



**Australian Government**

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

# **MNQGEN400A Apply site risk management system**

**Release: 1**

## MNQGEN400A Apply site risk management system

### Modification History

### Unit Descriptor

This unit covers the **risk management** responsibilities of an employee with supervisory responsibilities on a work site. It includes the requirements for: providing information to work groups; applying and monitoring participative arrangements, providing risk training, identifying hazards, assessing risks, controlling risks and the maintaining of risk management records.

#### Unit Replaced

This unit replaces part of the unit MNQTL02 Implement monitor and report on the site risk management processes associated with occupational health and safety and environment.

#### Links outside this unit

The work covered in this unit is relevant to AS/NZS 4360:1999 Risk Management.

### Application of the Unit

### Licensing/Regulatory Information

### Pre-Requisites

### Employability Skills Information

The required outcomes described in this Unit of Competency contain applicable facets of employability skills. The Employability Skills Qualification Summary for the qualification in which this Unit of Competency is packaged will assist in identifying employability skill requirements.

### Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### Elements and Performance Criteria

Element	Performance Criteria
1 Provide information to the work group.	1.1 Accurately explain <b>relevant provisions of legislation</b> and codes of practice to the work group. 1.2 Provide information on the <b>organisation's risk management policies, procedures and programs</b>

- to the work group in a readily accessible manner.
- 1.3 Regularly provide and clearly explain information about **identified hazards** and the outcomes of **risk assessment** and control to the group.
- 2 Apply and monitor participative arrangements.
    - 2.1 Explain the importance of effective consultative mechanisms in managing risk.
    - 2.2 Conduct and monitor consultative procedures to facilitate participation of work groups in managing work area hazards.
    - 2.3 Promptly deal with issues raised through consultation in accordance with **organisational consultation procedures**.
    - 2.4 Record and promptly communicate the outcomes of consultation over risk management issues to the work group.
  - 3 Apply and monitor the procedures for providing training.
    - 3.1 Systematically identify risk management training needs in line with organisational requirements.
    - 3.2 Make arrangements, in consultation with relevant individuals, to meet risk management training needs of team members.
    - 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs.
    - 3.4 Identify and report costs associated with provision of training for work team for inclusion in financial planning.
  - 4 Apply and monitor procedures for identifying hazards and assessing risks.
    - 4.1 Identify and report **hazards and risks** in the work area in accordance with risk management and related policies and procedures.
    - 4.2 Action team members hazard reports promptly in accordance with organisational procedures.
  - 5 Apply and monitor the procedures for controlling risks.
    - 5.1 Apply procedures for **controlling risk** using the hierarchy of controls and organisational requirements.
    - 5.2 Identify and report inadequacies in existing risk control measures in accordance with hierarchy of

- controls.
- 5.3 Monitor outcomes of reported inadequacies where appropriate to ensure a prompt organisational response.
- 6 Apply and monitor the procedures for maintaining records.
- 6.1 Ensure accurately completion and maintenance of **risk management records** of incidents in the work area in accordance with organisational requirements.
- 6.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area.

## Required Skills and Knowledge

### Evidence Guide

#### EVIDENCE GUIDE

##### Critical Aspects of Evidence

The evidence required to demonstrate this competency must be relevant to **work site** operations. In addition to satisfying the requirements of all elements, performance criteria, required knowledge and skills, evidence must include demonstration of:

knowledge procedures, requirements and instructions to apply the site risk management system on a work site

implementation of procedures and techniques for the efficient and effective application of the site risk management system on a work site, while complying with site health, safety, environmental, quality and communication requirements. This will include:

apply the site's management systems and procedures to risk management in the work site

identify and comply with risk management legal and organisational requirements

apply site procedures to identify hazards in the workplace

apply site procedures for assessment and control of risk associated with those hazards in accordance with the hierarchy of control

provide specific clear and accurate information and advice on workplace hazards to work group

provide appropriate supervision of work group.

