



REGISTERED NATIONAL STANDARD

UNIT OF COMPETENCY

Title:	Participate in workplace health and safety in the Community sector				
TQF Level:	2	Credits:	6	Version:	1
National standard code:	NS056-02				
Associated qualification (and code):	National Certificate in Aged Community Care Level 2 (QR-02-NQ-006-01-0915-21-01)				
Approval date:	17 June 2021	Review date:	17 June 2026		
Purpose:	<p>This unit describes the skills and knowledge required for a worker to participate in safe work practices within the community sector.</p> <p>People credited with this unit will be able to:</p> <ol style="list-style-type: none"> 1. Follow and contribute to safe work practices when caring for clients and working within the community sector 2. Follow manual handling procedures to ensure safety of themselves and their client 3. Follow infection control procedures when working in the community sector to minimize the spreading of potentially harmful micro-organisms 				

Learning Outcome 1 (LO1)	Follow safe work practices when caring for clients
Performance standards	<p>1.1 Identify relevant policies and procedures for safe work practices;</p> <p>1.2 Follow policies and procedures for safe work practices;</p> <p>1.3 Identify existing and potential hazards in the workplace, particularly when working in a home-based environment;</p> <p>1.4 Identify client-related risk factors or behaviours of concern;</p> <p>1.5 Identify strategies to minimise client – related risks</p> <p>1.6 Describe procedures used for identifying and reporting hazards, risks and injuries in the workplace.</p>
Learning Outcome 2 (LO2)	Follow safe work practices for manual handling
Performance Standards	<p>2.1 Define what <i>safe manual handling techniques</i> are;</p> <p>2.2 Describe why safe manual handling practices are important;</p> <p>2.3 Identify manual handling hazards in the workplace;</p> <p>2.4 Follow manual handling procedures for minimising manual handling risks; and</p> <p>2.5 Apply control measures for minimising manual handling risk.</p>
Learning Outcome 3 (LO3)	Follow safe work practices for infection control
Performance standards	<p>3.1 Follow standard precautions as part of own work routine;</p> <p>3.2 Describe infection control procedures known as <i>additional precautions</i>;</p> <p>3.3 Identify situations when additional infection control procedures are required; and</p> <p>3.4 Identify common risks of infection in the workplace and reporting procedures.</p>
Learning Outcome 4 (LO4)	Contribute to safe work practices in the workplace
Performance standards	<p>4.1 Raise workplace health and safety issues with designated persons according to organizational procedures;</p> <p>4.2 Identify safety symbols and their meanings appropriate to the</p>

	<p>sector;</p> <p>4.3 Participate in workplace safety meetings, inspections and consultative activities;</p> <p>4.4 Follow workplace emergency procedures; and</p> <p>4.5 Reflect on own levels of stress and fatigue and seek assistance where appropriate.</p>
Pre-requisites	N/A
Co-requisites	N/A
Underpinning skill and knowledge	<p><u>The following skills and knowledge underpin this unit standard:</u></p> <ul style="list-style-type: none"> • Work health and safety (WHS); • Safety symbols and their meanings including signs relevant to the community/aged care sector including but not limited to: <ul style="list-style-type: none"> i. Poisons; ii. <i>Personal protective equipment (PPE)</i> including: safety shoes, aprons, gloves, face masks, and goggles; iii. Disposal of sharps. • Hazard identification – including common workplace hazards relevant to the industry setting; • Definition of a hazard; • Infection control risks; • Personal safety when working with clients and in the community; • Fire risks – behavior that contributes to fire risks • Practicing safe infection control measures and procedures required to minimise transfer of infectious diseases such as <i>Gastroenteritis</i>; • Workplace emergency procedures.
Suggested assessment methods	<p><u>Methods of assessment:</u></p> <ol style="list-style-type: none"> 1. A range of assessment methods should be used to assess students’ knowledge and application of skills, include but not restricted to the following: <ol style="list-style-type: none"> a) Direct observation of students – may include role play, work placement, demonstrations b) Written questions;

