evacuate area and await further instructions.

If object found:

Do not touch.

Clear area.

Report find.



In summary, the main advantage of regular training is that it makes the emergency procedures familiar to everyone so that when an emergency does happen, everyone will be less likely to panic, thus more likely to do their emergency task successfully. Regular drills also ensure that emergency equipment is used properly as per manufacturer's instructions and enterprise standards and procedures.

Self Check Activity 8

Find out where all your enterprise's emergency notices are.

Whom to notify

So you have an emergency, who do you tell? You need to know:

- who to notify and in what order (ie: on-site people such as supervisors, designated people and off-site personnel such as fire service etc)
- what to tell them.

Your emergency procedures will tell you who to notify on site and off site about the emergency. The important thing to note here is that there is a chain of command in terms of who you notify and in what order that you notify them. Who you should notify on site will come under the category of 'designated people' (see Element of Competency 1).

Your enterprise will have policies which cover who to call in the event of a certain emergency. Some emergencies may involve the fire service or ambulance, whereas an emergency such as infestation or infection of stock will involve notifying government authorities such as Fisheries and veterinary officers.

Some of the authorities that you may have to contact in an emergency include:

- Fire department
- Police
- Electricity supplier
- Gas supplier
- Council
- Government authorities such as Fisheries officer, veterinary officer.



You also need to know what to tell them. 'There's a fire in one of the sheds!' is not descriptive enough. Your enterprise procedures will tell you what you must say to the designated people. Some examples of this information may be the:

- exact location
- extent of fire
- proximity to flammable chemicals or gases.

Hence, you must know who to tell, in what order you tell them and what to tell them as part of emergency procedures. Your enterprise procedures and company policy will state all these details.

Remember what to do!

Emergency procedures are useless if you forget what to do. Hence, it is your responsibility to make sure that you maintain the necessary knowledge of and ability to follow emergency procedures. You must take part in emergency drills and training sessions – your life, other lives, the stock and facility depend on it! You should know the whereabouts of any notices which state what to do in an emergency and where the emergency equipment is located.

Review

This section introduced the provisions that work areas have for safety issues, ie: safety notices of what to do in event of – fire, bomb threat, power failure etc. The necessity of being aware of these notices (where they are, what they mean) and being able to perform the activities as instructed by these notices was stressed. Emergency drills should be commonplace in the enterprise for emergencies in the workplace.

The enterprise will provide regular training or drills to appropriate people, and individuals should be aware of who the appropriate person is. Regular drills and certified, regular training will ensure that individuals do not panic when an emergency occurs.

The importance of individuals maintaining the necessary knowledge of and ability to follow procedures for dealing with accidents, fires and other emergencies, including communicating location and directions to emergency personnel was stressed. Students were urged not to do activities if not trained or comfortable with them, for example first aid, or they could do more harm than good.

The legal and personal necessity to follow instructions for emergency procedures accurately and in the right sequence was emphasised. The students were reminded that safety is their concern, but that they should not do anything that they consider unsafe, even if told to do it. It is everyone's responsibility for a safe workplace.



The need to correctly interpret manufacturer's instructions and workplace standards and procedures when using emergency equipment and follow them accurately and in the right sequence was emphasised with regards to emergency equipment.

Servicing (refilling) and replacement schedules (expiry dates) as per manufacturer's instructions should also be adhered to. Enterprise procedures should also refer to instructions for emergency equipment. The implications of procedures performed wrongly were highlighted.

Workplace procedures should have lists on safety notices of who to contact in the event of an emergency, which individuals should be aware of and follow. Examples of appropriate authorities (as per designated personnel) were given.

The existence of chain of command/appropriate channels consisting of appropriate/designated personnel was mentioned and the necessity to follow these was stressed.





Element of Competency 3

**Participate in arrangements
for maintaining health and
safety of all people in the
workplace**

Introduction

Welcome to Element of Competency 3 of *Meet workplace health and safety requirements*. This element asks you to 'participate in arrangements for maintaining health and safety of all people in the workplace'. In order to do this you must demonstrate competency in relation to each of the following performance criteria:

- raise occupational health and safety issues with designated personnel in accordance with workplace procedures and relevant occupational health and safety standards
- make contributions to enterprise participative arrangements and the on-going monitoring and reporting of all aspects of occupational health and safety
- provide assistance in developing effective solutions to control the level of risk associated with tasks.

