



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS406C Use equipment to conduct workplace monitoring

Revision Number: 1

BSBOHS406C Use equipment to conduct workplace monitoring

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who contribute to the monitoring of agents and/or conditions in the workplace by using a range of measuring devices to identify hazards, assess risk and monitor the effectiveness of risk controls.</p> <p>Measurement of ergonomic factors and their impact on the human body has been excluded from this unit. This unit does not extend to interpreting results and developing control measures based on the outcomes of the monitoring, as this is addressed in BSBOHS404B</p> <p>Contribute to the implementation of strategies to control OHS risk.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select measuring device/s	1.1. Identify <i>agent and/or condition</i> to be measured through consultation with workplace and affected parties 1.2. Identify <i>characteristics</i> of agent and/or condition 1.3. <i>Define area</i> where measurements are to be taken 1.4. Identify types of appropriate measuring equipment 1.5. Select measuring equipment appropriate to the agent and/or condition, the environment, the activities being carried out and the level of risk 1.6. Recognise limits of own expertise and available equipment, and seek expert advice and equipment as appropriate
2. Prepare to collect workplace information and data	2.1. Identify any <i>regulatory requirements and/or standards</i> that impact on the measuring process 2.2. Define <i>a sampling process</i> 2.3. Make arrangements with the workplace to collect <i>information and data</i> including advising those involved in workplace activities of any requirements 2.4. Define sampling plan after inspecting area, and in consultation with employees and affected parties regarding the nature of the problem 2.5. Check <i>operability of equipment</i>
3. Use devices to collect workplace information and data	3.1. Select and calibrate monitoring equipment, and select appropriate scale 3.2. Conduct tests or practice using equipment or tests 3.3. Use and maintain equipment correctly to accurately collect information and data 3.4. Address own occupational health and safety (OHS) while collecting information and data 3.5. Collect information and data, and record readings utilising professional evaluation and advice as appropriate 3.6. Dismantle and clean equipment and parts or dispose of appropriately 3.7. Correctly store equipment or make ready for re-use as appropriate
4. Document and evaluate results of monitoring	4.1. Interpret and evaluate results against a recognised standard, and document results 4.2. Address, in the report, any regulatory requirements

ELEMENT	PERFORMANCE CRITERIA
	<p>and consider <i>purpose of report</i> and the <i>target audience</i></p> <p>4.3. Present <i>required information and data</i> clearly and logically</p> <p>4.4. Retain and store results and records in a format that enables them to be readily retrieved in accordance with regulatory requirements and/or standards</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to prepare reports for a range of target groups
- organisational and time management skills to sequence tasks and meet timelines
- research and data analysis skills to assess resources required to systematically manage OHS and to analyse relevant workplace information and data
- research and data analysis skills to evaluate interactions between employees, their activities, equipment, environment and work systems
- technology skills to access internal and external OHS data
- evaluation skills to systematically manage required OHS resources and where appropriate access these resources
- analysis skills to evaluate relevant workplace information and data and to recognise limitations of data
- numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace data to identify trends
- technical skills to use basic measuring equipment and to read scales and dials applicable to selected hazards
- analysis skills to interpret results from workplace measurements
- maintenance skills to maintain equipment used for workplace monitoring
- investigate skills to recognise that health effects could be due to microbiological hazards and the need to refer to specialist advice and support.

Required knowledge

- basic physiology relevant to understanding mode of action of physical, biological and chemical agents on the body and how they produce discomfort or harm
- characteristics, mode of action and units of measurement of major hazard types
- environmental conditions that impact on measurements
- exposure standards, their limitations and their practical use
- mathematical knowledge of units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- requirements for individual fitting, use, maintenance and storage of a range of OHS equipment
- requirements for reporting under OHS and other relevant legislation including obligations for notification and reporting of incidents
- requirements for work permits/written authorities when conducting workplace monitoring activities

