



Australian Government

Department of Education, Employment and Workplace Relations

CSCOHS401A Supervise occupational health and safety practices

Revision Number: 2

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Modification History

CSCOHS401A Release 2: Layout adjusted. No changes to content.
CSCOHS401A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to achieve and maintain OHS standards.

Application of the Unit

This unit applies to applicants with both general and specialist competencies from a range of occupational areas.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Provide information to the work group about occupational health and safety.	<p>1.1 Provide clear and accurate information about the requirements of <i>occupational health and safety legislation</i> and codes of practice to the work group.</p> <p>1.2 Explain the organisation's OHS policies, procedures and programs clearly and accurately and in a readily accessible manner to the work group.</p> <p>1.3 Provide regular information clearly and accurately to the work group about identified hazards, and the purpose of risk assessment and risk control.</p>
2 Involve team members in the practices of occupational health and safety.	<p>2.1 Ensure that all members in the work group have the opportunity to contribute to OHS practice.</p> <p>2.2 Use team meetings to raise issues and deal with practice issues.</p> <p>2.3 Refer issues to appropriate personnel for resolution according to <i>workplace procedures</i> for issue resolution.</p> <p>2.4 Distribute information about consultations over OHS issues to the work group clearly and promptly.</p>
3 Monitor the organisation's health and safety performance.	<p>3.1 Identify training needs accurately, specifying gaps between competencies required and those held by work group members.</p> <p>3.2 Organise identified OHS training needs in both on and off-the-job training programs in consultation with relevant parties.</p> <p>3.3 Complete OHS occupational injury and disease records for work area accurately and legibly according to workplace requirements.</p> <p>3.4 Analyse information from the area's OHS records to identify hazards and monitor risk according to organisational procedures.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- apply the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination of risk, substitution, engineering controls, administrative controls and lastly, personal protective equipment)
- ability to report and document the processes and outcomes of OHS requirements with an awareness of environmental and/or sustainability practices.

Required knowledge:

- significance of equal employment opportunity principles and practices for OHS
- significance of other management systems and procedures for OHS
- legislative requirements of OHS legislation
- understanding of literacy levels and communication skills of work group members and consequent suitable communication techniques
- organisation's policies and procedures covering OHS processes, recording and reporting.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to supervise OHS practices in a range of (two or more) contexts or occasions, over time
- working knowledge, consistent with the elements of competence, of all applicable OHS legislation and codes of practice.

Context of and specific resources for assessment

Competence is demonstrated in the context of an established organisational OHS system with related policies, procedures and programs.

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual responsible for supervising OHS practices as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to OHS within the organisation
- access to appropriate learning and assessment support when required.

Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced

as part of routine work activities

- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

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 in the performance criteria is detailed below. Add any 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.

Relevant ***occupational health and safety legislation*** will depend on state and territory legislation and requirements and will include:

- general duty of care
- requirements for the maintenance and confidentiality of records of occupational injury and disease
- provision of information and training
- regulations and codes of practice relating to hazards present in work area
- health and safety representatives and OHS committees
- issue resolution
- training in OHS policy, procedures and reporting.

Workplace procedures should include:

- inspection
- housekeeping
- consultation processes, either general or specific to occupational health and safety
- training and assessment
- specific hazard policies and procedures
- OHS record keeping
- maintenance of plant and equipment
- purchasing of supplies and equipment
- counselling and disciplinary processes.

Unit Sector(s)

Occupational health and safety.

Competency field

Not applicable.

Co-requisite units

Not applicable.