You need to demonstrate competence and/or provide evidence in these areas.

Occupational health and safety and you

Many people are injured or killed in workplace accidents each year. Laws state that employers have to provide a safe workplace. These legal obligations are determined by governments (Federal, State and Territory) and enterprises may also have extra guidelines, including:

- codes of practice, regulations, and / or guidance notes which may apply in a jurisdiction (or certain area)
- enterprise-specific occupational health and safety procedures, policies and standards.

These will be described briefly below.

Codes of practice, regulations, and/or guidance notes which may apply in a jurisdiction

Codes of practice refer to guidelines that the industry has agreed to follow and operate under, which in this case refers to the issue of workplace health and safety. Regulations are usually defined by governments and covered by legislation. Guidance notes may refer to manufacturer, industry or government guidelines on workplace safety, and cover the actual steps you take to guarantee workplace safety, ie: how to operate certain machinery, step by step.



Self Check Activity 9

Find out what codes of practice, regulations, and/or guidance notes apply in your jurisdiction. Write down what you find out here.

Enterprise-specific occupational health and safety procedures, policies and standards

Although there are general guidelines that cover workplace occupational health and safety, each industry will have extra hazards unique to their particular industry. For instance, there will be some different hazards and hence different guidelines for working on a boat than working in a factory. In this case, an enterprise will design their own procedures, policies and standards to cover these different hazards.

It is essential that you are told what these procedures, policies and standards are and that you **follow** them. It is also your responsibility to make sure that your knowledge of all the guidelines and procedures is up to date – ignorance is no excuse! Your life or that of someone else may depend on it.

These policies, procedures and guidelines will cover:

- a step by step approach to using certain machinery or vehicle, or performing certain tasks
- enterprise procedures on what to do in the event of an emergency, how to work emergency equipment, who to contact, the overall chain of command to follow in an emergency etc
- the details of the designated personnel for workplace safety issues, ie: who you report to if you identify a risk or hazard in the workplace.

All of these codes of practice, regulations, and / or guidance notes, enterprise procedures, OH & S policies and standards have been designed to minimise and prevent injury or death to workers. But an important part of workplace safety is you. It is your responsibility to make sure that you follow these guidelines.



Self Check Activity 10

Find out what the enterprise-specific occupational health and safety procedures, policies and standards are in your enterprise.

Your role in maintaining safety at work

There are many rules, regulations, procedures and policies that cover workplace safety – so what can you do about it? You can do quite a lot to maintain workplace safety such as:

- keep up to date and follow all types of guidelines and instructions for workplace safety
- identify and monitor risks in your work area
- report risks to a designated person.

But there is more you can do and have to do by law. You must take an active role in enterprise participative arrangements. Enterprise participative arrangements can be met in a variety of ways, such as:

- formal and informal meetings including occupational health and safety (procedures regarding new equipment etc)
- occupational health and safety committees
- other committees
- health and safety representatives
- suggestions, requests, reports and concerns put forward by employees to supervisors.

These will be explained in further detail below.

Why you need to attend formal and informal meetings about occupational health and safety

Discussions about OH &S may take place in a formal meeting, or informally. An example of an informal discussion about OH & S could be when your supervisor asks you if you had any problems with a new piece of machinery. Other examples include meetings:

- which are information sessions or workshops outlining procedures, ie: how to use new equipment
- discussing potential hazards of moving equipment to a new location, for example the risks of manually moving the heavy equipment, or hazards in the new location such as increased noise



- highlighting the existence of temporary hazards: warnings of unsafe building structure from storm damage until it can be repaired; warnings of exposed wires and noise whilst construction work is in progress; chemical contamination of bystanders when spraying for pests.

Thus it is important that you attend these meetings and take note of the information that is given at these meetings.

Eg: if you did not go to the workshop or information session on a new piece of equipment, which looks like the old piece of equipment you used to operate and you try to use it the same way, it could have disastrous even fatal consequences.

You must be alert and vigilant at all times when it comes to workplace safety.

