DEFOH018 Conduct work health and safety inspections

Release: 1

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Modification History

Release	TP Version	Comments
1	DEF12V2	Primary release. Supersedes and is equivalent to DEFOH002B. Change of title forcing code change, Removal of repetitive Performance, Criteria Statement, Application added, Minor change to Unit Descriptor and Range Statement, Changes to Evidence Guide.

Unit Descriptor

This unit covers the competency required to conduct specific work health and safety workplace inspections in Defence.

The unit requires the individual to research the background of the workplace, consult with stakeholders prior to the inspection and follow-up on the inspection to ensure that recommendations are implemented.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was developed for Defence workers involved in work health and safety workplace inspections as a workplace responsibility, but is applicable to all individuals who work in this field.

Typically, these individuals must demonstrate the ability to work independently or as part of a team under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

All activities are carried out in accordance with relevant legislation, organisational policies and procedures, including:

- Written and verbal orders
- Standing orders
- Standing operating procedures
- Routine orders
- Defence instructions
- Procedure manuals
- Doctrine pamphlets

- Job guides
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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. **Prepare for work health and safety inspection**	1.1 Previous inspection reports are identified and researched.
	1.2 Incident reporting statistics are analysed.
	1.3 *Inspection tools* are identified and prepared.
	1.4 Personnel are informed and visit arrangements finalised.
2. **Negotiate with stakeholders**	2.1 Relevant stakeholders are identified and briefed on inspection requirements.
	2.2 Key stakeholders are consulted to determine options for programming inspections.
	2.3 Appropriate *records* of stakeholder requirements are developed and maintained.
	2.4 Stakeholders are provided with current and relevant work health and safety information.
3. **Conduct work health and safety inspections**	3.1 Outcomes are negotiated with relevant stakeholders.
	3.2 *External agencies* are accessed and utilised where required.
	3.3 Inspection tools appropriate to the area are employed.
	3.4 Inspection information is confirmed and recorded.
4. **Finalise work health and safety inspections**	4.1 Inspection findings and outcomes are determined.
	4.2 Identified options and recommendations are explained to stakeholders.
	4.3 Inspection report is prepared and presented.
5. **Monitor implementation of inspection findings and recommendations**	5.1 Feedback is obtained from workplace on implementation of recommendations.
	5.2 Implementation of recommendations is monitored and assessed.
	5.3 Changes to operating procedures are documented.

Required Skills and Knowledge

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

Required Skills

- interpret work health and safety legislation, codes of practice and standards, and

management systems

- select and use appropriate inspection tools
- identify hazards, assess risks
- analyse workplace environment
- evaluate work health and safety environment
- solve problems
- work effectively with teams/groups
- encourage other team members
- use a variety of verbal and non-verbal communication techniques including, language style, active listening
- read to a level required to interpret and analyse job instructions, workplace forms and inspection reports
- write at the level required to complete workplace forms and reports

Required Knowledge

- relevant Work Health and Safety legislation
- Work Health and Safety codes of practice and standards
- Work Health and Safety management systems
- hierarchy of risk control
- incident investigation and process improvement
- inspection techniques
- written communication to a level required to complete workplace forms and inspection reports
- report writing
- interpersonal communication
- verbal and nonverbal communication techniques including, language style, active listening
- techniques for giving and receiving feedback
- negotiation techniques
- research techniques
- analysis techniques
- team dynamics
- techniques for supporting others
- composition of teams and roles and responsibilities of team members

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to:

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- prepare for the inspection
- examine the workplace being inspected
- draw conclusions and recommendations from the inspection.
- apply knowledge of relevant work health and safety legislative frameworks
- identify inspection tools and methods appropriate to the workplace
- apply of the principles and practices of work health and safety inspections
- identify intervention points for advice to assist in work and to guide problem solving

Consistency in performance

Evidence for competency in this unit must be gathered over time and across a range of workplace or simulated situations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or under conditions that accurately simulate a realistic workplace in accordance with all relevant legislation and organisation requirements.

Evidence should be gathered while observing the individual conducting an actual or simulated workplace inspection. A record of all relevant research, interviews and the findings of the inspection should also be submitted as evidence for assessment.

Specific resources for assessment

Access to facilities and resources used in the conduct of work health and safety inspections of a site/unit or component of the organisation.

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.

Inspection tools may include:	• assessment and inspection schedule(s) • examination/tests schedules • inspection plans • national/state/territory or other relevant assessment instruments • outcomes from internal and/or external monitoring • workplace procedural documentation/guidelines • electronic databases • training/learning programs • checklists
Records may include:	• Audit and inspection reports • Workplace environmental monitoring records • Consultation, including: • meetings of health and safety committees • work group meeting agendas including work health and safety items and actions • Induction, instruction and training • Manufacturer's and supplier's information, including: • dangerous goods storage lists • hazardous substances registers • plant and equipment maintenance and testing reports • Employee's compensation and rehabilitation records • First aid/medical post records
External agencies may include:	• COMCARE • Other government organisations • Industry groups

Unit Sector(s)

Not applicable.