Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS502A Participate in the management of the OHS information and data systems

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPSOHS502A Participate in the management of the OHS information and data systems

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 participation in the provision of technical and legal information and data necessary to ensure that management and other stakeholders are informed about OHS and the effectiveness of the management of OHS.
It includes accessing and providing OHS information; collecting, collating and analysing data; and ensuring that this information and data is distributed throughout the workplace. It also addresses the legislative requirements for reporting and notification of OHS matters.
In practice, participation in the management of OHS information and data systems may overlap with other generalist or specialist public sector work activities such as promoting ethical practice, using complex communication strategies, undertaking research and analysis, coordinating resource usage, promoting compliance with legislation.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to individuals with managerial responsibility for providing technical and legal information and data necessary to ensure that management and other stakeholders are informed about OHS and the effectiveness of the management of OHS
It includes accessing and providing OHS information; collecting, collating and analysing data; and ensuring that this information and data is distributed throughout the workplace. It also addresses the legislative requirements for reporting and notification of OHS matters.

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.	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 range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Access sources of OHS information and data	1.1 *Sources of OHS information and data* are identified, accessed and reviewed regularly.
	1.2 Information and data is critically evaluated to ensure its accuracy, currency and relevance.
	1.3 *Appropriate formats* for information and data storage and retrieval are determined.
2 Assist in the application of policies and procedures for collection of workplace information, data and records	2.1 Managers and *key personnel* are informed of *legal requirements* for information and data collection and record keeping.
	2.2 OHS records are kept using *appropriate tools*.
	2.3 Workplace information and data is collected according to *established procedures*.
	2.4 Procedures for information and data collection, record keeping, amendments to legislation, and distribution of records are reviewed regularly to ensure their usability and relevance.
3 Assist in maintaining an information and data management system that enables retrieval and distribution of OHS information and data	3.1 Recommendations are made for storage of OHS information and data in a manner that makes it accessible to *stakeholders* and key personnel.
	3.2 OHS information, data and records are accurately entered, and stored *ethically*.
	3.3 Purposes and appropriate uses of OHS information and data are identified for meaningful outcomes.
	3.4 *Legislated reporting requirements* to external bodies are met accurately and within time limits.
	3.5 Training needs relevant to the management of the information and data system for appropriate personnel are regularly assessed and actioned as appropriate.
	3.6 Information and data management system is regularly evaluated to ensure its ease of use and relevance to the OHS needs of the organisation.
4 Use, apply and regularly review analytical techniques to evaluate and improve OHS performance	4.1 *Information and data collected* is evaluated for validity and reliability.
	4.2 *Analytical techniques* appropriate for evaluation of OHS performance (including *positive performance indicators*) and identification of areas for improvement are identified.
	4.3 Analytical techniques are applied appropriately and accurately.
	4.4 OHS information and data analysis processes are reviewed regularly, in consultation with stakeholders, to ensure organisational and legislative requirements.
5 Communicate OHS information and results of data analysis to	5.1 Outcomes of information and data analysis are appropriately formatted taking account of the *target audience*.
	5.2 OHS information and data is disseminated to managers, key personnel and stakeholders taking account of legal and ethical

ELEMENT	PERFORMANCE CRITERIA
stakeholders and external bodies	requirements.
	5.3 OHS information and data is communicated objectively and feedback sought.
	5.4 Recommendations are made for improvement in prevention strategies based upon information accessed and data analysis.
6 Communicate the effectiveness of OHS information and data systems through monitoring and evaluation	6.1 The effectiveness of the OHS information and data system is reviewed regularly.
	6.2 Frequency, method and scope of review is determined in consultation with stakeholders.
	6.3 Stakeholders are enabled to have input to review.
	6.4 Areas for improvement in the OHS information and data system are identified and recommendations made for improvement.
	6.5 Improvement strategies arising from the review are communicated to appropriate levels of authority through planning, documentation and implementation.

Required Skills and Knowledge

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

Required skills:
Look for evidence that confirms skills in:

- relating to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- preparing more detailed reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- applying continuous improvement and action planning processes
- contributing to the strategic OHS performance of the organisation
- employing project management skills to achieve change
- managing own tasks within time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- contributing to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources
- analysing relevant workplace information and data, and make observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- carrying out simple arithmetical calculations (eg % change), and produce graphs of workplace information and data to identify trends and recognise limitations
- using electronic systems to enter workplace information and data and produce effective graphical representations
- using a range of communication media
- using language and literacy skills appropriate to the workgroup and the task
- using basic computer and information technology skills to access internal and external information and data on OHS

Required knowledge:
Look for evidence that confirms knowledge and understanding of:

