



**Australian Government**

# **MEM13020 Supervise work health and safety in an industrial work environment**

**Release: 1**

# MEM13020 Supervise work health and safety in an industrial work environment

## Modification History

Release 1. Supersedes and is equivalent to MEM13010 Supervise work health and safety in an industrial work environment.

## Application

This unit of competency defines the skills and knowledge required to supervise implementation of work health and safety (WHS) practices and procedures in a section of a workplace in manufacturing, production, engineering and related industry environments.

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

**Band: B**

**Unit Weight: 4**

## Pre-requisite Unit

MEM13019 Undertake work health and safety activities in the workplace

## Competency Field

Work health and safety

## Unit Sector

## Elements and Performance Criteria

| Elements                                             | Performance Criteria                                                                                                                                                              |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>     | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                            |
| 1. Determine job requirements                        | 1.1 Follow standard operating procedures (SOPs)<br>1.2 Comply with work health and safety (WHS) requirements at all times                                                         |
| 2. Implement WHS procedures for work site or section | 2.1 Identify legislative requirements for the work section and work supervisor<br>2.2 Establish consultation mechanisms for the work section and maintain records of consultation |

| Elements                                                                               | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <i>Elements describe the essential outcomes.</i>                                       | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                             |
|                                                                                        | 2.3 Allocate personal protective equipment (PPE) to all staff in line with their work responsibilities<br>2.4 Establish safety and housekeeping practices and procedures for the worksite or section<br>2.5 Check tools and equipment for suitability and serviceability<br>2.6 Establish safety monitoring procedures<br>2.7 Rectify non-conformances with WHS legislative requirements                                           |
| 3. Assess risks and apply risk management strategies for work site or section          | 3.1 Identify hazards and assess risks in the work site or section<br>3.2 Implement appropriate risk control measures<br>3.3 Assess control measures for effectiveness in controlling the risk<br>3.4 Monitor hazards and identify any action required<br>3.5 Determine the need for expert advice to manage risks<br>3.6 Conduct accident investigations to determine cause, as required, in accordance with SOPs                  |
| 4. Supervise others in the implementation of WHS procedures in the worksite or section | 4.1 Supervise communication on WHS matters according to scope of own work role<br>4.2 Identify WHS training needs for the work section<br>4.3 Coordinate, evaluate and document WHS training and communication activity according to legislative requirements and organisational procedures<br>4.4 Coordinate statutory WHS training requirements and document according to legislative requirements and organisational procedures |
| 5. Maintain records and statistics                                                     | 5.1 Maintain accident and/or incident records in accordance with SOPs<br>5.2 Analyse records for trends and identify problem areas for further action                                                                                                                                                                                                                                                                              |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Consultation mechanisms include one or more of the following:                          | <ul style="list-style-type: none"> <li>• WHS committees</li> <li>• WHS representation</li> <li>• toolbox meetings</li> <li>• safety meetings</li> <li>• record-keeping systems.</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| PPE includes one or more of the following:                                             | <ul style="list-style-type: none"> <li>• safety boots</li> <li>• gloves</li> <li>• goggles</li> <li>• glasses</li> <li>• earmuffs</li> <li>• hard hats</li> <li>• clothing</li> <li>• respirators or masks</li> <li>• reflective vests.</li> </ul>                                                                                                                                                                                                                                                               |
| Safety and housekeeping practices and procedures include one or more of the following: | <ul style="list-style-type: none"> <li>• emergency and/or evacuation procedures</li> <li>• tool and equipment cleaning</li> <li>• maintenance and storage procedures</li> <li>• safety reporting and documentation procedures</li> <li>• barricades and signage</li> <li>• procedures for managing hazardous chemicals and materials.</li> </ul>                                                                                                                                                                 |
| Hazards include one or more of the following:                                          | <ul style="list-style-type: none"> <li>• tools and equipment</li> <li>• lighting</li> <li>• gases</li> <li>• electricity and water</li> <li>• toxic and hazardous substances</li> <li>• flammable materials and fire hazards</li> <li>• lifting practices</li> <li>• working in confined spaces</li> <li>• working at height</li> <li>• spillage</li> <li>• waste and debris</li> <li>• noise</li> <li>• mobile plants including forklifts and front-end loaders</li> <li>• moving parts of machinery</li> </ul> |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                 |
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|                                                      | <ul style="list-style-type: none"><li>• gravity (falls from heights)</li><li>• dusts.</li></ul>                                                                                                                                                                                                                                                                 |
| Communication includes one or more of the following: | <ul style="list-style-type: none"><li>• signage and labelling</li><li>• hazard identification notices</li><li>• access to policies</li><li>• procedures</li><li>• SOPs</li><li>• meeting notices</li><li>• documentation procedures</li><li>• reporting procedures</li><li>• meetings.</li></ul>                                                                |
| Supervision includes one or more of the following:   | <ul style="list-style-type: none"><li>• coordinating</li><li>• implementing</li><li>• referring</li><li>• delegating</li><li>• facilitating</li><li>• monitoring</li><li>• documenting.</li></ul>                                                                                                                                                               |
| Training needs include one or more of the following: | <ul style="list-style-type: none"><li>• induction programs</li><li>• technical training</li><li>• coaching and mentoring</li><li>• supervision</li><li>• specialist training</li><li>• on site and/or off-site</li><li>• involvement of training specialists</li><li>• organisational training requirements</li><li>• referral to training personnel.</li></ul> |

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM13010 Supervise work health and safety in an industrial work environment.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>