



Australian Government

Department of Education, Employment and Workplace Relations

FPPOHS410A Identify, assess and control OHS risk in own work

Release: 1

FPPOHS410A Identify, assess and control OHS risk in own work

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work

Application of the Unit

Application of the unit

This unit is intended for the technician or specialist work role

These technicians or specialists may, in fulfilling their work role, impact the safety of others and/or need to address their own health and safety

The unit assumes these workers are operating within a systematic approach to OHS with availability of OHS specialist advice

Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices

Contextualisation statement

This unit has been contextualised from the generic Australian Safety and Compensation Council (ASCC) unit OHS456 Identify, assess and control OHS risk in own work

The following contextualisation statement is provided as an aid to training and related personnel and others who wish to use pulp and paper industry OHS standards in our industry or other industry contexts

It provides additional information to be read in conjunction with the range statement

General description of the Pulp and Paper Industry context:

Pulping and/or paper manufacturing facilities are generally characterised by:

- State-of-the-art/cutting edge technologies including nano-technology
- Large high-speed equipment (current world-class machinery can produce up to 2 kilometres of paper per minute, depending on paper grade)
- Continuous 24 hour/7 day week/365 day operations

- Fully integrated processes interlinking complex manufacturing operations with related on-site services; supply and distribution operations and other supporting plant, equipment and functions
- Thousands of different integrated mechanical and electrical componentry that can span four stories in height and take up the space of a street-block in size, with mills occupying up to 3.4 sq km of land (not including filtration wetlands)
- Chemical use comprising chemical recovery operations and may include chemical recovery boiler operations

The nature of the pulp and/or paper manufacturing process *requires* that occupational health and safety be embedded in knowledge and skills development associated with industry specialisations. This unit *must* be assessed in the context of pulp and/or paper manufacturing industry operations

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

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. Identify hazards and assess risk associated with a product or system of work

- 1.1. Map the life cycle of the product or system of work
- 1.2. Identify hazards at each stage of the life cycle
- 1.3. Systematically analyse the hazards to identify risk of injury, illness or damage arising from the hazard
- 1.4. Identify factors contributing to the risk
- 1.5. Assess and evaluate the product or system of work against provisions of relevant OHS legislation, standards, codes of practice/compliance codes or guidance material
- 1.6. Consult potential users of the product or system of work

ELEMENT	PERFORMANCE CRITERIA
2. Control the risk of a product or system of work	<ul style="list-style-type: none">2.1. Develop risk controls based on the hierarchy of control2.2. Where there is a high consequence OHS risk, design fail-to-safe action into the product or system of work to minimise the impact of possible failure or defect2.3. Monitor product or work system development as it evolves to identify new hazards and to manage any developing risk2.4. Use a risk register to document residual risk and recommended actions to minimise risk2.5. Recognise personal professional limitations and seek expert advice as required2.6. Communicate the risk management process and resultant risk register to those who may use or interact with the product or system of work2.7. Document hazard identification, risk assessment and risk control processes and make available to those who may be affected
3. Identify hazards and assess risks in own work	<ul style="list-style-type: none">3.1. Identify and access sources of OHS information3.2. Identify and eliminate hazards, reporting residual risk in line with organisational procedures3.3. Use a risk register to document residual risk and actions to minimise risk based on the hierarchy of control
4. Control risk in own work	<ul style="list-style-type: none">4.1. Ensure work practices follow documented work procedures4.2. Ensure work planning and conduct takes account of residual risk register4.3. Identify and address and/or report deficiencies in risk controls in line with organisational procedures4.4. Maintain OHS records as required4.5. Recognise personal professional limitations and seek expert advice as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills:

Ability to:

- Use technical skills to access OHS information
- Use language and literacy skills to comprehend and interpret OHS legislation, guidance material and benchmarks
- Communicate with potential users of the product or system of work, other technicians/ specialists, managers and expert advisers
- Suggest scenarios and analyse the scenarios to identify hazards and analyse risk
- Assimilate information from a range of sources
- Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Required knowledge:

