



Australian Government

Department of Education, Employment and Workplace Relations

PSPOHS501A Monitor and maintain workplace safety

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the monitoring and improvement of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.

In practice, monitoring and maintaining workplace safety may be demonstrated in the context of generalist and specialist work activities such as coordinating a workgroup, developing client services, coordinating and allocating resources, initiating and managing projects.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| <p>1. Monitor the provision of workplace safety information</p> | <p>1.1 Explanations to the workgroup of relevant provisions of <i>occupational health and safety legislation and codes of practice</i> are monitored to ensure they meet <i>individual needs</i> and are in accordance with organisational requirements.</p> <p>1.2 The quality of <i>information</i> on the organisation's <i>occupational health and safety policies, procedures</i> and programs is monitored and improvements implemented to ensure they remain up-to-date and readily accessible to the workgroup.</p> <p>1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is monitored and the workgroup's understanding of the information is regularly assessed through feedback and questioning suited to individual needs.</p> |
| <p>2. Monitor and maintain participative arrangements for workplace safety</p> | <p>2.1 The importance of effective <i>participative arrangements</i> in managing health and safety risks is promoted and all members of the workgroup are encouraged to contribute in accordance with organisational policy and procedures.</p> <p>2.2 Consultative procedures are monitored to ensure participation of the workgroup in the management of workplace hazards in accordance with legislative requirements.</p> <p>2.3 Issues raised through consultation are resolved or referred for resolution in accordance with workplace procedures for issue resolution.</p> <p>2.4 The outcomes of consultation over occupational health and safety issues are monitored and progressed in accordance with organisational policy and procedures.</p> |
| <p>3. Review procedures for identifying hazards and assessing risks</p> | <p>3.1 Procedures for <i>identifying</i> existing and potential hazards in the work area are monitored and evaluated for effectiveness.</p> <p>3.2 Improvements are identified and recommended for hazard identification where necessary.</p> <p>3.3 Recommendations are made for risk assessment and risk control procedures to be enhanced where necessary.</p> |
| <p>4. Monitor and continuously improve procedures for controlling risks</p> | <p>4.1 Work procedures to <i>control risks</i> and adherence to them by the workgroup are monitored in accordance with workplace procedures.</p> <p>4.2 Results of monitoring existing risk control measures are analysed and recommendations for any action are reported regularly in accordance with workplace procedures.</p> <p>4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and are reported to designated personnel.</p> <p>4.4 Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated</p> |

ELEMENT	PERFORMANCE CRITERIA
5. Monitor and maintain procedures for dealing with hazardous events	<p>personnel.</p> <p>5.1 Workplace <i>procedures</i> for dealing with <i>hazardous events</i> are monitored whenever necessary to ensure that control action is effective and timely.</p> <p>5.2 Hazardous events are investigated to identify their cause in accordance with investigation procedures.</p> <p>5.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control if within scope of responsibilities and competencies or, alternatively, referred to designated personnel for implementation.</p>
6. Monitor and maintain procedures for providing workplace safety training	<p>6.1 Training records and skills audits are regularly monitored to ensure ongoing <i>workplace safety training</i> needs are identified and addressed in accordance with organisational policy and procedures.</p> <p>6.2 The effectiveness of both on-the-job and off-the-job training programs to address the organisation's occupational health and safety training needs is evaluated in consultation with relevant parties, and continuous improvements are negotiated and implemented as necessary.</p>
7. Monitor procedures for maintaining workplace safety records	<p>7.1 <i>Occupational health and safety records</i> for the work area are monitored to ensure they meet workplace requirements and legal requirements for the maintenance of records of occupational injury and disease.</p> <p>7.2 Aggregate information from the area's occupational health and safety records is used to identify hazards and monitor risk control procedures within the work area according to organisational procedures and within scope of responsibilities and competencies.</p>

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- analysing the work environment, recognising hazards and judging occupational health and safety interventions
- evaluating the quality and effectiveness of written and oral workplace safety information and training provided to staff
- identifying inadequacies in procedures and control measures
- reading and explaining complex and formal documents such as legislation and codes of practice
- tailoring communication to suit different audiences, such as staff, senior management, safety representatives, inspectors
- preparing reports on workplace safety requiring precision of expression
- investigating hazardous events
- analysing workplace safety data
- assessing resources needed for risk control
- accessing legislation and codes of practice electronically or in hard copy
- responding to diversity, including gender and disability

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- provisions of relevant occupational health and safety legislation
- principles and practice of effective occupational health and safety management
- workplace hazards
- AS/NZS ISO 31000:2009 Risk management - Principles and guidelines
- range and selection of effective control measures
- organisational occupational health and safety management systems, policies and procedures needed for legislative compliance
- impact of characteristics and composition of the workforce on occupational health and safety management
- relevance of occupational health and safety management to other organisational management policies, procedures and systems