REQUIRED SKILLS AND KNOWLEDGE

- requirements under hazard specific OHS legislation and codes of practice
- sampling techniques and developing valid sampling process
- state/territory and commonwealth OHS legislation (acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches, and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation
- types of and techniques for correct use of intrinsically safe measuring and monitoring equipment including calibration, adjustment and maintenance, alarms and limitations on use and output
- requirements for record keeping that addresses OHS, privacy and other relevant legislation.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • accurate use of appropriate equipment to monitor selected agents and/or conditions in the workplace • knowledge of relevant legislation, acts, regulations, codes of practice, associated standards and guidance material specific to measuring processes to identify hazards, assess risk and monitor the effectiveness of risk controls.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to a workplace or a simulated workplace with hazards requiring testing and monitoring • access to appropriate office and workplace equipment and resources • access to relevant legislation, standards and guidelines.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of techniques used to measure and monitor workplace hazards • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of techniques for correctly using intrinsically safe measuring and monitoring equipment • review of documented results • review of reports on testing undertaken • evaluation of equipment operability.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p>

EVIDENCE GUIDE

- BSBOHS404B Contribute to the implementation of strategies to control OHS risk.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Agent and/or condition</i> may include:</p>	<ul style="list-style-type: none"> • real or potential hazard to be monitored and may include, but is not be limited to: <ul style="list-style-type: none"> • biological agents such as insects, mites and bacteria • electricity • fibres, dusts, particulates • fumes, mists, gases, vapours • heat and humidity • light • noise • radiation (ionising, non-ionising, laser) • vibration
<p><i>Characteristics</i> may include:</p>	<ul style="list-style-type: none"> • dose factors relating to concentration and time • how an agent affects specific parts of the body, such as extent of damage to tissue and/or effects such as additive, antagonistic, synergism and potentiation • how an agent is absorbed into the body • way an agent behaves in the environment, including over distance and time
<p><i>Defining the area</i> where measurements are to be taken may include:</p>	<ul style="list-style-type: none"> • area/space available • location • movements of people and equipment • number of persons occupying area • other factors that may impact on the sampling or data collection processes • physical features of equipment, such as emitting sources • tasks/activities being undertaken
<p><i>Regulatory requirements and/or standards</i> may include:</p>	<ul style="list-style-type: none"> • Australian and international standards, such as those produced by Standards Australia and the Australian Safety and Compensation Council • biological exposure indices

RANGE STATEMENT	
	<ul style="list-style-type: none"> • exposure standards for atmospheric contaminants in occupational environments • guidance material such as guidance notes, guides, fact sheets, model regulations and technical reports that provide practical guidance and directions for hazard control • material safety data sheets (MSDSs) • state/territory and commonwealth OHS legislation, regulations and codes of practice, including those relating to specific hazards
Sampling process may include:	<ul style="list-style-type: none"> • other practical and financial considerations • process, substance or hazard event likely to be causing the ill health or symptoms • size of the workforce (i.e. individual worker or group/s of workers) • type of exposure
Information and data collected may include:	<ul style="list-style-type: none"> • conditions such as activities and number of people present when measurements were made • date, time and duration of collection • locations where information and data was collected • readouts/measurements taken • sampling method (e.g. grab, longitudinal, continuous) • specifications of equipment used
Operability of equipment may include:	<ul style="list-style-type: none"> • availability of appropriate attachments, leads, filters etc • battery serviceability checks • check and function tests • National Association of Testing Authorities (NATA) tested and certified, with certificate of currency as appropriate
Purpose of report may include:	<ul style="list-style-type: none"> • as a basis for design of improved and/or new control measures • hazard identification • legal compliance • risk assessment
Target audience may include:	<ul style="list-style-type: none"> • designers and engineers • management • OHS committee or OHS representatives • OHS or environmental regulatory bodies

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OHS professionals
<i>Required information and data</i> may include:	<ul style="list-style-type: none"> • agent/condition being monitored and key issues associated with the agent/condition • evaluation of results with reference to appropriate standards • interpretation and discussion of results • sampling process: <ul style="list-style-type: none"> • conditions at time of sampling, including whether the sampling period represented normal operating conditions • how measurements were taken • locations where samples were taken • specifications of equipment used • table of results • target audience for report • where, when and why measurements were taken

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		

