

# Follow workplace safety procedures

BSBCM106A



Ref No: DDICAB06A

## Elements of Competency

### Follow workplace safety procedures

- Hazards in the work area are recognised, while under direct supervision and reported to appropriate people according to workplace procedures
- Workplace procedures and work instructions for own area of responsibility, for assessing and controlling risks are followed accurately while under direct supervision
- Workplace procedures for dealing with incidents (accidents), fire and other emergencies are followed under direct supervision, whenever necessary within the scope of responsibilities and competencies

### Contribute to Occupational Health & Safety in the workplace

- Occupational Health and Safety issues are raised with appropriate people in accordance with workplace procedures and relevant Occupational Health and Safety legislation
- Contributions to participative arrangements for Occupational Health and Safety management in the workplace are made within organisational procedures and the scope of responsibilities and competencies

**Number of Pages** 48

**Audience** This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of BSBCM106A Follow workplace safety procedures. This manual is a learning resource and is not an assessment tool.

**Prerequisites** Nil

**Course Lengths** In a training environment this manual is suitable for approximately 4 hours.

**Course Structure** The course contains instructor lead examples.

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## Elements of Competency

### Introduction

Safety in the Workplace  
Learning Outcomes

### Section 1 - Workplace Safety

#### Legislation

Introduction  
Duties of Employers  
Duties of Employees  
Further Legislation and Codes of Practice  
Codes of Practice

#### Duty of Care

What is the Duty of Care?  
Relevant Web Sites  
Determining Regulations

### Section 2 - Hazards

What is a Hazard?  
Recognising Hazards  
Workplace Injuries  
Preventing Accidents in the Workplace  
Hazards Activity

### Section 3 - Risks

What is a Risk?  
Risk Assessment  
Classification of Risks  
Risk Assessment Activity  
Risk Control  
Risk Activity - Electrical Connections

### Safety Signs and Symbols

Types of Safety Signs  
Example Safety Signs and Symbols  
Activity - Safety Signs and Symbols

### Preventing Common Workplace Injuries

Carrying equipment or goods safely  
Office Workstations  
The Office Environment  
Chairs  
Setting the Correct Seat Height  
Lighting and Posture  
Exercises for Office Workers

### Section 4 – Incidents and Emergencies

Sample Policies and Procedures  
An Emergency Action Plan  
General Procedures  
Activity - Incidents and Emergencies  
Further Activities

### Section 5 - Raising Issues

Determining your Safety supervisor  
Activity  
Reporting Issues and Following Procedures

### Section 6 - Contributions to Safety

Activity - Participation

### Glossary