

HLTWH002 Follow safe work practices for direct client care	Learning Guide	Learning activities	Knowledge Assessment 1	Performance Assessment 1 Apply organisational procedures into day-to-day work activities	Performance Assessment 2 Conduct risk assessment, and participate in a Work Health and Safety Consultation	Performance Assessment 3 Reflect on levels of stress and fatigue and participate in workplace debriefing session	Performance Assessment 4 Followed workplace procedures for emergency situation	Observation Checklist 1	Observation Checklist 2	Observation Checklist 3	Observation Checklist 4	Additional Evidence	Performance Benchmark Guideline	Holistic Assessment
Elements and Performance Criteria														
1	Follow safe work practices for direct client care													
1.1	Follow workplace policies and procedures for safe work practices	Workplace emergency procedures, Hazards at work, Let's conduct a risk assessment	3.1, 4.4, 5.2, 5.3, 6.1, 9.1	Task 1 - No. 2, Task 2 - No. 2, Task 3				1, 2, 3	1, 3, 11, 12, 13			1, 2	Observation Checklist 1 No. 1, 3, 11, 12, 13 Observation Checklist 4 No. 1, 2	
1.2	Identify existing and potential hazards in the workplace, report them to designated persons, and record them according to workplace procedures	Hazards at work, Let's conduct a risk assessment	4.4	Task 1 - No. 1, 2, Task 2 - No. 3, 4	Task 1 - No. 2, Task 2 No. 5				2, 3				Observation Checklist 1 No. 2, 3	
1.3	Identify any client-related risk factors or behaviours of concern, report them to designated persons, and record them according to workplace procedures	Your guide to safe work practices - Threats to personal safety, Safety of clients	6.1, 7.1	Case study 3, Case study 4, Case study 5										
1.4	Follow workplace policies and procedures to minimise risk	Hazards at work, Let's conduct a risk assessment, Your guide to safe work practices	3.1, 4.4, 5.2, 5.3, 6.1	Task 1 - No. 2, Task 2 - No. 4, Task 3 - No. 5, 6, 7, 8	Task 1 - No. 2				1, 2, 3, 11, 12, 13				Observation Checklist 1 No. 1, 2, 3, 11, 12, 13	
1.5	Identify and report incidents and injuries to designated persons according to workplace procedures	Incident reporting	9.1	Case study 3										
2	Follow safe work practices for manual handling													
2.1	Follow manual handling procedures and work instructions for minimising manual handling risk	Your guide to safe work practices - Manual handling	5.1, 5.2						1, 2				Observation Checklist 1 No. 1, 2	
2.2	Identify manual handling hazards and report in line with workplace procedures	Your guide to safe work practices - Manual handling	5.1, 5.2	Case study 1	Task 1 - No. 1, 2				2				Observation Checklist 1 No. 2	
2.3	Apply control measures for minimising manual handling risk	Your guide to safe work practices - Manual handling	5.1, 5.2						2				Observation Checklist 1 No. 2	
3	Follow safe work practices for infection control													
3.1	Follow standard precautions as part of own work routine to prevent the spread of infection	Your guide to safe work practices - Infection control	5.3						4, 5, 6, 7, 8, 9, 10				Observation Checklist 1 No. 4, 5, 6, 7, 8, 9, 10	
3.2	Recognise situations when additional infection control procedures are required	Your guide to safe work practices - Infection control	5.3		Task 3 - No. 5				11				Observation Checklist 1 No. 11	
3.3	Apply additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection	Your guide to safe work practices - Infection control	5.3						11, 12, 13				Observation Checklist 1 No. 11, 12, 13	
3.4	Identify risks of infection and report them according to workplace procedures	Your guide to safe work practices - Infection control	5.3	Case study 2	Task 2 - No. 3, 4				3				Observation Checklist 1 No. 3	
4	Contribute to safe work practices in the workplace													
4.1	Raise WHS issues with designated persons according to organisational procedures	Your guide to safe work practices, The 3 C's to create a positive safety culture	11.1		Task 2 - No. 5				1				Observation Checklist 2 No. 1	
4.2	Participate in workplace safety meetings, inspections and consultative activities	The 3 C's to create a positive safety culture	11.1		Task 2 - No. 1, 2, 3, 4				1, 2				Observation Checklist 2 No. 1, 2	
4.3	Contribute to the development and implementation of safe workplace policies and procedures in own work area	The 3 C's to create a positive safety culture	11.1	Case study 1, Case study 2	Task 2 - No. 2, 3, 4, 5				3				Observation Checklist 2 No. 3	

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5	Reflect on own safe work practices														
5.1	Identify ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work role	Keeping up to date	10.1	12, 13											
5.2	Reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures	Stress, fatigue and debriefing	12.1				Task 1 - No. 1, 2, 3, Task 2 - No. 3								
5.3	Participate in workplace debriefing to address individual needs	Stress, fatigue and debriefing	13.1				Tsk 2 - No. 1, 2, 3, 4, 5			1, 2				Observation Checklist 3 No. 1, 2	
Foundation Skills															
Reading	In order to accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions	Safety signage, Hazards at work, Incident reporting	1.1, 3.1, 4.3, 5.4, 9.1	1, 7, 17, Case study 1, Case study 2, Case study 3	Task 3 - No. 5, 6, 7			1, 2, 3							
Performance Evidence															
1	There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:														
1a	Contributed to a workplace WHS meeting or inspection	The 3 C's to create a positive safety culture	11.1				Task 2 - No. 1, 2, 3, 4			1, 2				Observation Checklist 2 No. 1, 2	
1b	Conducted a workplace risk assessment and recorded the results	Hazards at work, Let's conduct a risk assessment	4.4				Task 1 - No. 1, 2								
2	consistently applied workplace safety procedures in the day-to-day work activities required by the job role, including:														
2a	Infection control	Your guide to safe work practices - Infection control	5.3		Task 2 & 3				3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13					Observation Checklist 1 No. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13	
2b	Hazardous manual tasks	Your guide to safe work practices - Hazardous manual tasks	5.1, 5.2		Task 1			1, 2						Observation Checklist 1 No. 1, 2	
2c	Use of personal protective equipment	Your guide to safe work practices - Infection control	5.3, 5.4		Task 2 & 3			5, 11, 12, 13						Observation Checklist 1 No. 5, 11, 12, 13	
2d	Reporting incidents	Incident reporting	9.1	Case study 3	Task 1 - No. 2, Task 2 - No. 4			14						Observation Checklist 1 No. 14	
3	Followed workplace procedures for at least one simulated emergency situation	Workplace emergency procedures	3.1					1, 2, 3				1, 2		Observation Checklist 4 No. 1, 2	
Knowledge Evidence															
1	State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:														
1a	State/territory WHS authorities	Safety legislation and you, Your guide to safe work practices - Manual handling, Infection control	2.1, 5.1, 5.3	2 a b, 18											
1b	Rights and responsibilities of employers and workers, including duty of care	Who is responsible for WHS, Your guide to safe work practices	2.1, 5.1	3, 4, 5											
1c	Hazardous manual tasks	Your guide to safe work practices - Manual handling	5.1, 5.2	18											
1d	Infection control	Your guide to safe work practices - Infection control	5.3	8 a b c											
2	Safety symbols and their meanings, including signs for:														
2a	Poisons	Safety signage	1.1	1											
2b	Emergency equipment	Safety signage	1.1	1											
2c	Personal protective equipment (PPE)	Safety signage	1.1	1											