



**Australian Government**

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

# **ICPSU561C Implement and monitor OHS**

**Revision Number: 1**

## ICPSU561C Implement and monitor OHS

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's OHS policies, procedures and programs in the relevant work area to achieve and maintain OHS standards.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to implement and monitor an organisation's OHS policies, procedures and programs. It describes generic OHS competencies applicable for employees with supervisory responsibilities.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## 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.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information about the organisation's OHS	<p>1.1. Relevant provisions of OHS legislation and codes of practice are accurately and clearly explained to the work group</p> <p>1.2. Information on the organisation's OHS policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group</p> <p>1.3. Information about identified <i>hazards</i> and the outcomes of risk identification and control procedures is regularly provided and is accurately and clearly explained to the work group</p>
2. Implement and monitor OHS	<p>2.1. Organisational procedures for consultation over OHS issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute</p> <p>2.2. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution according to enterprise procedures for issue resolution</p> <p>2.3. The outcomes of consultation over OHS issues are made known promptly to the work group</p> <p>2.4. Existing and potential hazards in the work area are identified and reported so that risk assessment and control procedures can be applied</p>
3. Implement and monitor risk control procedures	<p>3.1. Existing risk control measures are monitored and results reported regularly according to enterprise procedures</p> <p>3.2. Inadequacies in existing risk control measures are identified according to the hierarchy of control and reported to designated personnel</p> <p>3.3. Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel</p> <p>3.4. Work procedures to control risks are implemented and adherence to them by the work group is monitored according to enterprise procedures</p>
4. Implement hazardous events procedures	<p>4.1. Enterprise procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken</p> <p>4.2. Hazardous events are investigated to identify their cause according to investigation procedures</p>

ELEMENT	PERFORMANCE CRITERIA
	4.3. Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control if within <i>scope</i> of responsibilities and competencies or alternatively referred to designated personnel for implementation
5. Implement and monitor OHS training	5.1. OHS training needs are identified accurately specifying gaps between OHS competencies required and those held by work group members 5.2. Arrangements are made for fulfilling identified OHS training needs in both on and off-the-job training programs in consultation with relevant parties
6. Implement and monitor OHS recordkeeping procedures	6.1. OHS records for work area are accurately and legibly completed according to workplace requirements for OHS records and legal requirements for the maintenance of records of occupational injury and disease 6.2. Aggregate information from the area's OHS records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by using clear oral communication and written materials to raise awareness of OHS and responding to concerns raised by workers
- collecting, analysing and organising information by using aggregate OHS data from records to monitor procedures
- planning and organising activities by establishing OHS committees or working groups to manage risks
- teamwork when ensuring that all staff observe workplace OHS standards
- mathematical ideas and techniques by documenting hazardous events
- problem-solving skills by identifying potentially hazardous situations and resolving them and revising procedures
- use of technology by using a database application

#### Required knowledge

- all applicable OHS legislation and codes of practice
- hierarchy of control (the preferred order of risk control measures: elimination, engineering controls, administrative controls, personal protective equipment)
- potential hazards of ALL equipment and materials used in the workplace
- significance of EEO principles and practices for OHS
- the importance of other management systems for OHS
- levels of literacy and communication levels of workforce
- teamwork, supervision and training
- information sources

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>effectively implementing and monitoring OHS systems within an organisation</li> <li>produce a portfolio that shows that all performance criteria have been met. This should include procedures, information distributed to workers, records of monitoring and checking procedures and equipment</li> <li>evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

## 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.

***Types of hazards*** may include:

- hazardous events include accidents, fire and emergencies such as chemical spills or bomb scares. Procedures for dealing with them include evacuation, chemical containment and first aid procedures.

***Scope*** may include:

- to be exhibited in the work area of responsibility according to all relevant OHS legislation, particularly general duty of care, 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 work area, health and safety representatives and OHS committees, and issue resolution.

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Support
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## Co-requisite units

<b>Co-requisite units</b>		