	<ul style="list-style-type: none"> c) One-on-one verbal questions; d) Written report; e) Review of work placement reports – signed off by assessor/workplace supervisor; and f) Portfolio. <p>2. There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with local <i>Work health and safety</i> (WHS) regulations, relevant codes of practice and workplace procedures:</p> <ul style="list-style-type: none"> a) contribution to a workplace WHS meeting or inspection; b) application of workplace safety procedures in the day-to-day work activities required by the job role, including: <ul style="list-style-type: none"> i. infection control; ii. hazardous manual tasks; iii. use of personal protective equipment; and iv. reporting incidents. c) Following workplace procedures for at least one simulated emergency situation.
<p>Resource requirements</p>	<ul style="list-style-type: none"> 1) Classroom and standard classroom furniture such as: a white/blackboard; tables or benches and chairs for students; student notice boards; whiteboard markers; butchers paper / coloured cards or spare paper and pens for group activities; 2) Relevant printed resources on Aged care; 3) <i>Personal protective equipment (PPE)</i> – including safety shoes, gloves and aprons; 4) Relevant industry documentation – Policies, procedures and forms used within the Industry such as: <ul style="list-style-type: none"> • Hazard form, Incident Form, Risk assessment; • Emergency procedures; • WHS meeting procedures;
<p>Moderation arrangements</p>	<p>Provider Institutions are responsible for moderation arrangements to ensure consistency in assessments. Moderation process must be approved by TNQAB</p>

<p>Requirements to complete this unit</p>	<p>There are 4 learning outcomes and 20 performance standards to measure competence.</p> <p>To demonstrate competence in this unit, a candidate of assessment:</p> <ol style="list-style-type: none"> 1) Needs to achieve all learning outcomes to fulfill the requirements of the unit standard; 2) Is eligible up to 3 attempts on their assessments. Should the first attempt be unsatisfactory, re-assessments must be completed within 14 days of the completion of the first assessment.
<p>Important notes and definitions</p>	<p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Reasonable adjustment can be made to the assessment tasks to ensure equity in assessment. If a student is identified to have, a particular need reasonable adjustment may be considered. <p><u>Definitions:</u></p> <ol style="list-style-type: none"> 1. <i>Work health and safety (WHS)</i> - Health and safety in the workplace that is the responsibility of all staff. It includes safe use of equipment, carrying out tasks in the safest way and reporting unsafe conditions. 2. <i>Personal protective equipment (PPE)</i> – varies depending on the particular workplace. Includes the use of gloves, safety shoes, aprons, goggles, sharp containers, face masks 3. <i>Sharps</i> – anything with a cutting edge, clinical waste includes sharps used for personal hygiene or medical procedures where they are potentially contaminated with body fluids; e.g. needles, razors, scissors 4. <i>Hazard</i> – anything with the potential to cause harm in the workplace 5. <i>Risk</i> – is the chance that any hazard will cause harm. Once identified then the risk is assessed to work out the possible level of risk it could cause 6. <i>Client-related risks</i> – these will vary but may include aggression from clients or family members, angry client, sexual harassment, refusal to follow necessary treatment procedures 7. <i>Infection control</i> – the aim of infection control is to minimise the spread of potentially harmful micro-organisms 8. <i>Fire risks</i> – behavior that contributes to fire risks – clutter around the house, lack of smoke alarms, clients smoking inside, gas burners left on accidentally, open flames used for cooking

	<p>9. <i>Additional precautions</i> – or known as transmission based precautions are work practices that need to be followed when a person is infectious and standard precautions will not be sufficient</p> <p>10. <i>Manual handling</i> – an activity that requires a person to push, pull, lift, lower, carry or otherwise move, hold or restrain any inanimate or animate object. In aged care the focus is on assisting a client to move</p>
<p>Public comments on unit</p>	<p>Please contact TNQAB National Qualifications Unit (email EnquireNQ@tnqab.to or Telephone 28136) if you like to discuss or suggest changes to the details of this unit.</p>