- The difference between hazard and risk
- Sources of OHS information both internal and external to the organisation
- Nature of common workplace hazards such as chemicals, noise, manual handling work postures, underfoot hazards and moving parts of equipment
- Regulatory requirements relevant to the particular industry/type of work site
- Requirements for hazard identification and hazard identification processes
- Principles of risk assessment particularly risk analysis
- Examples of safety benchmarks
- The hierarchy of control and its application
- Principles of 'safe design' processes
- Legislative requirements for record keeping and reporting
- Personal Protective Equipment (PPE) requirements including selection, use, storage and maintenance
- Workplace specific information including:
 - in depth knowledge of hazards of the particular work environment and how they may cause harm
 - hazard identification procedures relevant to the hazards in the workplace
 - work procedures
- Organisational procedures related to OHS including:
 - hazard, incident and injury reporting
 - hazard identification, risk assessment and control
 - consultation and participation
 - incident investigation

REQUIRED SKILLS AND KNOWLEDGE

- record keeping

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.

Critical aspects for assessment:

- To demonstrate competence in this unit, a candidate must be able to provide evidence of addressing the OHS risks specific to their technical or specialist workplace role, both in relation to their own health and safety, and to the health and safety of others who may be affected by their work
- Evidence gathered by an assessor to determine competence will include:
 - written or verbal responses to scenarios and case studies
 - provision of workplace examples
 - evidence from workplace supervisor reports
 - portfolio of workplace documentation
- Evidence of workplace performance over time must be obtained to inform a judgement of competence

Products that could be used as evidence include:

- Responses to case studies, scenarios
- Completed reports, plans, risk registers, products
- Written directions, emails, memos and other information
- Reports from team leaders, senior managers, users, specialist advisors

Processes that could be used as evidence include:

- How risk was assessed
- How risk was controlled

Access and equity considerations:

- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal

EVIDENCE GUIDE

and Torres Strait Islander people

- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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.

Life cycle covers:

all phases in the life of a product or system of work and may include:

- design and development
- manufacture, construction, assembly
- import, supply, distribution
- sale, hire or lease
- storage
- transport
- installation, erection and commissioning
- use, operation, consumption
- maintenance, servicing, cleaning, adjustment, inspection, repair, modification, refurbishment, renovation
- recycling, resale
- decommissioning, dismantling, demolition, discontinuance, disposal

Product is:

the output of the work, may be for use inside the organisation or for sale and may include:

- development
- production
- modification of physical objects, such as:
 - plant

RANGE STATEMENT

- equipment
 - tool
 - fittings
 - fixtures
 - consumables
- System of work is:
- work process
 - work practice or procedure
 - the way work is organised such as:
 - team and supervision structure
 - reporting lines
 - roster
 - geographical location
- Map includes:
- people who may use or interface with the product or system of work
 - the range of uses of the product or system of work, both intended and unintended
- A hazard is: a source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these
- Specific safety related hazards may include but are not limited to:
- substances e.g. chemicals, starch pulp, steam
 - noise
 - manual handling
 - ergonomics
 - underfoot hazards
 - slips and trips
 - moving parts of machinery
 - mobile plant
- Other workplace hazards may include, but are not limited to:
- fatigue
 - stress
 - bullying
 - occupational violence
- Analysis/risk assessment involves analysing a hazard to:
- identify:
 - factors influencing the risk and the range of potential consequences
 - effectiveness of existing controls
 - likelihood of each consequence considering exposure and hazard level
- and, combine these in some way to obtain a level