Not only is it important for you to be aware at all times of all the hazards and risks of your workplace, but you should make suggestions where appropriate. For instance, although an office worker may be aware of some of the hazards and risks in a factory, the factory worker will be aware of all the risks and hazards and may be able to make suggestions if conditions change, such as a new piece of equipment being moved into the area and restricting access.

So sometimes the person actually working in the area will have a better idea of the potential hazards than someone who does not work in the area – it is the responsibility of the worker to report and make suggestions of the hazards in their own area. Anyway, as they work in the area, they are the ones that will be affected by the hazard/risk the most.

The importance of occupational health and safety and other committees

As part of your responsibility towards workplace safety, you should take note of any documentation or meetings/information sessions from occupational health and safety and workplace safety committees. This could include:

- instructions for a new piece of machinery
- notices for occupational health and safety or workplace safety meetings
- memos regarding temporary hazards such as building construction or renovation, repair due to storm damage, spraying of toxic chemicals
- changes to or new guidelines for occupational health and safety and workplace safety.

The people on these committees will usually include a staff representative and someone representing management. It is the role of the members of these committees to ensure that all staff are notified and kept up to date with all occupational health and safety and workplace safety issues.



The information from these committees is important for occupational health and safety and workplace safety and should not be ignored. Ignorance is no excuse for poor workplace safety and occupational health and safety.

Know your health and safety representatives

Health and safety representatives will be some of the designated personnel mentioned in Element of Competency 1. It is important that you know who your health and safety representatives are, so that you can report to them any hazards or risks, accidents or near misses. You should be notified by your enterprise as to who are your health and safety representatives.

| |
|--|
| Self Check Activity 11 |
| Find out who your health and safety representatives are in your enterprise or the enterprise you have access to and write down their names here. |
| <hr/> |
| <hr/> |
| <hr/> |

Put forward your suggestions, requests, reports and concerns to supervisors

If you stay alert and vigilant, you will be able to identify hazards and report them before the hazard results in an injury or death. However, knowing of the hazard yourself is not enough, you must give this information to your supervisor and the designated personnel so the rest of the workplace will be protected from this hazard too. As stated previously, most hazards in the workplace will already be identified and guidelines and procedures put in place to avoid risk. However, these guidelines may not cover temporary or rare hazards that may occur such as:

- gradual aging of roof tin will eventually result in a leak, which may drop water onto machinery causing an electrocution hazard or damage machinery which may also lead to a hazard for staff
- an oil spill on the floor from broken machinery which may result in trips or falls
- recently delivered goods blocking a fire exit door, such that that door could not be used as an exit in the event of fire
- extension cords used by repair people that lie across walkways causing a tripping or falling hazard



- storm damage resulting in exposed wires dangling near buildings or machinery which may result in electrocution
- not being aware of the presence of overhead powerlines when working at a new site or unfamiliar site and towing tall machinery or vessels could result in electrocution.

These are just a few of the examples of uncommon hazards that may occur in the workplace. As you are the person working in that area it is up to you to notify your supervisor and designated person of these hazards.

Notifying your supervisor and designated person of these hazards may take a variety of forms such as:

- verbal - just telling your supervisor and the designated person
- written - a short memo or maybe a written report depending on the extent and seriousness of the hazard.

Do not attempt to rectify or remove the hazard if you are **not qualified** or skilled to do it.

Hence, there is no point in knowing about a hazard if you do not tell everyone else about it. How would you feel if a hazard you had seen but not reported resulted in the injury or death of someone else? Or conversely, if a hazard that someone else knew about but did not report resulted in **you** becoming injured or maimed? Therefore it is everyone's responsibility to remain alert and vigilant and report hazards to your supervisor and designated person.

Self Check Activity 12

Can you think of any uncommon hazards that may occur in your particular enterprise or the enterprise you have access to? Write down these hazards here.

Self Check Activity 13

What is your enterprise procedure for reporting risk or hazards? Is verbal or written notification required?



Improving work safety

But your role in workplace safety is not just adhering to guidelines and procedures, monitoring and reporting hazards – where possible, you should suggest ways of improving safety by reducing or preventing hazards. This may include suggesting:

- a different layout of furniture or machinery to maximise OH & S and workplace safety, thereby reducing noise, glare or electrocution hazards
- non-slip mats in an area where the presence of water on the floor cannot be avoided.

