

Accreditation : This Module is a Nationally Accredited Course
Title : **WRRLP1B – APPLY SAFE WORKING PRACTICES**
Field Of Study : **LOSS PREVENTION**

What is this course all about?

This unit incorporates the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the skills, knowledge and attitudes to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.

When you have finished this course you should be able to demonstrate your ability to:

Observe basic safety procedures - WRRLP1B/01

- ❑ Procedures to achieve a safe working environment followed and maintained in accordance with all relevant occupational health and safety legislation, including codes of practice, relating to particular hazards in the workplace or industry.
- ❑ Unsafe work practices, including faulty equipment and plant are followed and reported according to store policy.
- ❑ Dangerous goods and substances managed in accordance with store policy and relevant State and Territory legislation.
- ❑ Tasks identified for potential manual risks and managed according to store policy.
- ❑ Reporting of work related incidents and accidents to designated personnel observed.
- ❑ Consultative processes for occupational health and safety demonstrated and procedures followed.

Observe basic emergency procedures - WRRLP1B/02

- ❑ Fire and emergency procedures, including store evacuation, are followed in accordance with store policy and relevant State and Territory legislation.
- ❑ Designated personnel responsible for first aid and evacuation procedures identified correctly.
- ❑ Safety alarms identified accurately.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors
- ❑ Team leaders
- ❑ Safety representative
- ❑ Administration
- ❑ Sales / Customer Services Staff / Operations Staff

You will have better skills & knowledge and familiarise yourself more in the following areas –

Competency in this unit requires evidence that, you the candidate: -

- ❑ Consistently applies safe work practices, in all areas of the store, according to occupational health and safety legislation/regulations/codes of practice.
- ❑ Consistently applies store policies and procedures in regard to following basic safety procedures and for reporting faults/problems to relevant person/department/committee.
- ❑ Identifies hazardous situations and rectifies where appropriate, or reports to the relevant personnel according to store policy and procedures;
- ❑ Reads, accurately interprets and consistently applies manufacturers' instructions for storage and use of hazardous goods;
- ❑ Knows store policies and procedures with regard to emergency situations, evacuation or accident/illness in the store

Store policies and procedures, in regard to:

- ❑ occupational health and safety and emergency procedures, which will take into account where applicable, State and Territory legislation and regulations;
- ❑ rights and responsibilities of designated personnel responsible for health and safety in the workplace;
- ❑ Relevant industry codes of practice;

Management of occupational health and safety in the workplace including:

- ❑ communication and consultation processes;
- ❑ reporting procedures;
- ❑ manual handling procedures;
- ❑ interpreting symbols for occupational health and safety signage;
- ❑ First aid procedures;
- ❑ managing broken or of faulty equip;
- ❑ storage of dangerous goods and hazardous substances;
- ❑ fire/chemical/electrical hazards;
- ❑ spills/leakage of materials;
- ❑ appropriate waste disposal;
- ❑ slips/trips/falls;

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ manufacturer's instructions/operation manuals;
- ❑ occupational health and safety regulations;
- ❑ legislation and statutory requirements;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.