AHCOHS401A Maintain occupational health and safety (OHS) processes

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers maintaining OHS processes and defines the standard required to: facilitate meetings and document actions to consider OHS issues in the workplace; distribute information concerning OHS processes and requirements to staff; establish procedures to document the identification of hazards and assessment of risk covering the operations of the enterprise; provide staff with OHS training in risk assessment, and other areas nominated by risk controls; put emergency procedures in place and organise for safety drills; maintain health and safety records.

Application of the Unit

Application of the unit	This unit applies to nominated OHS representatives in a workplace.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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1. Provide information about occupational health and safety	1.1. Relevant provisions of OHS legislation and Codes of Practice are accurately and clearly explained to the work group. 1.2. Information on enterprise OHS policies, procedures and programs is provided in a readily accessible manner, and is accurately and clearly explained to the work group. 1.3. Information about identified hazards and the outcomes of risk assessment and control procedures is regularly provided, and is accurately and clearly explained to the work group.
2. Facilitate the participation of workers in OHS observance and decision-making	2.1. Enterprise procedures for consultation over OHS issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute. 2.2. Procedures whereby workers report OHS hazards, risks are assessed and action taken to control risks, are clearly described to the work group. 2.3. Issues raised through consultation are dealt with and resolved promptly, or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution. 2.4. The outcomes of consultation over OHS issues are promptly communicated to the work group.
3. Implement procedures for identifying hazards and assessing and controlling risks	3.1. Existing and potential hazards which are identified are reported so that adequate risk assessment and effective control measures are implemented. 3.2. Work procedures to control OHS risks are implemented by the work group and regular monitoring occurs to ensure ongoing adherence and effectiveness of risk control. 3.3. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and reported to designated personnel/management. 3.4. Inadequacies in allocation of resources to ensure safe work practice are identified and reported to management. 3.5. Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures.
4. Implement workplace	4.1. Workplace procedures for dealing with OHS emergencies are implemented where necessary to

ELEMENT	PERFORMANCE CRITERIA
procedures for dealing with emergencies and hazardous events	ensure that prompt and effective control action is taken.
	4.2. OHS emergencies are reported in accordance with established enterprise procedures.
	4.3. Control measures to prevent recurrence and minimise risk of emergencies and hazardous events are implemented based on the hierarchy of control, or alternatively, referred to designated personnel for implementation.
5. Implement and monitor enterprise procedures for providing OHS training	5.1. OHS induction and training needs are identified accurately, specifying the gaps between OHS competencies required and those held by the work group.
	5.2. Arrangements are made for meeting identified OHS training needs in both on and off-the-job training programs in consultation with relevant parties.
6. Implement and monitor enterprise procedures for maintaining occupational health and safety records	6.1. OHS records for work area are accurately and legibly completed in accordance with workplace requirements for OHS records, and legal requirements for the maintenance of records of occupational hazards, risk control, injury and disease events.
	6.2. Aggregate information from OHS records is used to identify hazards and monitor risk control procedures within work area according to enterprise procedures and within scope of responsibilities.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• facilitate the participation of workers in OHS observance and decision-making • identify OHS hazards and conduct the risk assessment process • respond to emergencies and OHS issues in an appropriate and timely manner • use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks

REQUIRED SKILLS AND KNOWLEDGE

- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- hazards in the workplace
- relevant OHS legislation and Codes of Practice
- risk control measures
- the hierarchy of OHS risk control and its implementation for hazards in land-based industries
- communication and engagement strategies with workers
- suitable communication techniques
- relevant enterprise management systems and procedures
- accident/incident investigation
- participative work practices.

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: - facilitate meetings and document actions to consider OHS issues in the workplace - distribute information concerning OHS processes and requirements to staff - establish procedures to document the identification of hazards and assessment of risk covering the operations of the enterprise - provide staff with OHS training in risk assessment, and other areas nominated by risk controls - put emergency procedures in place and organise for safety drills - maintain health and safety records.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
OHS processes may include:	all OHS processes identified in OHS legislation and regulations and industry Codes of Practice.

Unit Sector(s)

Unit sector	Occupational health and safety

Co-requisite units

Co-requisite units		

Competency field

Competency field	

AgriFood Skills Australia