Self Check Activity 14

Can you think of any ways to improve the OH&S of your workplace or the workplace you have access to?

| |
|--|
| |
| |
| |
| |

Review

Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant Occupational Health and Safety (OH&S) standards. In any workplace, there will be appropriate channels to follow in the event of emergency or workplace safety issues. Occupational health and safety standards were described and can include:

- codes of practice, regulations, and/or guidance notes which may apply in a jurisdiction
- enterprise-specific occupational health and safety procedures, policies and standards.

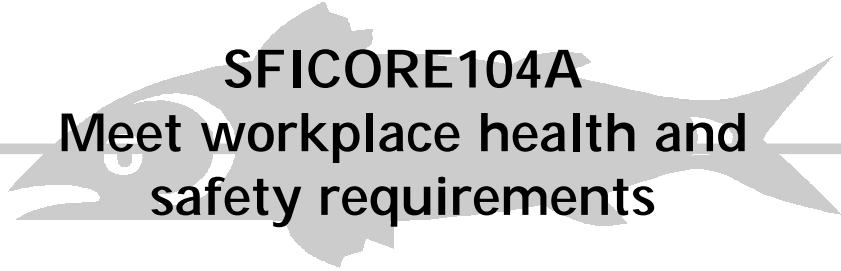
OH&S and workplace safety involves more than just following guidelines and monitoring and reporting risk - contributions are made to enterprise participative arrangements. Again, the importance of workplace safety in terms of interacting with the workplace was highlighted and hence the onus is on individuals to be alert, vigilant and to be aware of any new hazards. Examples of individuals contributing to participative arrangements were given.

- It is one of the responsibilities of an individual in a workplace to provide assistance in developing effective solutions to control the level of risk associated with tasks. Although there are general guidelines covering workplace safety, some unique work areas may exist where there are different, transient hazards which do not happen everyday or are not common



Hence, if a new hazard appears, the designated/appropriate person should be notified. Part of working in a successful workplace is being a team player and being alert, as workplace safety affects everyone. Ignorance or laziness is no excuse for lapses in workplace or OH&S safety.



A stylized grey fish graphic is positioned at the top of the page, partially behind the title text.

SFICORE104A
**Meet workplace health and
safety requirements**

Assessment tasks

When you have completed the assessment tasks, remove these pages and forward them to your assessor.

Do not post the entire book.

Name: _____

Address: _____

Date of completion: _____

Feedback to Facilitator

From Student: _____

From Marker: _____

On Assessment Tasks: _____

Meet workplace health and safety requirements

Integrated assessment

This assessment is divided into four parts. You **must complete Part 1** of the following assessment and either Part 2, Part 3 **or** Part 4.

- Part A - Written
- Part B - Practical
- Part C - Project work
- Part D - Observation of workplace activities

Part B, C and D are to be negotiated with the registered training organisation.

Part A - Written

1. If you came across a workmate who appears to have collapsed from breathing a chemical used to treat fish in a recirculation system, what would you do?

2. List potential OH&S issues for the following aquaculture enterprises.
 - a) Land-based shellfish farms located in large sheds.



b) A marine scale fish farm with pens/cages 8km from shore based activities.

3. Describe the principal government laws or workplace procedures or industry guidelines that cover OH&S issues in your area. Focus on the key ideas, process and procedures.

4. Why do OH&S guidelines and laws often mandate participative requirements for staff, management, committees and designated personnel?



5. What does 'risk management' mean in the context of OH&S in an aquaculture enterprise? Answer with both theory and a short priority listing.

6. Manual handling is an important concern of most seafood industry enterprises. Describe the main issues and guidelines.



Part B – Practical

You will need to carry out the following practical exercises:

1. Risk assessment of an enterprise.
2. Participation/membership of an enterprise safety committee.
3. Interview with persons associated with OH&S such as:
 - rehabilitation counsellor
 - WorkCover or insurance person
 - injured worker
 - safety representative.
4. Review of media or current affairs for OH&S issues.

Part C – Project work

Items listed in practical exercise 2 above could be presented in project form. The following could form the basis of a project:

- Follow workplace procedures.
- Render appropriate emergency.
- Participate in arrangements.

