



Australian Government

Department of Education, Employment and Workplace Relations

HLTOHS501A Manage workplace OHS processes

Release: 1

HLTOHS501A Manage workplace OHS processes

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation

Application of the Unit

Application

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

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Manage OHS information and records

1.1 Identify and access relevant OHS *legislation, standards, codes of practice/compliance codes*, guidance material and other sources of OHS information and evaluate their relevance to the specific work context

1.2 Collect and collate OHS information to provide information on OHS requirements, trends and risk controls

1.3 Review records and record keeping processes to ensure that legal requirements for OHS record keeping are identified and addressed

1.4 Implement and monitor processes for ensuring that OHS records are accurately completed, collected and stored in accordance with legal requirements and workplace procedures

ELEMENT**PERFORMANCE CRITERIA****2. Manage OHS participative processes**

- 2.1 Monitor participative processes to ensure compliance with *legislative requirements* and organisation procedures
- 2.2 Evaluate information provided to employees to ensure it is in a readily accessible and understandable format
- 2.3 Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety
- 2.4 Evaluate processes for addressing OHS issues, to ensure issues raised through consultation are resolved promptly and in line with organisation procedures and legislative requirements
- 2.5 Promptly provide information about the outcomes of consultation in a format and medium that is readily accessible to employees

3. Manage OHS risk management processes

- 3.1 Ensure hazard, incident, and injury reporting and investigation processes are in place, to meet legislative requirements and to inform future prevention strategies
- 3.2 Ensure processes are in place so that hazard identification and risk assessments occur according to organisation procedures
- 3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements
- 3.4 Ensure processes are in place to identify and address any OHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work
- 3.5 Recognise limits of own professional expertise and consult expert advisors as required

ELEMENT**PERFORMANCE CRITERIA**

4. Manage OHS training program

4.1 Conduct an OHS training needs assessment for workgroup members, that takes account of legislative and regulatory requirements, internal policies and procedures, existing skills of workgroup members and *risk control* requirements

4.2 Implement and monitor training programs to ensure identified OHS training requirements are addressed

4.3 Implement and monitor processes to ensure that all new employees receive OHS induction

4.4 Access and consult relevant OHS and training specialists as required, in the development and implementation of the OHS training program(s)

5. Manage OHS continuous improvement process

5.1 Consider input from individuals and workgroup in identifying and implementing OHS improvement

5.2 Determine OHS priorities in consultation with appropriate managers and stakeholders

5.3 Develop OHS action plans taking account of priorities and training needs

5.4 Monitor achievements against the OHS plans and update plans accordingly

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Hazard identification procedures
- Knowledge and understanding of guidance material including codes of practice/compliance codes relevant to the particular industry/type of work site
- Legal and practical requirements for OHS training
- Legal requirements for OHS record keeping and reporting
- Legislative requirements for consultation
- Principles of risk assessment
- Relationship between OHS and sustainability in the workplace, including the contribution of maintaining health and safety to environmental, economic, workforce and social sustainability
- Sources of OHS information both internal and external to the workplace
- Systems for identifying skill needs, for example:
 - identifying additional training needs of learners
 - performance reviews
 - training needs analysis
- The difference between hazard and risk
- The hierarchy of control and its application
- The roles and responsibilities of employees, supervisors and managers in the workplace
- Understanding of OHS legislation and regulatory requirements relevant to the particular industry/type of work site
- Workplace specific information including:
 - awards and enterprise agreements that impact on the particular workplace
 - designated person(s) for raising OHS issues
 - hazard identification procedures relevant to the hazards in their workplace
 - hazards of the particular work environment and how they cause harm

REQUIRED SKILLS AND KNOWLEDGE

- organisation procedures related to OHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
- the characteristics and composition of the workforce and how they may impact on the management of OHS

Essential skills:

It is critical that the candidate demonstrate the ability to

- Manage OHS processes for a small organisation or group(s) of persons undertaking a range of work

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply an action planning process
- Assimilate information from a range of sources to evaluate effectiveness of processes
- Communicate with supervisors, other managers, staff, OHS inspectors and expert advisers in a range of contexts, and using a range of media and formats.
- Conduct effective meetings
- Develop solutions to complex OHS problems, utilising information from a range of sources
- Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Take into account and support staff to use opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use language and literacy and conceptual skills to analyse and evaluate OHS information
- Use technical skills to access OHS information

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, the Range Statement and the Assessment Guidelines for this Training Package.

EVIDENCE GUIDE

Critical aspects of assessment:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Evidence gathered by an assessor to determine competence will include:
 - written or verbal responses to scenarios and case studies
 - reports from persons who have been involved in the management processes
 - portfolio of workplace documents
- Evidence of performance over time must be obtained to inform a judgement of competence

Products that could be used as evidence include:

- Verbal and written responses to verbal, pictorial or physical scenarios
- Demonstrated action to scenarios, simulations, role plays
- Completed reports to senior managers
- Written directions, emails, memos and other information provided to supervisors in area of responsibility
- Reports from team leaders, senior managers, other managers, specialist advisors

Processes that could be used as evidence include:

- How training needs were identified and addressed
- How action plans are developed, monitored and updated
- How hazard identification and risk assessment occur

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - 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 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

Related units:

Assessment of this unit should address and build on the content of related unit:

- HLTOHS300B Contribute to OHS processes

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. Add any 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.