RANGE STATEMENT

	of risk
Risk:	in relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
OHS legislation includes:	commonwealth, state and territory OHS Acts and regulations
Standards include:	<ul style="list-style-type: none"> documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases Standards are of an advisory nature only, except where a law adopts the standard and thus makes it mandatory Standards may be called up as evidence in court or other enforcement action
Codes of practice/compliance codes are:	<ul style="list-style-type: none"> documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards may provide information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance <p>Codes of practice/compliance codes may:</p> <ul style="list-style-type: none"> be incorporated into regulations not relate to a standard be called up as evidence in court or other enforcement action
Guidance material:	<ul style="list-style-type: none"> is an advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance advises on 'what to do' and 'how to do it' has no legal standing
Risk controls include:	the devices and methods to: <ul style="list-style-type: none"> where practicable, eliminate the hazard where this is not practicable, minimise the risk associated with the hazard
Hierarchy of control is:	the preferred order of control measures for OHS

RANGE STATEMENT

	risks:
	<ul style="list-style-type: none">• elimination controlling the hazard at the source• substitution e.g. replacing one substance or activity at the source• engineering e.g. installing guards on machinery• administration policies and procedures for safe work practices• Personal Protective Equipment (PPE) e.g. respirators, ear plugs
High consequence OHS risk includes:	high impact events that usually occur rarely such as explosions, fires, building collapses and plant malfunctions, but may result in very serious injury, death or multiple death situations
Fail-to-safe includes:	design features of equipment that ensure a failure or defect, or another factor such as loss of power, results in the equipment being left in a safe condition
Risk register is a document detailing:	<ul style="list-style-type: none">• a list of hazards, their location and people exposed• a range of possible scenarios or circumstances under which these hazards may cause injury or damage• nature of injury or damage caused• the results of the risk assessment• possible control measures and dates for implementation
Residual risk is:	the risk which remains after controls have been implemented
Expert advice may be sought from:	<ul style="list-style-type: none">• persons either internal or external to the organisation including:<ul style="list-style-type: none">• safety professionals• ergonomists• occupational hygienists• audiologists• safety engineers• toxicologists• occupational health professionals• other persons providing specific technical

RANGE STATEMENT

knowledge or expertise in areas related to OHS including:

- risk managers
- health professionals
- injury management advisors
- legal practitioners with experience in OHS
- engineers (such as design, acoustic, mechanical, civil)
- security and emergency response personnel
- workplace trainers and assessors
- maintenance and tradespersons

Sources of OHS information include

persons, organisations and references where knowledge about OHS may be obtained

These sources may be:

- internal, including:
 - hazard, incident and investigation reports
 - workplace inspections
 - incident investigations
 - minutes of meetings
 - Job Safety Analysis (JSAs) and Risk Assessments (RAs)
 - organisational data such as insurance records, enforcement notices and actions, workers compensation data, OHS performance data
 - reports and audits
 - material safety data sheets (MSDSs) and registers
 - employees handbooks
 - employees including questionnaire results
 - OHS advisors
 - manufacturers' manuals and specifications
- external, including:
 - regulatory bodies and OHS Acts regulations, codes and guidance material
 - other relevant legislation
 - Safe Work Australia documents
 - databases such as national and state injury data

RANGE STATEMENT

- OHS specialists and consultants
- newspapers and journals, trade/industry publications
- internet sites
- industry networks and associations including unions and employer groups
- OHS professional bodies
- specialist advisors
- research information

Organisational policies and procedures include:

policies and procedures underpinning the management of OHS including:

- hazard, incident and injury reporting
- hazard identification, risk assessment and control and monitoring
- consultation and participation
- incident investigation
- quality system documentation

Work procedures include:

- Standard Operating Procedures
- permit to work
- operator or manufacturer manuals
- procedures for selecting, fitting, using and maintaining personal protective equipment

OHS records may include:

- hazard, incident and investigation reports
- workplace inspection reports
- incident investigation reports
- first aid records
- minutes of meetings
- job safety analyses (JSAs) and risk assessments
- material safety data sheets (MSDSs) and registers
- employees handbooks
- plant and equipment operation records including those relevant to registered plant
- maintenance and testing reports
- training records
- environmental monitoring records
- health surveillance records

Unit Sector(s)

Not Applicable