Project could be presented in the following format:

- document or hard copy
- video, tape or CD
- hypothetical play/performance.

Part D – Observation of workplace activities

Observe a seafood industry enterprise, process or activity. This will need to be logged or documented illustrating how OH&S issues were observed. This involves more than just a list of problems or issues. You will need to show an understanding of the process to follow through an organisation.



A stylized grey fish graphic with a white eye and a white stripe along its side, positioned horizontally across the top of the page.

SFICORE104A

**Meet workplace health
and safety requirements**

**Evidence of
competence**

**Records of
achievement**

Element of Competency 1 - Follow workplace procedures for hazard identification and risk control

Student name:

Note to the assessor:

Student achievement should be recorded for each of the performance criteria listed below. Indicate by ticking the appropriate column whether the student has achieved competency (CA) or not yet achieved competency (CNA). Initial and date each entry.

| The student has demonstrated his/her ability to: | CA | CNA | Initials & date |
|--|----|-----|-----------------|
| <ul style="list-style-type: none"> recognise and report hazards in the work area to designated personnel according to workplace procedures | | | |
| <ul style="list-style-type: none"> accurately follow workplace procedures and work instructions for controlling risks | | | |
| <ul style="list-style-type: none"> undertake basic safety checks before operation of all machinery and vehicles and report hazards to the appropriate supervisor | | | |
| <ul style="list-style-type: none"> identify which protective clothing or equipment is required and use this protective clothing or equipment in accordance with workplace policies and procedures | | | |
| <ul style="list-style-type: none"> assess risk prior to performing manual handling jobs and according to currently recommended safe practices and procedures | | | |



Meet workplace health and safety requirements

| | | | |
|---|--|--|--|
| <ul style="list-style-type: none"> • identify risks to bystanders and take action to reduce risk associated with jobs in the workplace | | | |
| <ul style="list-style-type: none"> • follow procedures and work instructions for controlling risk at all times. | | | |
| <p>Assessor comments:</p> | | | |
| <p>Registered training organisation:</p> | | | |
| <p>Assessor name:</p> | | | |



Element of Competency 2 - Render appropriate emergency procedures

Student name:

Note to the assessor:

Student achievement should be recorded for each of the performance criteria listed below. Indicate by ticking the appropriate column whether the student has achieved competency (CA) or not yet achieved competency (CNA). Initial and date each entry.

| The student has demonstrated his/her ability to: | CA | CNA | Initials & date |
|--|----|-----|-----------------|
| <ul style="list-style-type: none"> maintain the necessary knowledge of and ability to follow procedures for dealing with accidents, fires and other emergencies, including communicating location and directions to emergency personnel | | | |
| <ul style="list-style-type: none"> follow emergency procedures in accordance with enterprise standards and procedures | | | |
| <ul style="list-style-type: none"> use emergency equipment in accordance with manufacturer's specifications and workplace standards and procedures | | | |
| <ul style="list-style-type: none"> notify appropriate authorities according to company policy. | | | |

Assessor comments:

Registered training organisation:

Assessor name:



| | | | |
|---|-----------|------------|----------------------------|
| <p>Element of Competency 3 - Participate in arrangements for maintaining health and safety of all people in the workplace</p> | | | |
| <p>Student name:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | | | |
| <p>Note to the assessor:</p> <p>Student achievement should be recorded for each of the performance criteria listed below. Indicate by ticking the appropriate column whether the student has achieved competency (CA) or not yet achieved competency (CNA). Initial and date each entry.</p> | | | |
| The student has demonstrated his/her ability to: | CA | CNA | Initials & date |
| <ul style="list-style-type: none"> • raise occupational health and safety issues with designated personnel in accordance with workplace procedures and relevant occupational health and safety standards | | | |
| <ul style="list-style-type: none"> • make contributions to enterprise participative arrangements and the ongoing monitoring and reporting of all aspects of occupational health and safety | | | |
| <ul style="list-style-type: none"> • provide assistance in developing effective solutions to control the level of risk associated with tasks. | | | |
| <p>Assessor comments:</p> | | | |
| <p>Registered training organisation:</p> | | | |
| <p>Assessor name:</p> | | | |



