



Australian Government

Department of Education, Employment and Workplace Relations

BSBCMN311A Maintain Workplace Safety

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the **National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards** [NOHSC:7025 (1998) 2nd edition].

This unit is related to BSBCMN211A Participate in workplace safety procedures and BSBCMN411A Monitor a safe workplace.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Assist incorporation of Occupational Health and Safety policy and procedures into the work team	<p>1.1 Understanding of basic requirements of Occupational Health and Safety legislation in area of responsibility appropriate for health and safety needs of a small work team are demonstrated</p> <p>1.2 Information on the organisation's Occupational Health and Safety policies, procedures and programs is provided in a readily accessible manner and clearly explained to the work group</p> <p>1.3 Information about identifying hazards and the outcomes of risk assessment and control is regularly provided and clearly explained to the work group</p>
2 Support participative arrangements for the management of Occupational Health and Safety	<p>2.1 Organisational consultative procedures are implemented and monitored to facilitate participation of work group in management of work area hazards</p> <p>2.2 Issues raised through consultation are promptly dealt with in accordance with organisational procedures for issue resolution</p> <p>2.3 Encouragement and assistance is given to team members to contribute to the management of Occupational Health and Safety at the workplace</p> <p>2.4 Feedback from individuals and teams is used to identify and implement improvements in the management of Occupational Health and Safety</p>
3 Support the organisation's procedures for providing Occupational Health and Safety training	<p>3.1 Advice is provided on Occupational Health and Safety training needs of individuals and workgroup</p> <p>3.2 Advice is provided on strategies and opportunities for development of workgroup's competencies in relation to Occupational Health and Safety</p>

- 3.3 Coaching and mentoring assistance is provided to team members to support the effective development of individual and group competencies in Occupational Health and Safety
- 4 Participate in identifying hazards and assessing and controlling risks for the work area
 - 4.1 Advice is provided on hazards in work area in line with organisation's Occupational Health and Safety policies and procedures
 - 4.2 Support is provided in implementing procedures to control risks using the hierarchy of controls and in accordance with organisational procedures
 - 4.3 Inadequacies in existing risk control measures are identified and reported in accordance with the hierarchy of controls
 - 4.4 Occupational Health and Safety records of incidents in the work area are accurately completed and maintained in accordance with Occupational Health and Safety legal requirements

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Apply organisational management systems and procedures to occupational health&safety within work group area

Identify and comply with occupational health and safety legal and organisational requirements

Apply procedures for Identifying hazards in the work area

Apply procedures for assessing and controlling risks to health&safety associated with those hazards, in accordance with the hierarchy of control.

Provide specific, clear and accurate information and advice on workplace hazards to work group

Provide appropriate supervision of work group

Underpinning Knowledge

The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of hazards and associated risks which exist in the workplace

Knowledge of organisation's policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting

Understanding the relevance of occupational health and safety management to other organisational systems and procedures

Knowledge of characteristics and composition of the workgroup

Underpinning Knowledge*

* At this level the learner must demonstrate some relevant theoretical knowledge.

Literacy skills to understand workplace procedures and work instructions for identifying and reporting hazards and interpreting Occupational Health and Safety signs and symbols

Analysing skills to identify hazards and assess risks in the work area

Data analysis skills including:

incident (accident) monitoring

environmental monitoring

evaluation of effectiveness of risk control measures

Assessment skills to assess resources required to apply risk control measures

Technology skills including the ability to operate and shut down equipment

Coaching and mentoring skills to provide support to colleagues

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 2)- to obtain information to advise colleagues of safety responsibilities

Communicating ideas and information (Level 2)- to resolve safety and environmental issues with work team

Planning and organising activities (Level 2)- to plan resource requirements

Working with teams and others (Level 2)- to consult on the control of risk

Using mathematical ideas and techniques (Level 1)- to calculate resource requirements

Solving problems (Level 2)- to investigate improved work methods

Using technology (Level 1)- to use computing systems to access safety information

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies. The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

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Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace including:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- relevant industry codes of practice

Occupational Health and Safety legislation will depend on State and Territory legislation and requirements and will include:

- common law duties to meet the general duty of care requirements
- requirements for the maintenance and confidentiality of records of occupational injury and disease
- provision of information, induction and training
- regulations and approved codes of practice relating to hazards present in work area
- health and safety representatives and health and safety committees
- prompt resolution of health and safety issues

Organisational Occupational Health and Safety policies and procedures may include:

- procedures for hazard identification
- procedures for risk assessment, selection and implementation of risk control measures
- incident (accident) investigation
- OHS audits and safety inspections
- consultative arrangements for employees in work area
- hazard reporting procedures
- safe operating procedures/instructions
- use&care of personal protective equipment
- emergency&evacuation procedures
- purchasing policy&procedures
- plant&equipment maintenance&use
- hazardous substances use and storage
- dangerous goods transport&storage
- OHS arrangements for on site contractors, visitors and members of public
- first aid provision/medical practitioner contact&attention
- site access

Identifying hazards and assessing risk may occur through activities such as:

- workplace inspections in area of responsibility
- consulting work team members
- housekeeping
- checking equipment before and during work
- review of records, eg injury, hazardous substances including labels and MSDS register, dangerous goods storage list, training, plan and equipment maintenance, etc

Training needs relating to Occupational Health and Safety may include:

- coaching, mentoring and/or supervision
- formal/informal learning programs

internal/external training provision

personal study

Coaching and mentoring assistance may include:

explaining/clarifying

respecting the contribution of all participants and giving credit for achievements

presenting and promoting a safe workplace

problem solving

providing encouragement

providing feedback to another team member

Hazards and associated risks to which the work team may be exposed in the work area may include:

blocked exits

slippery and uneven floors

untidy and or noisy work areas

lack of adequate storage

reliance on low order control measure (eg PPE) to reduce worker risk exposure instead of controlling the hazard itself

unguarded /poorly maintained machinery and equipment

unlabelled chemicals and substances

ergonomically unsuitable work stations and task design, eg. repetitive work, poor lighting/glarey surfaces, non-adjustable work surfaces&seating

internal/external threat of occupational violence and bullying

Controlling risks in the work area may include actions such as:

application of the hierarchy of control, namely:

eliminate the risk

reduce/minimise the risk through

engineering controls

administrative controls

personal protective equipment

regular consultation with workers

Organisational procedures for consultation and issue resolution may include:

formal and informal meetings

health and safety committees

attendance of health and safety representatives at management meetings

other committees, for example, planning and purchasing

early response to employee suggestions, requests, reports and concerns put forward to management

counselling/disciplinary processes

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relevant industry codes of practice

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Organisational Occupational Health and Safety policies and procedures may include:

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procedures for risk assessment, selection and implementation of risk control measures

incident (accident) investigation

OHS audits and safety inspections

consultative arrangements for employees in work area

hazard reporting procedures

safe operating procedures/instructions

use&care of personal protective equipment

emergency&evacuation procedures

purchasing policy&procedures

plant&equipment maintenance&use

hazardous substances use and storage

dangerous goods transport&storage

OHS arrangements for on site contractors, visitors and members of public

first aid provision/medical practitioner contact&attention

site access

Identifying hazards and assessing risk may occur through activities such as:

workplace inspections in area of responsibility

consulting work team members

housekeeping

checking equipment before and during work

review of records, eg injury, hazardous substances including labels and MSDS register,

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Unit Sector(s)

Not applicable.