



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUEOHS01B Implement workplace health, safety and security procedures**

**Release: 1**

## **CUEOHS01B Implement workplace health, safety and security procedures**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to implement Occupational Health and Safety policies and practices in the workplace where an established OHS framework already exists. It covers a range of industry contexts involving a variety of different conditions and hazards. This unit describes Occupational Health and Safety competencies applicable for employees with supervisory responsibility. This may include roles such as team leaders, production coordinators, forepersons or supervisors. Issues surrounding workplace health and safety will vary and training must be tailored to meet the needs of specific work areas. This unit describes the skills and knowledge required to implement Occupational Health and Safety policies and practices in the workplace where an established OHS framework already exists. It covers a range of industry contexts involving a variety of different conditions and hazards. This unit describes Occupational Health and Safety competencies applicable for employees with supervisory responsibility. This may include roles such as team leaders, production coordinators, forepersons or supervisors. Issues surrounding workplace health and safety will vary and training must be tailored to meet the needs of specific work areas

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 Provide information on health and safety	<ul style="list-style-type: none"><li>1.1 Provide relevant information to the work group about occupational health and safety policies, procedures and programs</li><li>1.2 Clearly explain OHS legislation and industry codes of practice to colleagues</li></ul>
2 Coordinate participation in health and safety issues	<ul style="list-style-type: none"><li>2.1 Implement and monitor organisational procedures for consultation over occupational health and safety issues to ensure that all members of the work group have the opportunity to contribute</li><li>2.2 Deal with and resolve issues raised through consultation and resolve them promptly or refer them to the appropriate personnel for resolution in accordance with workplace procedures</li><li>2.3 Make the outcomes of consultation over occupational health and safety issues known to the work group promptly</li></ul>
3 Implement and monitor procedures for controlling hazards and risks	<ul style="list-style-type: none"><li>3.1 Identify and report existing and potential hazards in the work area so that risk assessment and risk control procedures can be applied</li><li>3.2 Implement work procedures to control risks and monitor adherence to them by the work group in accordance with workplace procedures</li><li>3.3 Monitor existing risk control measures and report results regularly in accordance with workplace procedures</li><li>3.4 Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and report to designated personnel</li></ul>
4 Implement and monitor health and safety training	<ul style="list-style-type: none"><li>4.1 Identify occupational health and safety training needs accurately based on regular workplace monitoring</li><li>4.2 Make timely arrangements for fulfilling identified occupational health and safety training needs in</li></ul>

consultation with relevant parties

- 5 Maintain occupational health and safety records
  - 5.1 Complete occupational health and safety records accurately and legibly in accordance with workplace and legislative requirements
  - 5.2 Use data to provide reliable and timely input to the management of workplace health and safety

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Underpinning knowledge and skills

Assessment must include evidence of the following knowledge and skills:

general knowledge of relevant industry safety guidelines as they apply to particular areas of work, e.g. Screen Producers' Association of Australia, Safety Guidelines for the Entertainment Industry, Film Industry Recommended Safety Code and Safety Guidance Notes provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities

principles and practices of effective OHS management, such as:

the hierarchy of control

elements of an effective OHS management system

participation and consultation over OHS

incident investigation

risk management approaches

hazards which exist in the workplace and:

the range of control measures available for these hazards

considerations for choosing between different control measures, such as possible inadequacies with particular control measures

organisational OHS management systems, policies and procedures necessary to ensure OHS regulatory compliance, including procedures for:

communicating about OHS issues

consulting and allowing participation over OHS issues

identifying and reporting on hazards, e.g. through inspections

assessing risks

controlling risks

monitoring risk control measures

reporting budgetary and resource needs

responding to and dealing with hazardous events

OHS training

OHS record keeping and collection and use of incident data.

### Linkages to other units

There is a link between this general safety unit and many other operational units and combined assessment and/or training with those units is recommended, for example:

CUETEM01B - Co-ordinate production operations

BSBFLM404A - Lead work teams

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

knowledge and understanding of the laws and regulations relating to OHS in the workplace, including relevant industry safety guidelines (as detailed above)

ability to monitor health and safety within the context of an established system where policies, procedures and programs already exist.

### Method and context of assessment

The assessment context must provide for:

project or work activities conducted over a period of time so that the implementation and monitoring aspects of the unit can be assessed  
involvement of and interaction with a team for which the candidate coordinates OHS issues.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:  
evaluation of reports prepared by the candidate detailing how OHS issues were addressed in a given project or work activity  
evaluation of projects conducted by the candidate to address OHS issues in a given workplace  
case studies and problem solving exercises to develop OHS responses to different workplace situations  
review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

### **Resource requirements**

Assessment of this unit requires access to:  
relevant Occupational Health and Safety acts, regulations and codes of practices  
organisation's Occupational Health and Safety policies and procedures.

### **Key competencies in this unit**

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

### **Collecting, organising and analysing information (3)**

Evaluating OHS training needs of staff.

### **Communicating ideas and information (3)**

Providing a staff briefing.

### **Planning and organising activities (3)**

Organising a risk audit.

