



**Australian Government**

**Department of Education, Employment and Workplace Relations**

**MEM13006B Collect and evaluate  
occupational health and safety data for an  
enterprise or section of an enterprise**

Release: 1

## MEM13006B Collect and evaluate occupational health and safety data for an enterprise or section of an enterprise

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers carrying out standard OHS measurements, collecting and evaluating data, maintaining records and reporting hazards.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to the taking of routine OHS measurements. Data collected would typically relate to factors associated with temperature, noise (noise meter), dust (draeger tubes).</p> <p>This unit should not also be selected where Unit MEM15010B (Perform laboratory procedures) has been selected.</p> <p>Where complex procedures or complex analysis are required, the services of an occupational health and safety (OHS) hygienist should be accessed.</p> <p><b>Band: A</b> <b>Unit Weight: 4</b></p>
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>	

<b>Prerequisite units</b>	

## **Employability Skills Information**

<b>Employability skills</b>	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. Carry out standard OHS measurement	1.1.Data is collected using standard equipment in accordance with manufacturers' specifications.
2. Evaluate data	2.1.Data from measurements taken is evaluated to identify non-conformance with OHS standards.
3. Report outcomes of data evaluation	3.1.Results requiring remedial action are reported to appropriate personnel using standard operating procedures. 3.2.Reports are prepared correctly to detail data findings. 3.3.Non-compliances and non-conformances are reported and recorded.
4. Maintain records	4.1.Records are maintained in accordance with standard operating procedures.

## Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
<b>Required skills</b>
<p>Look for evidence that confirms skills in:</p> <ul style="list-style-type: none"> <li>• reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings, data and other applicable reference documents</li> <li>• planning and sequencing operations</li> <li>• checking and clarifying task-related information</li> <li>• preparing reports</li> <li>• checking conformance to specifications</li> <li>• using calculations and numerical operations within the scope of this unit</li> <li>• taking and recording required measurements in accordance with manufacturers' specifications and standard operating procedures</li> <li>• maintaining records of the OHS factors monitored in accordance with standard operating procedures</li> <li>• detecting and reporting hazards in accordance with standard operating procedures</li> </ul>
<b>Required knowledge</b>

## **REQUIRED SKILLS AND KNOWLEDGE**

Look for evidence that confirms knowledge of:

- the measurements to be taken and recorded
- the procedures for taking each type of measurement
- the tools, techniques and equipment required to carry out the measurements
- the OHS standards for each factor being measured
- variations between the data collected and the appropriate OHS standard
- probable causes of the variation of the data collected from the OHS standard
- the procedures for maintaining records of OHS factors measured
- the procedures for reporting hazards
- the authority to whom hazards are to be reported
- hazards and control measures associated with collecting and evaluating occupational health and safety data for an enterprise or section of an enterprise, including housekeeping
- safe work practices and procedures

## Evidence Guide

### EVIDENCE GUIDE

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.

#### Overview of assessment

A person who demonstrates competency in this unit must be able to collect and evaluate occupational health and safety data for an enterprise or section of an enterprise.

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

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

#### Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with collecting and evaluating occupational health and safety data for an enterprise or section of an enterprise or other units requiring the exercise of the skills and knowledge covered by this unit.

#### Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

<b>EVIDENCE GUIDE</b>	
<b>Guidance information for assessment</b>	

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b>Italicised</b> 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>	
<b>Data</b>	Factors associated with temperature, noise (noise meter), dust (draeger tubes)

## Unit Sector(s)

<b>Unit sector</b>	
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## Co-requisite units

<b>Co-requisite units</b>		

## Competency field

Competency field	Occupational health and safety
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