



**Australian Government**

# **FBPWHS4002 Maintain work health and safety processes**

**Release: 1**

## FBPWHS4002 Maintain work health and safety processes

### Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0.

### Application

This unit of competency describes the skills and knowledge required to monitor the workplace health and safety policies, procedures and programs, in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for monitoring the health and safety policies, procedures and programs of the workplace. Work typically involves addressing their own safety, as well as that of others.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

Work health and safety (WHS)

### Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide information to work group	<p>1.1 Explain relevant requirements of health and safety legislation, standards, codes of practice/compliance codes, guidance material and safe working procedures and practices to the work group</p> <p>1.2 Provide information on workplace policies and procedures to the work group</p>

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>1.3 Explain roles and responsibilities of workplace health and safety representatives and committees, supervisors and managers</p> <p>1.4 Provide information on hazards, the outcomes of risk assessments, and required risk controls to the work group, in an accessible format</p>
2. Ensure others are able to implement safe work practices	<p>2.1 Ensure personal protective equipment (PPE) appropriate to the work is available and functional</p> <p>2.2 Ensure processes are implemented to identify hazards, and assess risks and required risk controls</p> <p>2.3 Ensure work group members follow safe work practices, and workplace policies and procedures</p> <p>2.4 Identify health and safety training needs and respond according to workplace procedures</p>
3. Implement participative processes	<p>3.1 Consult with and provide advice to work group in relation to health and safety matters relevant to their work</p> <p>3.2 Deal with health and safety issues promptly, and in accordance with workplace procedures and legislative requirements</p> <p>3.3 Record and promptly communicate outcomes of health and safety consultation to the work group</p>
4. Monitor compliance with workplace procedures	<p>4.1 Check work procedures are available, accessible and fit for purpose</p> <p>4.2 Monitor and rectify deviations from procedures according to workplace procedures</p> <p>4.3 Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies according to workplace procedures</p> <p>4.4 Monitor housekeeping activities to ensure that workplace standards are maintained, taking action to address any deficiencies</p> <p>4.5 Ensure work group behaviour is consistent with safe working procedures and practices</p>
5. Implement hazard identification, risk assessment and risk control procedures	<p>5.1 Identify, assess and eliminate hazards and report on residual risk</p> <p>5.2 Conduct risk assessments in accordance with workplace procedures</p> <p>5.3 Develop control measures, taking into account the hierarchy of control</p>

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>5.4 Implement and support outcomes of risk assessments and identify risk controls</p> <p>5.5 Identify issues with risk controls and respond according to workplace policies and procedures</p> <p>5.6 Identify limitations of job role and seek expert advice as required</p>
6. Implement workplace procedures for maintaining records	<p>6.1 Obtain feedback to ensure that workgroup is aware of workplace reporting requirements</p> <p>6.2 Review health and safety records to confirm that they are accurate and completed in a timely manner, in accordance with legislative and organisation requirements</p> <p>6.3 Use aggregate information and data from records to identify hazards and monitor risk controls</p>
7. Implement emergency procedures	<p>7.1 Obtain feedback to ensure that emergency procedures are accessible and understood by the work group</p> <p>7.2 Implement processes to ensure that emergency equipment is available and routinely checked for functionality</p> <p>7.3 Ensure workgroup members are able to respond appropriately to emergencies</p> <p>7.4 Conduct or contribute to investigations in order to identify causes of emergencies</p> <p>7.5 Identify, implement or support control measures to prevent recurrence and minimise risk of emergencies</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Analyse documentation from a variety of sources</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develop procedural material for a specific audience, using clear language appropriate to audience</li> <li>Write, edit and proofread documents to ensure clarity, accuracy</li> </ul>

Skill	Description
	and consistency of information
Oral communication	<ul style="list-style-type: none"> <li>Use collaborative and inclusive techniques including active listening and questioning to convey and clarify safety information</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS4002 Maintain work health and safety processes	FDFOHS4002A Maintain OHS processes	<p>Updated to meet Standards for Training Packages</p> <p>Minor change to title to reflect current industry terminology</p> <p>Minor changes to Performance Criteria to clarify outcomes</p> <p>Foundation skills added</p>	Equivalent unit

## Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>