

**REFLEXOLOGY ASSOCIATION OF AUSTRALIA
CERTIFICATE OF CLINICAL REFLEXOLOGY**

UNIT CODE **RA16 WHS1A**

UNIT TITLE **WORK HEALTH SAFETY**

DESCRIPTOR **Applying relevant work health and safety (WHS) legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care.**

Element	Performance criteria
1. Plan and follow workplace procedures for a safe workplace	<ul style="list-style-type: none">• Ensure workplace practice complies with WHS legislation, standards, codes of practice and guidance material• Check workplace for hazards using itemized checklists• <i>Hazards in the work area</i> are identified <i>reported</i> and addressed according to <i>workplace procedures</i>• Workplace procedures and <i>work instructions</i> for <i>controlling risks</i> are followed accurately• Workplace procedures for dealing with accidents, fires and emergencies are followed where necessary• Report incidents and injuries according to workplace policies and procedures
2. Contribute to the management of work health and safety	<ul style="list-style-type: none">• Work health and safety issues are raised with designated personnel and co-workers as appropriate• Contributions are made as appropriate to workplace health and safety discussions• Participate in risk assessments and control measures• Provide assistance to others in the workplace to aid ongoing safety
3. Utilise and implement strategies as directed to prevent infection in the workplace	<ul style="list-style-type: none">• The environment is kept clean and tidy in accordance with organisational procedures• Personal hygiene practices as laid down by legislation and the organisation, are followed• Any <i>items which may be contaminated</i>, are disposed of according to organisational procedures and guidelines• Universal precautions are followed

4. Utilise strategies to ensure safe work practices	<ul style="list-style-type: none"> • <i>Sources of stress</i> are identified and issues raised with supervisor • Monitor own stress levels and fatigue • Nominated <i>rest time and breaks</i> are followed • Work roles are clarified and followed
5. Work in a safe manner	<ul style="list-style-type: none"> • Defined procedures are followed to ensure personal safety • All work is carried out in <i>a manner which ensures personal safety</i> • <i>Organisational security</i> and <i>emergency</i> measures are followed • Manual handling procedures are followed

Range of Variables

This unit is based on the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 1994]

Reports identifying workplace hazards may be verbal or written and may include:

- Memos
- Specially designed report forms
- Phone messages
- Notes
- Reporting face to face

Relevant workplace procedures will include:

- Hazard policies and procedures
- Hazard, incident and injury reporting
- Emergency, fire and accident procedures
- Procedures for the use of personnel clothing and equipment
- Hazard identification and issue resolution procedures
- Job procedures that include work instructions with induction programs, team meetings, harassment and grievances policies and alcohol and drug policies
- Reporting identified hazards to supervisor; being nominated personnel or WHS nomineeWaste management
- Security procedures

Hazards include:

- Workplace stress
- Manual handling
- Toxic substances
- Body fluids and human tissue
- Infections
- Electricity
- Fire
- Clinical waste
- "Sharps"
- Extreme temperatures
- Noise

Work instructions may be:

- Given verbally
- Written
- In English
- In community language
- Provided visually on video, instructions sheets

Workplace procedures for controlling risks include:

- Manual handling techniques
- Strategies for reducing the amount of manual handling required

Items which may be contaminated may include:

- Syringes and other "sharps"
- Clothing
- Food
- Human tissue
- Clinical waste
- Soiled linen

Sources of stress may include:

- Health problems
- Changes in behaviour
- Frequent absences
- Negative attitudes
- Unaware of own stress levels

Rest time and breaks may include:

- Morning tea, lunch, dinner breaks, etc.

Working in a manner which ensures personal safety may include:

- Carrying communication equipment
- Wearing protective clothing
- Carrying alarms

Organisational security may include:

- Locking doors
- Loss of power or water supply and structural collapse
- Intruders, robbers and disturbed persons
- External emergencies; i.e. flood, storm, traffic accident

Emergency may include:

- Serious injury
- Events that require evacuation
- Fire and explosion
- Chemical and hazardous substance spills

Evidence Guide:

Critical aspects of assessment:

- Ability to work safely, and follow the organisation's work health and safety policies and procedures with consistency in performance
- Competence is demonstrated over time in the context of an established work health and safety system which includes:
 - demonstration in the workplace or in a simulated workplace and under the normal range of workplace conditions or in a scenario or role play
 - indirect evidence which may include observations, questioning and evidence gathered from the workplace environment such as reports (hazard or incident), checklists, written responses to problems, scenarios and case studies
 - supervisor and peer group reports
- Ability to implement practices to prevent or minimise risk
- Ability to apply safe handling practices and other safety procedures
- Ability to properly use equipment

Ability to carry out inspections

Ability to address hazards

Underlying knowledge and skills:

Knowledge of -

- significant hazards in the workplace both indoors and outdoors
- the location and use of safety equipment such as fire extinguishers and emergency units and alarms
- workplace procedures that apply to fire, accidents and emergency situations
- potential hazards in the workplace and the risks/potential risks of certain behaviours, layouts/features
- principles of basic risk assessment
- universal precautions and infection hazards
- lifting and transfer techniques
- (Basic knowledge of) first-aid including:
 - Cardiopulmonary resuscitation
 - Broken bones
 - Poisons
 - Bandaging
 - Bleeding
- levels of risk control and their application
 - legislative requirements and best practice approaches to occupational health and safety
 - rights and obligations of employees and employers regarding occupational health and safety
- Reading and writing skills and literacy competence required to fulfil job roles in a safe manner and as specified by organisation/service. The level of skill may range from the ability to understand symbols used in occupational health and safety signs, to reading workplace safety pamphlets or procedure manuals, to reading labels and handling chemicals such as cleaning

fluids. Literacy support available in the workplace may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available. Literacy may be required in English or a community language depending on the language used in pamphlets or workplace manuals

- Oral communication skills language competence required to fulfil job roles in a safe manner and as specified by the organisation/service. Assessors should look for skills in asking questions, providing clear information, listening to and understanding workplace instructions, and clarifying workplace instructions when necessary. Service/organisation may require competence in English or community language, depending on client group

Resource implications:

- Access to appropriate workplace where assessment can be conducted or
- Simulation of realistic workplace setting for assessment