



Australian Government

Department of Education, Employment and Workplace Relations

MEM13010A Supervise occupational health and safety in an industrial work environment.

Release: 2

MEM13010A Supervise occupational health and safety in an industrial work environment.

Modification History

Single band identifier removed to clarify dual status

Unit Descriptor

Unit descriptor	This unit covers supervising implementation of OHS practices and procedures in a section of a workplace that is within an industrial workplace.
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Application of the Unit

Application of the unit	<p>This unit applies to a person who requires the skill and knowledge to supervise others in the implementation and monitoring of occupational health and safety (OHS) of a workplace section. It applies to manufacturing, production, engineering and related industry environments.</p> <p>Band: This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit for progression to C5 (AQF level V).</p> <p>Unit Weight: 4</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM13002B	Undertake occupational health and safety activities in the workplace

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. Implement OHS procedures for work site or section	1.1. Legislative requirements for the work section and work supervisor are identified. 1.2. Consultation mechanisms are established for the work section. 1.3. Personal Protective Equipment (PPE) is allocated to all staff as required. 1.4. Safety and housekeeping practices and procedures are established for the work site or section. 1.5. Tools and equipment are checked for suitability and serviceability. 1.6. Safety monitoring procedures are established. 1.7. Non-conformances with legislative requirements are assessed and addressed.
2. Assess risks in the work site or section	2.1. Hazards in the work site or section are identified. 2.2. Risks are assessed.
3. Apply risk management strategies for work section	3.1. Appropriate risk control measures are implemented. 3.2. Control measures are assessed for effectiveness in controlling the risk. 3.3. Hazards are monitored. 3.4. The need for expert advice to manage risks is determined. 3.5. Accident investigations are conducted as required to determine cause.
4. Supervise others in the implementation of OHS procedures in the work site or section	4.1. Communication on OHS matters is supervised. 4.2. OHS training needs are identified for the work section. 4.3. Workplace OHS training and communication activity is coordinated, evaluated and documented according to legislative requirements and organisational procedure. 4.4. Statutory OHS training requirements are coordinated and documented according to legislative requirements and organisational procedure.
5. Maintain records and statistics	5.1. Accident/incident records are maintained. 5.2. Records are analysed for trends, and particular problem areas are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- keeping records/minutes of discussions with consultative forums on OHS matters
- scheduling meetings with the relevant consultative forums to discuss OHS matters
- participating in consultative forums
- communicating with staff regarding OHS matters
- identifying OHS training needs in the workplace
- supervising OHS training implementation
- interpreting and following information on OHS legislation, workplace practices and procedures, written job instructions, specifications, standard operating procedures, charts, lists, and other applicable reference documents
- keeping records for monitoring the effectiveness of work practices and procedures with respect to the safety of the working environment
- investigating accidents in accordance with standard workplace procedures
- obtaining results of safety audits in accordance with workplace procedures
- obtaining expertise external to the workplace to assist in the identification and control of workplace hazards
- maintaining accident and incident records in accordance with standard workplace procedures

Required knowledge

Look for evidence that confirms knowledge of:

- legislative requirements for the workplace and supervisory responsibilities
- procedures for initiating discussions with the relevant consultative forums
- relevant consultative forums
- the frequency of discussions to be held with the relevant consultative forums
- organisational OHS communication requirements
- OHS training practices, procedures and options available
- work practices and procedures developed in conjunction with the relevant consultative forums
- the effect of work practices and procedures on the safety of the working environment
- procedures for monitoring the success of the work practices and procedures developed
- variables to be recorded during the monitoring process
- sources of information on occupational health and safety issues
- procedures for conducting accident investigations
- the hierarchy of hazard control measures

REQUIRED SKILLS AND KNOWLEDGE

- reasons for progressively implementing the hierarchy of control of hazards
- the likely causes of accidents investigated
- principles of hazard control
- the mechanisms for controlling hazards
- the areas of occupational health and safety for which the workplace lacks acknowledged expertise
- procedures for accessing expertise external to the workplace
- procedures for recording accidents and incidents
- the probable causes of trends or problem areas
- hazards and control measures relevant for the work site or section, including housekeeping
- safe work practices and procedures

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>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to supervise occupational health and safety in an industrial work environment. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>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.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, i.e. the candidate is not in productive work, 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.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with supervising occupational health and safety in an industrial work environment or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<p>Method of assessment</p>	<p>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 techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. 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.</p>

EVIDENCE GUIDE

Guidance information for assessment	
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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.

Consultation mechanisms	OHS committees, OHS representation, toolbox meetings, safety meetings, record keeping systems
Personal Protective Equipment	Safety boots, gloves, goggles, glasses, ear muffs, hard hats, clothing, respirators or masks, reflective vests
Safety and housekeeping practices and procedures	Emergency/evacuation procedures, tool and equipment cleaning, maintenance and storage procedures, safety reporting and documentation procedures, barricades and signage, procedures for managing hazardous chemicals and materials
Hazards	Risks associated with tools and equipment, lighting, gases, electricity and water, toxic and hazardous substances, flammable materials and fire hazards, lifting practices, working in confined spaces, working at height, spillage, waste and debris, noise, mobile plants such as forklifts and front end loaders, moving parts of machinery, gravity (falls from heights), dusts
Risks	The chance of something happening that will result in injury or damage. It is measured in terms of consequences and likelihood
Risk control measures	Elimination of the hazard, substitution with a lesser hazard, isolation of personnel from the hazard, engineering controls, administrative

RANGE STATEMENT	
	controls (e.g. procedures and training), personal protective equipment
Communication	Signage and labelling, hazard identification notices, access to policies, procedures, SOPs, etc., meeting notices, documentation procedures, reporting procedures, meetings
Supervised	Coordinated, implemented, referred, delegated, facilitated, monitored, documented
Training needs	Induction programs, technical training, coaching and mentoring, supervision, specialist training, on site/off site, involvement of training specialists, organisational training requirements, referral to training personnel

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Occupational health and safety
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