



Australian Government

Department of Education, Employment and Workplace Relations

UEENEEE018B Establish, maintain and evaluate OHS systems

Release: 1

UEENEEE018B Establish, maintain and evaluate OHS systems

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This unit covers the mandatory responsibility of an organisation's executive officers to establish, maintain and evaluate an OHS system. It encompasses understanding an organisation's OHS obligations, establishing and maintaining, participative arrangements, procedures for hazard identification, risk assessment and control measures, procedures for dealing with hazardous incidents, safety training, safety records, and evaluating the safety system.

Application of the Unit

Application of the Unit 4)

This unit addresses information, processes and techniques for the application of general occupational health and safety requirements in workplaces and is essential for employees without managerial responsibilities. The unit is based on Generic Competency A in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards [NOHSC: 7025 (1998) 2nd Edition].

Note:

All States/Territories and the Commonwealth have enacted legislation that establishes a general duty of care for workplace parties to ensure healthy and safe working conditions. In most workplaces, the final responsibility for providing a healthy and safe working environment, as far as practicable, rests with the employer. Employees also have a duty of care in relation to OHS that ensures their health and safety and that of others in the workplace. The

Application of the Unit 4)

relevant jurisdictional OHS legislation should always be consulted to ascertain the exact duties set down for employers and employees.

Licensing/Regulatory Information**1.2) License to practice**

The competency described in this unit does not directly require a license to practice but is subject to regulations for occupational health and safe and contracts of training where they apply.

Pre-Requisites**Prerequisite Unit(s) 2)****2.1) Competencies**

There are no prerequisite competencies for this unit.

Employability Skills Information

Employability Skills 3)

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

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|---|---|
| 6) Elements describe the essential outcomes of a unit of competency | Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the evidence guide. |
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Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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| 1 Establish and maintain the framework for the OHS system. | <p>1.1 Occupational health and safety policies are developed which clearly express the organisation's commitment with respect to occupational health and safety within the area of managerial responsibility and how relevant occupational health and safety legislation will be implemented, consistent with overall organisational policies.</p> <p>1.2 Occupational health and safety responsibilities and duties which will allow implementation and integration of the occupational health and safety system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions.</p> <p>1.3. Financial and human resources for the operation of the occupational health and safety system are</p> |
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ELEMENT	PERFORMANCE CRITERIA
	identified, sought and/or provided in a timely and consistent manner.
	1.4 Information on the occupational health and safety system and procedures for the area of managerial responsibility is provided and explained in a form which is readily accessible to employees.
2 Establish and maintain participative arrangements for management of OHS.	2.1 Appropriate consultative processes are established and maintained in consultation with employees and their representatives in accordance with relevant occupational health and safety legislation and consistent with the organisation's overall process for consultation.
	2.2 Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution.
	2.3 Information about the outcomes of participation and consultation is provided in a manner accessible to employees.
3 Establish and maintain procedures for identifying hazards, assessing risk and controlling risk.	3.1 Existing and potential hazards within the area of managerial responsibility are correctly identified and identification confirmed in accordance with Occupational Health and Safety legislation, codes of practice and trends identified from the occupational health and safety records system.
	3.2 A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures.
	3.3 Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.
	3.4 Hazards identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created.
	3.5 Risks presented by identified hazards are correctly assessed in accordance with

ELEMENT**PERFORMANCE CRITERIA**

- occupational health and safety legislation and coded of practice.
- 3.6 A procedure for ongoing assessment of risk is developed and integrated within systems of work and procedures.
- 3.7 Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.
- 3.8 Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased.
- 3.9 Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practices and trends identified from the occupational health and safety records system.
- 3.10 When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a control measure is developed.
- 3.11 A procedure for ongoing control of risks, based on the hierarchy of control, is developed and integrated with general systems of work and procedures.
- 3.12 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility.
- 3.13 Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included.
- 3.14 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided

ELEMENT	PERFORMANCE CRITERIA
	according to appropriate procedures.
4 Establish and maintain procedures for dealing with hazardous events.	4.1 Potential hazardous events are correctly identified.
	4.2 Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services.
	4.3 Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances.
5 Establish and maintain OHS training program.	5.1 An occupational health and safety training program is developed and implemented to identify and fulfil employees' occupational health and safety training needs as part of the organisation's general training program.
6 Establish and maintain a system for OHS records.	6.1 A system for keeping occupational health and safety records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility.
7 Evaluate the OHS system and related policies, procedures and programs.	7.1 The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organisation's aims with respect to occupational health and safety.
	7.2 Improvements to the occupational health and safety system are developed and implemented to ensure more effective achievements of the organisation's aims with respect to occupational health and safety.
	7.3 Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained as a minimum.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of safe working practices and establishing, maintaining and evaluating OHS systems.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

The extent of the essential knowledge and associated skills (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

2.18.8.2 Occupational Health and Safety, enterprise responsibilities

Evidence Guide

EVIDENCE GUIDE

9) The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment

9.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in

EVIDENCE GUIDE

the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

9.2)

Before the critical aspects of evidence are considered all prerequisites must be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines - UEE07'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
 - Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement
 - Apply sustainable energy principles and practices as specified in the performance criteria and range statement
 - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
 - Demonstrate an appropriate level of skills enabling employment
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
 - Establish, maintain and evaluate OHS systems as described in 8) and including:
 - A Establishing and maintaining the framework for the OHS system.
 - B Establishing and maintaining participative arrangements for management of OHS.
 - C Establishing and maintaining procedures for

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identifying hazards, assessing risk and controlling risk.

- D Establishing and maintaining procedures for dealing with hazardous events.
- E Establishing and maintaining OHS training programs.
- F Establish and maintain a system for OHS records.
- G Evaluating the OHS system and related policies, procedures and programs.
- H Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items.

Note:

Ability to implement these Occupational Health and Safety measures shall be demonstrated on all occasions safety issues arise.

Context of and specific resources for assessment

9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to establishing, maintaining and evaluating OHS systems.

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Method of assessment

9.4)

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units

9.5)

For optimisation of training and assessment effort, competence in this unit may be assessed concurrently with other related units making up a qualification or possible skill clusters.

Components of this unit are included in the critical aspects of evidence of all units to help ensure the appropriate level of responsibility for safety has been acquired.

Range Statement

RANGE STATEMENT

8) This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

This unit shall be demonstrated in relation to establishing, maintaining and evaluating OHS systems with the following attributes:

- organisation's OHS obligations
- participative arrangements establishment and maintained
- hazard identification procedures
- risk assessment and control measures
- hazardous incidents procedures for response
- safety training
- safety records
- safety system evaluation

Establishing, maintaining and evaluating OHS systems shall be demonstrated in the following:

- Relevant occupational health and safety legislation, regulations and codes of practice related to hazards present in the industry and particular workplace
- Establishing, maintaining and evaluating OHS system for the particular enterprise/organisation

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Not Applicable

Competency Field

2.2) Literacy and numeracy skills

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading	5	Writing	5	Numeracy	5
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2.2) Literacy and numeracy skills

Competency Field 5)

Electrotechnology