Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS304B Contribute to OHS hazard control

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSBOHS304B Contribute to OHS hazard control

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to contribute to controlling occupational health and safety (OHS) hazards in the workplace in order to maintain a healthy and safe workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals who assist OHS specialists in relation to controlling OHS hazards in the 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

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to the development of OHS hazard control options	1.1. Apply knowledge of OHS legislation, codes of practice, standards, regulations and workplace policies and procedures to contribute to the development of *hazard controls*
	1.2. Apply *principles of the hierarchy of control* to identified *hazards*
	1.3. Initiate the use of *OHS specialists and technical advisors*, where required, to assist in hazard identification and development of hazard controls for areas outside own expertise
2. Contribute to the selection of hazard control options	2.1. Determine the selection of hazard controls with relevant others
	2.2. Determine the prioritisation of hazard controls with relevant others
	2.3. Provide opportunities for employees to become involved in hazard control options
	2.4. Identify and report *factors impeding successful implementation of selected hazard controls*
	2.5. Provide information about selected hazard controls to stakeholders
3. Contribute to the implementation of hazard controls	3.1. Contribute to obtaining resources required to implement selected hazard controls
	3.2. Contribute to the development and documentation of actions required to implement hazard controls
	3.3. *Communicate with stakeholders* affected by hazard controls in a timely and clear manner

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to contribute effectively on the selection of hazard controls and the selection of hazard controls
- culturally appropriate communication skills to relate to people with diverse backgrounds and people with diverse abilities and OHS roles in the workplace
- organisational and time management skills to sequence tasks and meet timelines
- literacy skills to prepare summary reports and memos for a range of target groups including:
    - employees
    - OHS committees
    - OHS representatives
    - managers
    - supervisors.

Required knowledge

- codes of practice and standard industry controls for a range of hazards
- concept of risk and factors that affect risk
- difference between a hazard and a risk
- formal and informal communication processes and key personnel related to communication
- hazard control options
- hierarchy of control and considerations for choosing between different control measures such as possible inadequacies of particular control measures
- how the characteristics and composition of the workforce impact on risk
- incident investigation procedures
- internal and external sources of information about OHS information and data
- key personnel in the workplace
- limitations of generic hazard and risk checklists and risk ranking processes
- nature of workplace processes and hazards relevant to the workplace
- organisational design and structure
- organisational policies and procedures regarding OHS
- potential effects and likely consequences to people, materials, equipment, work practices and environment if risks associated with OHS hazards in the workplace are realised
- principles of incident causation and injury processes
- relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material

REQUIRED SKILLS AND KNOWLEDGE

- requirements for individual fitting, use, maintenance and storage of personal protective equipment (PPE)
- types and characteristics of major physical, chemical, biological, radiological, nuclear, mechanical, psychosocial and environmental hazards which may be present in the workplace.

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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	Evidence of the following is essential: • contribution to the development, selection and implementation of OHS hazard control options in a workplace • knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material.

Context of and specific resources for assessment	Assessment must ensure:
	
	• access to relevant information on OHS compliance requirements such as:
	    • organisational policies, standard operating procedures, procedures and plans
	    • relevant legislation, regulations, licensing requirements, codes of practice, standards
	• access to relevant internal and external data files.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • analysis of responses to case studies and scenarios • assessment of documentation completed when controlling hazards • demonstration of the application of hazard control techniques • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of requirements for individual fitting, use, maintenance and storage of PPE • review of information provided to stakeholders about selected hazard controls • evaluation of communications with stakeholders affected by hazard controls.

EVIDENCE GUIDE	
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • other OHS units.

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.

Hazard controls may include:	- actions taken to eliminate hazards entirely - actions taken to minimise the risks associated with the hazard by: - substituting another product or process to replace the hazard - isolating the hazard - using engineering controls - improving administrative controls such as changing policies, procedures or providing training - using PPE such as: - head protection - face and eye protection - respiratory protection - hearing protection - hand protection - clothing and footwear
Principles of the hierarchy of hazard control include:	- eliminating hazards - and where this is not practicable, minimising risk by: - isolating hazard from personnel - substitution - using administrative controls (e.g. procedures, training) - using engineering controls - using PPE
Hazards may include:	- sources of potential harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these, including: - physical - mechanical and/or electrical

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RANGE STATEMENT	
	- chemical - biological - psychosocial - radiological - nuclear - environmental
OHS specialists and technical advisors may include:	- employees who have an OHS role and responsibilities - OHS specialists and testers such as: - audiologists - ergonomists - health professionals - occupational health professionals - occupational hygienists - safety engineers - safety professionals - toxicologists - OHS technical advisors such as: - engineers (design, acoustic, safety, mechanical and civil) - maintenance and tradespeople - safety representatives, inspectors and officers - workplace assessors with experience in language or disability issues
Factors impeding successful implementation of selected hazard controls may include:	- access to technology or information - an unsupportive workplace culture - cultural differences arising from ethnic diversity - geographic dispersal of employees - issues arising around the workplace and specific disabilities - lack of a systematic approach to managing OHS in the workplace - lack of support from key management - language and literacy - language, literacy and numeracy levels - remote locations or worksites - rosters or shift work - shift work and rostering arrangements

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RANGE STATEMENT	
	• unrealistic timeframes • workplace organisational structures

Communication with stakeholders may include:	• contribution to development of policies and procedures
	• employee meetings
	• interviews and discussions
	• issue resolution meetings
	• memos
	• presentations to:
	   • external investigators
	   • inspectors
	   • consultants
	   • OHS specialists
	   • technical advisors
	• presentations to OHS committees
	• summary reports
	• use of participative or consultative processes implemented in the workplace
	• written and electronic communication

Unit Sector(s)

Unit sector	

Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety

Co-requisite units

Co-requisite units		

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Co-requisite units		

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