OHS legislation includes:

Commonwealth, state and territory OHS Acts and regulations

RANGE STATEMENT

Standards include:

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

They may be called up as evidence in court or other enforcement action

Codes of practice/compliance codes are:

Documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards

Codes of practice/compliance codes may:

- be incorporated into regulations
- not relate to a standard
- be called up as evidence in court or other enforcement action

Guidance material:

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

RANGE STATEMENT

Other 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 Analyses (JSAs) and risk assessments
 - organisation 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
 - Office of the Australian Safety and Compensation Council (ASCC)
 - National Occupational Health and Safety Commission (NOHSC) documents
 - databases such as national and state injury data
 - 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

RANGE STATEMENT

OHS information includes:

- Requirements under OHS legislation, regulations, standards, codes of practice/compliance codes and guidelines
- Rights and responsibilities
- Information on hazards including MSDSs
- Collated information on hazard incidents and injuries
- Investigation and audit reports
- Outcomes of hazard identifications and workplace inspections
- Risk assessments
- Risk controls
- Workplace OHS policies and procedures
- Work procedures
- Training records

Risk controls include:

The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard

Legal requirements for record keeping include:

That specified under OHS legislation and regulations for:

- Serious incident and injury reporting
- Registered plant
- Hazardous substances and dangerous goods
- Environmental monitoring
- Health surveillance
- Privacy legislation.

RANGE STATEMENT

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
- Plant and equipment operation records including those relevant to registered plant
- Maintenance and testing reports
- Training records
- Environmental monitoring records
- Health surveillance records

Participative processes include:

Processes that:

- inform employees and other stakeholders of OHS matters
- seek their input
- offer opportunity for stakeholders to participate in decisions that may impact on their health and safety

Participative processes may also be referred to as 'consultative processes', however 'participation' implies a higher level of involvement

Organisation policies and procedures include:

Policies and procedures underpinning the management of OHS including:

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

RANGE STATEMENT

Consultation includes processes for:

Seeking information or the opinions from one or more people prior to decision-making

Consultation should particularly include those who may affect the outcomes or be affected by the decisions made but may also include specialist sources

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:

- Alarms
- Bodily fluids
- Burnout (compassion fatigue)
- Chemicals
- Computer use
- Cytotoxic medicines and waste
- Defusing violent behaviour
- Egress from rooms
- Managing violent behaviour on outreach and home visits
- Manual handling
- Manual handling (boxes)
- Moving parts of machinery
- Noise
- Rostering
- Sharps
- Trips falls etc
- Underfoot hazards
- Violence in the workplace
- Work posture

Other workplace hazards may include:

- Occupational violence
- Stress
- Fatigue
- Bullying

RANGE STATEMENT

Incident includes: Any event that has caused or has the potential for injury, ill health or damage

Hazard identification is: The process of identifying sources of harm and may be required:

- at design or pre purchase of equipment and materials
- at commissioning or pre-implementation of new processes or practices
- before new forms of work and organisation of work are implemented
- before changes are made to workplace, equipment, work processes or work arrangements
- as part of planning major tasks or activities, such as equipment shutdowns
- following an incident report
- when new knowledge becomes available
- at regular intervals during normal operations
- prior to disposal of equipment, buildings or materials

Risk: In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

Risk assessments involve: 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 combining these in some way to obtain a level of risk

RANGE STATEMENT

Hierarchy of control is:

The preferred order of control measures for OHS risks:

- 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 e.g. respirators, ear plugs

Expert advisors include:

- Persons either internal or external to the organisation including;
 - safety professionals
 - ergonomists
 - occupational hygienists
 - audiologists
 - safety engineers
 - toxicologists
 - occupational health professionals
- Other persons providing specific technical knowledge or expertise in areas related to OHS including:
 - risk managers
 - health professionals
 - injury management advisors
 - legal practitioners with experience in OHS
 - engineers (e.g. design, acoustic, mechanical, civil)
 - security and emergency response personnel
 - workplace trainers and assessors
 - maintenance and trade persons

RANGE STATEMENT

OHS induction includes:

The processes by which new employees are introduced to, and acquainted with their job and the new workplace, including familiarisation with:

- hazards and risks associated with the work,
- risk control measures,
- welfare facilities and
- emergency response procedures

Stakeholders are:

Those people or organisations who may be affected by, or perceive themselves to be affected by an activity or decision including:

- managers
- supervisors
- health and safety and other employee representatives
- OHS committees
- employees and contractors
- the community

OHS action plans include:

Documented plans developed within the workplace to implement a systematic approach to OHS management and contain:

- actions that support an integrated strategy to address deficiencies, meet obligations or provide for improved outcomes
- allocated responsibilities
- timeframes

Unit Sector(s)

Not Applicable