

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Maintain personal hygiene	5
Develop a routine of personal cleanliness practices in preparation for work and to maintain customer confidence in organisational service	5
Check and adjust personal cleanliness during service periods to maintain health of self and others	10
Check cleanliness of uniform and personal protective equipment for contamination during service periods and adjust to maintain health of self and others	12
Check your understanding	15
Topic 2: Prevent health hazards in the workplace	17
Follow organisational policies and procedures to ensure hygienic personal contact in the course of work duties.....	17
Prevent the spread of micro-organisms by washing hands at appropriate times	21
Identify and address workplace hygiene hazards within scope of own role and report any unresolved hazards that may affect the health of self and others.....	29
Check your understanding	35
References.....	37
Assessment workbook	39
Unit information	41
What is competency-based assessment?.....	42
How will my competency be assessed?.....	43
Assessment agreement	44
Skills recognition.....	45
Topic 1: Maintain personal hygiene.....	46
Topic 2: Prevent health hazards in the workplace.....	47
Knowledge questions	48
Topic 1: Maintain personal hygiene.....	50
Topic 2: Prevent health hazards in the workplace.....	61
Project	77
Completion record.....	81
Unit mapping.....	82
Trainer/assessor instructions and requirements.....	87
Practical assessment	Separate document