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPGOV502B Develop client services
 - PSPGOV503B Coordinate resource allocation and usage
 - PSPGOV504B Undertake research and analysis
 - PSPGOV511A Provide leadership
 - PSPGOV512A Use complex workplace communication strategies
 - PSPGOV517A Coordinate risk management
 - PSPLEGN501B Promote compliance with legislation in the public sector
 - PSPPM501B Design complex projects
 - PSPPM502B Manage complex projects

Overview of evidence requirements

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
- monitoring and maintaining workplace safety in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- occupational health and safety acts, regulations and codes of practice
- organisational occupational health and safety policies and procedures
- Australian standards such as AS/NZS:4360 for risk management, or as revised
- relevant work areas for identification of hazards and control measures

Where and how to assess evidence

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 when monitoring and maintaining workplace safety procedures and programs, including coping with difficulties, irregularities and breakdowns in routine

- the applicant to monitor and maintain workplace safety in a range of (3 or more) contexts (or occasions, over time)
- the assessor to have recognised expertise in managing occupational health and safety in the industry, or work in an assessment team with such a person.

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence 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

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Occupational health and safety legislation may include:

- State/Territory/Commonwealth occupational health and safety acts, regulations and codes of practice, including:
 - regulations and codes of practice relating to hazards present in the workplace or industry
 - general duty of care under occupational health and safety legislation and common law
 - requirements for the maintenance and confidentiality of records of occupational injury and disease
 - requirements for provision of occupational health and safety information and training
 - provisions relating to health and safety representatives and/or occupational health and safety committees
 - provisions relating to occupational health and safety issue resolution

Individual needs may relate to:

- literacy
- communication skills
- gender
- cultural background
- people with disabilities
- part-time, contract or casual workers
- level of experience
- existing knowledge

Information topics may include:

- induction to new work/management systems
- the nature of work
- tasks and procedures
- hazards and risk management procedures; to assist in work tasks
- new/inexperienced workers
- legislation and codes of practice, for example, relating to hazards in the work area
- consultation with health and safety representatives and occupational health and safety committees

Occupational health and safety policies and

- job procedures and work instructions
- maintenance of plant and equipment

procedures may include:

- purchasing of supplies and equipment
- counselling/disciplinary processes
- providing occupational health and safety information
- consultation and participation
- emergency response
- housekeeping
- specific hazards
- identifying hazards, for example, inspections
- incident investigation
- assessing risks
- controlling risks
- personal protective equipment
- occupational health and safety training and assessment
- occupational health and safety recordkeeping
- reporting occupational health and safety issues
- occupational health and safety issue resolution
- change management

Participative arrangements may include:

- formal and informal meetings which include occupational health and safety
- occupational health and safety committees
- other committees, for example, consultative, planning and purchasing
- health and safety representatives
- suggestions, requests, reports and concerns put forward by employees to management
- external providers
- clients/visitors

Identifying hazards and assessing risks may occur through activities such as:

- audits
- workplace inspections
- housekeeping
- checking work area and/or equipment before and during work
- job and work system assessment
- reviews of occupational health and safety records, including registers of hazardous substances, dangerous goods, etc
- maintenance of plant and equipment
- purchasing of supplies and equipment, for example, review of Material Safety Data Sheets and manufacturer/supplier information
- identifying employee concerns

Controlling risks may include actions such as:

- measures to remove the cause of a risk at its source
- consultation with workers and their representatives
- application of the hierarchy of control, namely:
 - elimination of the risk
 - substitution
 - engineering controls
 - administrative controls
 - personal protective equipment.

Procedures for dealing with hazardous events may include:

- evacuation
- chemical containment
- first aid
- accident/incident reporting and investigation

Hazardous events may include:

- incidents and near misses
- fires and explosions
- emergencies such as chemical spills
- bomb scares
- violent incidents, for example, armed robberies

Workplace safety training may include:

- workplace violence, including bullying
- natural disasters/events
- induction training
- management systems/policy
- specific hazard training
- specific task or equipment training
- emergency and evacuation training
- training as part of broader programs, for example, equipment operation

Occupational health and safety records may include:

- complying with privacy and confidentiality requirements
- occupational health and safety audits and inspection reports
- health surveillance and workplace environmental monitoring records
- records of instruction and training
- manufacturers' and suppliers' information, including Material Safety Data Sheets and dangerous goods storage lists
- hazardous substances registers
- maintenance and testing reports
- workers compensation and rehabilitation records
- first aid/medical post records

Unit Sector(s)

Not applicable.

Competency field

Occupational Health & Safety