

WORKPLACE AMENITIES

Facilitator Guide



Timings	Facilitator Notes	Resources
30 mins	DISCUSS Discuss the learning outcomes and assessment criteria for the workplace amenities unit	Slide 1 Slide 2
	DISCUSS <i>Refer Managing the work environment and facilities COP - s1.1 who has duties in relation to the work environment and facilities?</i> Discuss the following duties in relation to the work environment and facilities: • PCBU • Officers • Workers	Slide 3
	DISCUSS <i>Refer Managing the work environment and facilities COP - s1.2 Identifying what facilities are needed</i> Discuss importance of consultation with workers and other duty holders. EXPLAIN Explain and discuss that in order to ascertain what facilities are required for the workplace the following need to be addressed: • The nature of the work • Size, location and nature of the workplace • Number and composition of the workplace	Slide 4 Slide 5 Slide 6
	DISCUSS <i>Refer Managing the work environment and facilities COP - s3.1 Maintaining work environment and facilities</i> That workers, including those who have particular needs or disabilities, must have access to the facilities.	Slide 7

	DISCUSS <i>Refer Managing the work environment and facilities COP - s2 The work environment</i> Discuss the work environment including; • Entry and exit • Housekeeping • Work areas • Floors and other surfaces • Workstations • Lighting • Air quality • Heat and cold	Slide 8 Slide 9 Slide 10 Slide 11 Slide 12 Slide 13 Slide 14 Slide 15
	DISCUSS <i>Refer Managing the work environment and facilities COP - s3 Welfare facilities</i> Discuss welfare facilities including; • Access to facilities • Drinking water • Toilets • Hand washing • Dining facilities • Personal storage • Change rooms • Shower facilities Highlight requirements for mobile, temporary or remote workplaces.	Slide 16 Slide 17 Slide 18 Slide 19 Slide 20 Slide 21 Slide 22
	DISCUSS <i>Refer Managing the work environment and facilities COP - s4 guidance for specific types of work</i> Discuss guidance for specific types of work including; • Outdoor work • Remote or isolated work • Accommodation	Slide 23 Slide 24
	REVIEW <i>Appendix B COP – Examples of facilities for different workplaces</i> Note: briefly touch on Emergency Plans (s5 COP) however advise participants that there is an additional module on Emergency Plans	-

Version	Date	Author
1	30/06/2018	WHSQ