Australian Government

MEA134 Establish, maintain and evaluate the organisation's work health and safety system

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Modification History

Release 2.1 Equivalent to MEA134 Establish, maintain and evaluate the organisation's work health and safety system. Minor amendments related to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA134 Establish, maintain and evaluate the organisation's work health and safety system. Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to establish, maintain and evaluate a work health and safety (WHS) system in an aviation maintenance organisation. The WHS system must apply required WHS legislation and principles and ensure that the workplace is, as far as practicable, safe and without risks to the health of employees. Work may be performed individually or as part of a team.

The unit applies during scheduled and unscheduled maintenance on flight lines, in hangars, and in workshops. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Work health and safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish and maintain the framework for the WHS	1.1 Develop WHS policies that clearly express the organisation's commitment to WHS in the area of managerial responsibility and how required WHS

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ELEMENTS		PERFORMANCE CRITERIA	
	system		legislation will be implemented, consistent with organisational policies
		1.2	Clearly define and allocate WHS responsibilities and duties that allow implementation and integration of the WHS system, and include them in job descriptions and duty statements for all relevant positions
		1.3	Identify and seek financial and human resources required to operate the WHS system in a timely and consistent manner
		1.4	Provide information on the WHS system and procedures for the area of managerial responsibility, and explain it to employees in a readily accessible form
2.	Establish and maintain participative arrangements for managing WHS	2.1	Establish required consultative processes, and maintain them in consultation with employees and their representatives and according to WHS legislation and the organisation's process for consultation
		2.2	Deal with and resolve issues raised through participation and consultation in a timely and effective manner and according to organisational issue-resolution procedures
		2.3	Provide information about the outcomes of participation and consultation to employees in an accessible manner
3.	Establish and maintain procedures for identifying hazards	3.1	Identify and confirm existing and potential hazards in area of managerial responsibility according to WHS legislation, codes of practice, and trends identified from WHS records system
		3.2	Develop a procedure for ongoing identification of hazards and integrate it into work systems and procedures
		3.3	Monitor activities to ensure that developed procedure is adopted effectively throughout area of managerial responsibility
		3.4	Address hazard identification at planning, design and evaluation stages of any workplace change to

ELEMENTS	PERFORMANCE CRITERIA	
		ensure that new hazards are not created
4. Establish and maintain procedures for assessing risks	4.1	Assess risks presented by identified hazards according to WHS legislation and codes of practice
	4.2	Develop a procedure for ongoing assessment of risks and integrate it into work systems and procedures
	4.3	Monitor activities to ensure that developed procedure is adopted effectively throughout area of managerial responsibility
	4.4	Address risk assessment at planning, design and evaluation stages of any change in managerial responsibility to ensure that risk from hazards is not increased
5. Establish and maintain procedures for controlling risks	5.1	Develop and implement measures to control assessed risks according to the hierarchy of control, WHS legislation, codes of practice, and trends identified from WHS records system
	5.2	Implement interim solutions when measures that control a risk at its source are not immediately practicable, until a control measure is developed
	5.3	Develop a procedure for ongoing control of risks, based on the hierarchy of control, and integrate it into general work systems and procedures
	5.4	Monitor activities to ensure that developed risk control procedure is adopted effectively throughout area of managerial responsibility
	5.5	Address risk control at planning, design and evaluation stages of any change in managerial responsibility to ensure that adequate risk control measures are included
	5.6	Identify inadequacies in existing risk control measures according to the hierarchy of control, and seek and/or provide resources enabling implementation of new measures according to organisational procedures
6. Establish and maintain	6.1	Identify potential hazardous events

ELEMENTS	PERFORMANCE CRITERIA	
organisational procedures for dealing with hazardous events	6.2	Develop procedures that control the risks associated with hazardous events and that meet legislative requirements as a minimum, in consultation with required emergency services
	6.3	Provide information and training to employees to enable implementation of correct procedures in all required circumstances
7. Establish and maintain WHS systems	7.1	Develop and implement a WHS training program to identify and fulfil employees' WHS training needs as part of organisation's general training program
	7.2	Establish and monitor system for keeping WHS records to allow identification of patterns of occupational injury and disease in area of managerial responsibility
8. Evaluate the organisation's WHS system and related policies, procedures, and programs	8.1	Assess effectiveness of WHS system and related policies, procedures, and programs according to organisation's WHS aims
	8.2	Develop and implement improvements to WHS system to ensure effective achievement of organisation's WHS aims
	8.3	Assess compliance with WHS legislation and codes of practice to ensure that legal WHS standards are maintained as a minimum

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371