### **Working with others and in teams (3)**

Pro-actively seeking feedback on OHS issues from colleagues.

### **Using mathematical ideas and techniques (1)**

Calculating regulatory requirements for OHS training.

### **Solving problems (3)**

Developing a possible solution to a situation where staff may be breaching an OHS requirement.

### **Using technology (1)**

Using an electronic update to inform colleagues about current OHS issues.

### **Underpinning knowledge and skills**

Assessment must include evidence of the following knowledge and skills:

general knowledge of relevant industry safety guidelines as they apply to particular areas of work, e.g. Screen Producers' Association of Australia, Safety Guidelines for the Entertainment Industry, Film Industry Recommended Safety Code and Safety Guidance Notes provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities

principles and practices of effective OHS management, such as:

the hierarchy of control

elements of an effective OHS management system

participation and consultation over OHS

incident investigation

risk management approaches

hazards which exist in the workplace and:

the range of control measures available for these hazards

considerations for choosing between different control measures, such as possible inadequacies with particular control measures

organisational OHS management systems, policies and procedures necessary to ensure OHS regulatory compliance, including procedures for:

communicating about OHS issues

consulting and allowing participation over OHS issues

identifying and reporting on hazards, e.g. through inspections

assessing risks

controlling risks

monitoring risk control measures

reporting budgetary and resource needs

responding to and dealing with hazardous events

OHS training

OHS record keeping and collection and use of incident data.

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There is a link between this general safety unit and many other operational units and combined assessment and/or training with those units is recommended, for example:

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- evaluation of reports prepared by the candidate detailing how OHS issues were addressed in a given project or work activity
- evaluation of projects conducted by the candidate to address OHS issues in a given workplace
- case studies and problem solving exercises to develop OHS responses to different workplace situations
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

**Resource requirements**

Assessment of this unit requires access to:

- relevant Occupational Health and Safety acts, regulations and codes of practices
- organisation's Occupational Health and Safety policies and procedures.

**Key competencies in this unit**

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

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**Working with others and in teams (3)**

Pro-actively seeking feedback on OHS issues from colleagues.

**Using mathematical ideas and techniques (1)**

Calculating regulatory requirements for OHS training.

**Solving problems (3)**

Developing a possible solution to a situation where staff may be breaching an OHS requirement.

**Using technology (1)**

Using an electronic update to inform colleagues about current OHS issues.



## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**This competency is to be exhibited in accordance with all relevant Occupational Health and Safety legislation, particularly:**

State/Territory OHS Acts, regulations and codes of practice  
general duty of care under State/Territory legislation and common law  
requirements for the maintenance and confidentiality of records of occupational injury and disease  
provision of information and training  
regulations and codes of practice relating to hazards present in the work area  
health and safety representatives and/or Occupational Health and Safety committees and issue resolution.

**Relevant workplace procedures may be:**

formally documented or communicated verbally  
general to the management of the enterprise, for example:  
job procedures and work instructions  
maintenance of plant and equipment  
purchasing of supplies and equipment

specific to OHS, for example:

emergency response  
providing OHS information  
OHS training  
consultation and participation  
incident investigation  
issue resolution  
OHS record keeping  
identifying hazards, e.g. inspections  
assessing risks  
controlling risks  
reporting OHS issues.

**Information may cover the following areas:**

the induction of new workers  
the nature of work and tasks, procedures and the limits to worker authority  
hazards and risk management procedures  
assistance with work tasks  
direct supervision where necessary, e.g. for inexperienced workers  
legislation and codes of practice, e.g. relating to hazards in the work area  
consultation with health and safety representatives and OHS committees.

**Participative arrangements may include:**

formal and informal meetings  
OHS committees  
other committees, e.g. consultative, planning, purchasing  
health and safety representatives.

**Identifying hazards may include activities associated with:**

audits

workplace inspections  
housekeeping  
job and work system assessment  
OHS record keeping  
maintenance of plant and equipment  
purchasing of supplies and equipment  
identifying employee concerns.

**Controlling risks may include actions such as:**

measures to remove the cause of a risk at its source  
application of the hierarchy of control, namely:  
elimination of the risk  
engineering controls  
administrative controls  
personal protective clothing and equipment

consultation with workers and their representatives.

**Hazardous events may include:**

accidents  
fires and explosions  
emergencies, e.g. chemical spills  
bomb scares.

**Procedures for dealing with these may include:**

evacuation  
chemical containment  
First Aid procedures  
accident/incident reporting and investigation.

**OHS training may include:**

induction training  
specific hazard training  
specific task or equipment training  
emergency and evacuation training  
training as part of broader programs, e.g. equipment operation.

**OHS records may include:**

OHS audits and inspection reports  
records of occupational injury and disease  
health surveillance and workplace environmental monitoring records  
records of instruction and training  
manufacturer and supplier information, including material safety data sheets and dangerous goods storage lists  
hazardous substances registers  
maintenance and testing reports  
workers compensation and rehabilitation records  
First Aid/medical post records.

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

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**Unit Sector(s)**

Not applicable.