![Australian Government]

ICPSUP561 Implement and monitor WHS

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area to achieve and maintain WHS standards.

It applies to individuals who perform a broad range of skilled tasks relating to the printing and graphic arts industry, and who may also provide leadership and guidance to others in the application and planning of the skills.

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

Unit Sector

Support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information about organisation's WHS	1.1 Relevant provisions of WHS legislation and codes of practice are accurately and clearly explained to the work group 1.2 Information on organisation's WHS policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group 1.3 Information about identified hazards and outcomes of risk identification and control procedures is regularly provided and is accurately and clearly explained to the work group
2. Implement and monitor WHS	2.1 Organisational procedures for consultation over WHS issues are implemented and monitored to ensure all members of the work

ELEMENT	PERFORMANCE CRITERIA
	group have opportunity to contribute
	2.2 Issues raised through consultation are dealt with and resolved promptly or referred to appropriate personnel for resolution according to enterprise procedures for issue resolution
	2.3 Outcomes of consultation over WHS issues are made known promptly to the work group
	2.4 Existing and potential hazards in work area are identified and reported so risk assessment and control procedures can be applied
3. Implement and monitor risk control procedures	3.1 Existing risk control measures are monitored and results reported regularly according to enterprise procedures
	3.2 Inadequacies in existing risk control measures are identified according to hierarchy of control, and reported to designated personnel
	3.3 Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel
	3.4 Work procedures to control risks are implemented and adherence to them by the work group is monitored according to enterprise procedures
4. Implement hazardous events procedures	4.1 Enterprise procedures for dealing with hazardous events are implemented whenever necessary to ensure prompt control action is taken
	4.2 Hazardous events are investigated to identify their cause, according to investigation procedures
	4.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on hierarchy of control if within scope of responsibilities and competencies, or alternatively referred to designated personnel for implementation
5. Implement and monitor WHS training	5.1 WHS training needs are identified accurately specifying gaps between WHS competencies required and those held by work group members
	5.2 Arrangements are made for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with relevant parties
6. Implement and monitor WHS recordkeeping procedures	6.1 WHS records for work area are accurately and legibly completed according to workplace requirements for WHS records and legal requirements for maintenance of records of occupational injury and disease

ELEMENT	PERFORMANCE CRITERIA
	6.2 Aggregate information from area's WHS records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2, 3.1-3.4, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2	• Interprets and comprehends information in a range of texts including relatively complex regulatory documents and workplace policies and procedures • Checks documents for accuracy
Writing	1.2, 1.3, 2.4, 3.1-3.3, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2	• Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.1-1.3, 2.2, 3.3, 4.3, 5.2	• Provides clear explanations using language appropriate to audience and environment • Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1-1.3, 2.1, 2.2, 3.1, 3.4, 4.2, 6.1, 6.2	• Keeps up-to-date on changes to legislation and regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work • Understands how own role meshes with others and contributes to broader work goals
Interact with others	1.2, 1.3, 2.1-2.3	• Identifies requirements of important communication exchanges, selecting appropriate channels, format, and content to suit purpose and audience
Get the work done	2.2, 2.4, 3.2, 3.3, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2	• Plans and manages relatively complex, non-routine tasks with an awareness of how they contribute to the organisation's goals • Uses systematic, analytical processes to solve problems in complex, non-routine situations • Gathers and evaluates information to make informed decisions or recommendations • Recognises and anticipates an increasing range of

		familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP561 Implement and monitor WHS	ICPSU561C Implement and monitor OHS	Updated to meet Standards for Training Packages Title changed to reflect legislation	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426 e24131d