- legislative requirements for OHS information and data, and consultation
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- requirements for recordkeeping that addresses OHS, privacy and other legislation
- state/territory/Commonwealth OHS legislation (Acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation,

rehabilitation etc

- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- difference between common law and statutory law
- concept of common law duty of care
- methods of providing evidence of compliance with OHS legislation
- facilitation of the use of tools such as positive performance indicators (PPIs) in assessment of OHS performance
- nature of information and data that provides valid and reliable results on performance of OHS management processes (including positive indicators, such as number of safety audits conducted)
- methods of collecting reliable information and data, commonly encountered problems in collection and strategies for overcoming such problems
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- internal and external sources of OHS information and data
- auditing methods and techniques
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS e.g.
    - labour market changes
    - structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
    - language, literacy and numeracy
    - communication skills
    - cultural background/workplace diversity
    - gender
    - workers with special needs
- ethics related to professional practice
- professional liability in relation to providing advice
- knowledge of organisational OHS policies and procedures
- key personnel, including identifying 'change agents', within workplace management structure
- language, literacy and cultural profile of the workgroup
- organisational culture as it impacts on the workgroup

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	Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include:
	- PSPETHC501B Promote the values and ethos of public service - PSPGOV512A Use complex workplace communication strategies - PSPLEGN501B Promote compliance with legislation in the public sector - PSPSOHS501A Participate in the coordination and maintenance of a systematic approach to managing OHS - PSPSOHS503A Assist in the design and development of OHS participative arrangements.
Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:
	- knowledge requirements of this unit - skill requirements of this unit - application of employability skills as they relate to this unit.
	The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.
Resources required to carry out assessment	These resources include:
	- legislation, policy, procedures and protocols relating to management of OHS information and data systems - workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when participating in the management of OHS information and data systems.
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 participating in the management of OHS information and data systems, including coping with difficulties, irregularities and breakdowns in routine - participation in the management of OHS information and

data systems in a range of three or more contexts or occasions, over time.

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include a combination of two or more of:

- workplace projects
- simulation or role plays
- case studies and scenarios
- observation
- portfolios.

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

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.

Sources of OHS information and data may include:	• external sources such as:
	  • OHS legislation and codes of practice
	  • Australian and industry standards
	  • Australian Bureau of Statistics (ABS)
	  • OHS authorities
	  • unions and industry bodies
	  • OHS professional bodies
	  • internet, journals, magazines
	  • technical information and data
	  • research literature
	  • manufacturers' manuals and specifications
	  • National Occupational Health and Safety Commission (NOHSC)
	• internal sources such as:
	  • OHS policies and procedures
	  • work instructions
	  • job and work system analysis (JSAs)
	  • risk assessments (past and present)
	  • material safety data sheets (MSDSs) and registers
	  • manufacturers' manuals
	  • organisational data such as insurance records, incident investigation, enforcement notices and actions, workers compensation data, OHS performance indicators, audits etc
	  • safety handbooks
	  • employee information papers, brochures, notes, newsletters
	  • OHS reports including, workplace inspections, hazard and incident reports, technical reports, consultations and observations

Appropriate formats may be:	• electronic or paper-based • available through an intranet or CD-ROM • recognised records and data management systems

Key personnel may include:	• managers from other areas • people involved in OHS decision making or who are affected by OHS decisions

Legal requirements may include:	• legislation, regulations and standards governing:
	  • reporting of incidents
	  • records for monitoring and exposure to specific hazards
	  • privacy and confidentiality of personal records
	  • workplace equity
	  • workers compensation

Appropriate tools may be:	• electronic systems
	• paper-based systems
	• and may include:
	  • registers
	  • graphical representations
	  • performance monitoring charts and checklists
	  • handbooks

Established procedures may include:	• legislation and codes of practice • OHS management systems • relevant workers compensation processes • organisational policies and procedures including accident and incident recording system • recognised industry standards • manufacturers' recommendations, and maintenance and servicing schedules • contract and tender documentation • formal and/or informal procedures
Stakeholders may include:	• management • supervisors • employees • OHS committees • health and safety and other employee representatives
Ethical requirements for OHS records storage include:	• privacy, as appropriate • confidentiality • ensuring access to personal records, within legislative requirements • commercial in confidence information as appropriate
Legislated reporting requirements include:	• serious injury and serious incident reporting to OHS authorities
Information and data	• data relating to implementation of OHS plans and processes

collected may include:	• OHS performance indicators
	• hazard registers
	• incident data including injury and disease
	• MSDSs and registers
	• risk assessments
	• job safety analyses
	• OHS policies and procedures
Analytical techniques may include:	• basic statistical tests such as means, standard deviation and percentage change
Positive performance indicators are:	• a means of focusing on assessing how successfully a workplace is performing through measuring OHS processes
Target audience may include:	• internal stakeholders, including the board of management, managers, OHS committees, supervisors, employees (and their families), contractors, visitors and others on site
	• external stakeholders, including customers, shareholders, local community (directly or via the media), representatives of special interest groups and agencies, insurance agencies, OHS regulators and other relevant statutory bodies

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety