CPPCMN4007A Manage workplace safety arrangements

Release: 1

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Modification History

Revised unit
Unit updated and equivalent to PRMCMN401A Manage workplace safety arrangements

Unit Descriptor

This unit of competency specifies the outcomes required to implement and monitor the company's occupational health and safety (OHS) policies, procedures and programs to achieve and maintain OHS standards and ensure workplace safety arrangements. It includes managing the provision of information and the implementation, supervision and review of OHS policies and programs that contribute to maintaining a safe work environment.

Application of the Unit

This unit of competency is relevant for employees with supervisory responsibilities. Performance would usually be carried out within company guidelines.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

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

1	Provide information about OHS and the company's OHS policies, procedures and programs.	1.1	Relevant provisions of *OHS legislation* as they relate to *workplace procedures* are explained clearly and accurately to *work group* according to *company requirements*.
		1.2	Company OHS policies, procedures and programs are explained clearly and accurately to work group according to company requirements.
		1.3	*Information* about OHS policies, procedures and programs is provided to work group in a *readily accessible* manner according to company requirements.
		1.4	Information about *identifying hazards and assessing risks* and the process and outcomes of *risk assessment and risk control procedures* is provided and explained regularly, clearly and accurately to work group according to company requirements.
2	Implement and monitor participative arrangements for the management of OHS.	2.1	Company procedures for *participative arrangements* for OHS issues are implemented and monitored and *contributions* are encouraged according to company requirements.
		2.2	Issues arising from participative arrangements are promptly assessed and resolved, or referred to *appropriate personnel* for resolution according to workplace procedures.
		2.3	Outcomes of participative arrangements pertaining to OHS issues are documented and promptly communicated to work group according to company requirements.

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3	Implement and monitor company procedures for identifying hazards and assessing risks.	3.1	Existing and potential *hazards* in the work area are identified and reported according to OHS legislation, workplace procedures and company requirements.
		3.2	*Risk analysis*, using *risk analysis protocols*, is conducted and action to control risks is taken according to OHS legislation, workplace procedures and company requirements.
		3.3	Work area is monitored continuously to identify new hazards according to OHS legislation, workplace procedures and company requirements.
4	Implement and monitor company procedures for controlling risks.	4.1	Work procedures for controlling risks are developed and implemented according to OHS legislation and company requirements.
		4.2	Adherence to work procedures by work group is monitored according to company requirements.
		4.3	Effectiveness of work procedures is monitored using *hierarchy of control* and results are reported regularly to appropriate personnel according to company requirements.
		4.4	Resource allocation requirements are identified for implementation of work procedures to *control risks* and inadequacies are reported to appropriate personnel according to company requirements.
5	Implement company procedures for dealing with hazardous events.	5.1	Incidents are investigated to establish cause according to OHS legislation and company requirements.
		5.2	*Hazardous event control procedures* for dealing with *hazardous events*, including emergencies, are implemented according to OHS and environmental legislation and company requirements.
		5.3	Control measures to prevent recurrence and minimise risks of hazardous events, based on the hierarchy of control, are implemented within scope of responsibilities and competencies, or referred to appropriate personnel for implementation according to company requirements.

6	Implement and monitor company procedures for providing OHS training.	6.1	*OHS training needs*, which specify gaps between OHS health and safety competencies and those held by work group members, are identified and documented according to company requirements.
		6.2	*Training*, coaching and mentoring to meet identified needs of work group are arranged through consultation with relevant parties according to company requirements.
7	Implement and monitor company procedures for maintaining OHS records.	7.1	Company's incident and/or accident reporting and recording process is provided and explained to work group according to company requirements.
		7.2	*OHS records* are completed according to legal requirements for the maintenance of records of occupational injury and disease, workplace procedures and company requirements.
		7.3	Hazard analysis data and information from OHS safety records are used to identify hazards and monitor risk control procedures within scope of responsibilities and competencies and according to company requirements.

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Required Skills and Knowledge

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

Required skills

- interpersonal skills to relate to people from diverse backgrounds
- language, literacy and numeracy skills for:
    - analysing and monitoring workplace OHS data
    - articulating OHS legal obligations, such as duty of care
    - communicating clearly and concisely verbally and in writing
    - reading and interpreting:
        - product instructions
        - material safety data sheets (MSDS)
        - site safety plans
    - recommending training needs
    - reporting hazards
    - sourcing and organising information
- leadership skills to:
    - coach and mentor
    - identify and explain levels of responsibility for OHS
    - identify training needs
- risk management skills for:
    - assessing risks and evaluating risk control measures
    - assessing and advising on validity and sufficiency of resources required to control risks
    - assisting emergency procedures
    - complying with work procedures
    - identifying and analysing hazards

Required knowledge

- characteristics and composition of the workforce and how it impacts on OHS management
- company management structure and procedures for:
    - hazard identification
    - OHS management
    - risk management
- interrelationship of OHS systems to other company systems
- legislation, regulations, codes of practice and industry advisory standards that apply to workplace safety arrangements, including legal responsibilities of:
    - employers
    - employees
    - other parties with legal responsibilities
- principles of:

- - access and equity
  - hazard management
  - leadership
  - OHS management systems
  - company management systems
- risk management
- training opportunities

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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	This unit of competency could be assessed by observing at least two different practical demonstrations of managing workplace safety arrangements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • apply and commit to company management systems and procedures for health and safety • apply consistent leadership role to identification of hazards within work group to ensure unresolved issues are referred to appropriate personnel and actioned • apply risk management procedures, that is, undertaking hazard identification, risk assessment and risk control according to hierarchy of control • identify and facilitate OHS training needs and reporting requirements of work group • identify characteristics of workforce that affect the management of OHS • identify OHS compliance requirements for a system of work • integrate OHS into company management systems • apply knowledge of OHS Acts, regulations and codes of practice applicable to work area • provide clear information and instruction to work group on workplace procedures pertaining to health and safety in a readily accessible manner • apply obligations for duty of care.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include access to: • assessment documentation forms and record books • current OHS data • manuals and relevant documentation outlining occupational health and safety policies and procedures • OHS and Dangerous Goods Acts, regulations and codes of practice relevant to work operations

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	• suitable work area, or simulated workplace environment, that allows for identification of hazards, risk assessment and risk control measures and implementation and monitoring of OHS policies, procedures and programs.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. This unit could be assessed on its own or in combination with other units relevant to the job function.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

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.

OHS (also known as workplace health and safety) and related safety *legislation* may include:	• dangerous goods Acts • general duty of care under OHS legislation and common law provisions relating to OHS issue resolution • provisions relating to roles and responsibilities of health and safety representatives and/or OHS committees • regulations and codes of practice, including those relating to hazards present in the workplace or industry • requirements for:

	• maintenance and confidentiality of records of occupational injury and disease • provision of OHS information and training • state, territory and commonwealth OHS Acts and regulations.
Workplace procedures may include specific OHS procedures and company policies or procedures relating to:	• accident and incident investigation • assessing and controlling risks • consultation and participation arrangements for employees and third parties • emergency planning and response • housekeeping and work environment • identifying hazards • OHS procedures, including: • developing and communicating company OHS policy • providing OHS information, instruction, supervision and training • OHS record keeping • reporting OHS issues • resolving issues • training and assessment • safe operating procedures or instructions that cover but are not limited to: • awareness of electrical hazards • chemical storage, handling and disposal • confined space procedures • dust • first aid and injury management • manual handling • noise • requirements for maintaining safety when working alone • security • toxic, infectious and sharps waste • safe use of tools and equipment • vehicles and mobile equipment • working safely around electrical hazards, including wiring, cables and overhead powerlines • specific hazards • storage of dangerous goods • use of MSDS • use of personal protective equipment (PPE) • workplace safety inspections and audits.
Work group members	• contractors authorised by the company to perform specified work

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may include:	or functions • employees under direct supervision • entry-level trainees • full-time, part-time and casual employees • trainee supervisors and trainee team leaders.
Company requirements may include:	• contracting of services • counselling and disciplinary processes • maintaining plant and equipment • purchasing supplies and equipment • work procedures and work instructions, including those relating to disposing of, re-using or recycling resources.
Information may be:	• about hazards and risk management procedures • about the nature of work, tasks and procedures • as part of providing direct supervision, such as to inexperienced workers • contained in industry association journals or workers' compensation literature • for consultation with health and safety representatives and OHS committees • for induction of new workers, or refresher training for existing employees • to assist in work tasks • to communicate legislation and codes of practice, such as relating to hazards in the work area.
Readily accessible refers to information that:	• caters for individual language and literacy levels • conforms to the principles of plain English • is openly available.
Identifying hazards and assessing risks may include activities, such as:	• accessing manufacturer guidance information and manuals • applying job safety analysis procedures • assessing job and work system • assessing severity of identified hazards and ranking according to severity • briefing workplace safety inspectors or contracted OHS advisers • checking work area and equipment before and during work • conducting pre- and post-operational equipment checks • conducting workplace inspections • consulting with employees, OHS representatives and OHS committee • housekeeping • performing routine job hazard analysis • purchasing supplies and equipment, such as: • review of MSDS

	• manufacturer or supplier information
	• referencing government or industry hazard or safety alerts, including via industry association contacts and networks
	• regularly maintaining plant and equipment
	• reviewing OHS records, including:
	     • registers of hazardous substances
	     • dangerous goods
	• undertaking safety audits.

Risk assessment and risk control procedures should reflect the order of the process:	• hazard identification • risk assessment • hazard control • evaluation.

Participative arrangements may include:	• employee performance feedback
	• formal and informal meetings of:
	     • health and safety representatives
	     • OHS committees
	     • other special purpose committees, such as consultative, planning and purchasing
	• company information, staff bulletins and notices
	• suggestions, requests, reports and concerns put forward by employees to management.

Contributions may include:	• behaviour that contributes to a safe workplace
	• listening to ideas and opinions of others in work group
	• sharing opinions, views, skills and knowledge
	• visible OHS culture that includes:
	     • actively encouraging OHS contributions, suggestions and input
	     • effecting and responding to OHS input and suggestions
	     • assigning responsibility for raised OHS concerns.

Appropriate personnel may include:	• health and safety representatives
	• managers
	• OHS personnel
	• other persons, including emergency service personnel, authorised or nominated by the company or industry to:
	     • approve specified work
	     • direct specified work or functions
	     • inspect specified work
	     • perform specified work or functions.

Hazards may include:	• biological hazards • chemical hazards, including unlabelled chemicals and substances • environmental hazards, such as:

	- noise - radiation - untidy work areas - vibration - ergonomic or mechanical hazards, such as: - those associated with electrical and mechanical faults of plant and equipment, including mobile plants - physical hazards, such as: - electrical - obstructions or blocked exits - slippery or uneven floors - psychological hazards.
Risk analysis includes:	- analysis of likelihood, chance, frequency or probability of something happening that will affect work objectives - assessment of real or possible outcome should something happen, measured in terms of nature and extent of harm or injury to individuals and/or environment - process involving: - hazard identification - risk assessment - risk treatment and/or control - risk monitoring and evaluation.
Risk analysis protocols may be selected based on the following criteria:	- Australian standards, company standards and client standards - combination of quantitative and qualitative assessment tools, as appropriate to risks being assessed - company policy, procedures, goals, objectives and the interests of stakeholders - operational, technical, financial, legal, social, humanitarian or other criteria - scope of risk management project being undertaken.
Hierarchy of control includes:	- hazard elimination treatment and/or controls - hazard substitution treatment and/or controls - hazard engineering treatment and/or controls - administrative treatment and/or controls, including OHS and environmental training - PPE.
Controlling risks may include:	- applying hierarchy of control, namely: - elimination of risk - substitution controls - engineering controls - administrative controls, including training

	• PPE • consulting with manufacturers, suppliers, employers and their representatives • consulting with workers and their representatives • developing reliable systematic approach to risk control • ensuring adequate training of staff • measuring risk likelihood and consequence • implementing measures to remove cause of risk at its source • monitoring and regularly reviewing work systems and procedures • rewarding good health and safety practice.
Hazardous event control procedures may include:	• following instructions from authorised or appropriate personnel during hazardous events • chemical containment and clean-up • emergency management plan • evacuations • provision of first aid • accident and incident reporting • injury and dangerous occurrence reporting.

Hazardous events may include:	• accidents, including motor vehicle accidents
	• bomb threats
	• chemical spills
	• electrocution
	• fires and explosions
	• inhalation of dangerous substances
	• manual handling
	• natural disasters
	• slips, trips and falls
	• violent incidents, such as:
	   • armed robberies
	   • workplace bullying.

OHS training needs may include:	• controlling hazards • emergency and evacuation training • hazard prevention or mitigation procedures • induction training and refresher training • nature of hazards and hazard recognition • specific hazard training • specific task or equipment training • training as part of broader programs, such as equipment operation.
Training may include:	• coaching and/or mentoring • off-the-job training

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	- on-the-job training - presenting and promoting the benefits of a safe workplace - providing encouragement - providing feedback and clarifying points where necessary - training provided by a registered training organisation.
OHS records should include documented:	- first aid and medical post records - hazardous substances registers - health surveillance and workplace environmental monitoring records - maintenance and testing reports - manufacturer and supplier information, including MSDS and dangerous goods storage lists - OHS audits and inspection reports - records of instruction and training - safety bulletins or notices - workers' compensation and rehabilitation records.

Unit Sector(s)

Common

Custom Content Section

Not applicable.