##### Required Knowledge

Specific knowledge is required to achieve the performance criteria in this unit to the standards of performance required in the workplace, to transfer the skills to other contexts and to deal with unplanned events. Assessment requires evidence of the ability to identify and explain the purpose of:

relevant legislation from all levels of government that effect business operations, especially as they apply to occupational health and safety, the environment, development, trade practices, consumer protection, financial failure, damage to property and equipment,

anti-discrimination, employment, industrial relations, professional incompetence

legal responsibilities of employers, supervisors and employees in the workplace

site policies and procedures relating to hazard management, fire emergency, evacuation, incident and accident investigation and reporting

relevance of consultation as a key mechanism for improving workplace risk management

principles and practices of risk management

characteristics and composition of the workgroup.

##### Required Skills

Specific skills are required to achieve the performance criteria of this unit. Assessment needs to obtain evidence of the ability to:

analyse skills to identify hazards and assess risks in the work area

data analysis skills including:

incident monitoring

environmental monitoring

evaluation of effectiveness of risk control measures

assessment skills to assess resources required to apply risk control measures

literacy skills for comprehending documentation and interpreting risk management requirements  
coaching and mentoring skills to provide support to colleagues  
ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

### **Concurrent Assessment and Interdependence of Units**

This unit may be assessed with other relevant units according to specific work site requirements.

### **Prerequisite Units**

There are no prerequisite units for this unit.

### **Resource Implications**

Assessment of this competency requires typical resources in the work environment. Selection and use of resources for particular work sites may differ due to work site conditions, equipment availability, equipment/plant types and different contexts.

### **Consistency in Performance**

To ensure consistency of performance this unit may be assessed over a period of time and a range of work site conditions. Local site factors will influence the breadth of evidence required to demonstrate the competency. .

### **Context for Assessment**

This unit should be assessed in the work environment where possible. Some assessment events may be conducted under simulated conditions where issues of safety and/or environmental damage are limiting factors.

All assessments must be valid, reliable, fair, flexible and sufficient evidence should be accumulated to demonstrate the required competence.

The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.

### **Method of assessment**

Appropriate methods of assessment for this unit will usually include:

observation of process and procedures

oral and/or written questioning of required knowledge and skills

testimony from supervisors, colleagues, clients and or other appropriate persons

a portfolio of documentary evidence.

Where performance is not directly observed and/or is required to be demonstrated over a period of time and/or in a number of locations, any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons.

Questioning should be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and the requirements of the unit of competency.

## Range Statement

### RANGE STATEMENT

The following range of variables is subject to site specific operations, but is not limited to the following details. Site procedures, regulations and occupational health and safety and other relevant legislation apply to all elements and performance.

**Risk** is the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.

**Risk management** is the culture, processes and structure that are directed towards the effective management of potential opportunities and adverse risk.

**Risk management** may be applied to:

- statutory compliance
- occupational health and safety
- environment
- quality
- property security
- business risks, such as:
  - credit management
  - capital expenditure
  - sales and marketing
  - finance and accounting.

**Relevant legislation and codes of practice** may include:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation, regulations and permits from all levels of government that affects business operations, such as:
  - occupational health and safety
  - environmental
  - development consents
  - trade practices and consumer protection
  - equal opportunity
  - industrial relations
  - anti-discrimination

- common law duty of care
- relevant industry codes of practice.

**The policy** is the statement of over all intent and direction of the organisation in respect of the specific area of managerial responsibility.

**Organisation's Risk Management policies and procedures** may include:

- risk management policy
- site procedures and work instructions for hazard identification
- site procedures and work instructions for risk assessment, selection and implementing of risk control measures
- site incident (accident) investigation requirements
- site risk audits and investigations requirements
- site consultative arrangements for employees in work area
- site hazard report procedures
- site operating procedures and instructions
- site emergency and evacuation procedures

site purchasing policies and procedures  
site plant and equipment maintenance and use instructions  
site hazardous substances use and storage procedures and work instructions  
site dangerous goods transport and storage procedures and work instructions  
site occupational health and safety arrangements for on site contractors, visitors and members of the public  
site first aid provisions/medical practitioner contacts and attention instructions  
site access procedures and instructions.

**Hazard** is a source of potential harm or a situation with a potential to cause loss.

**Risk identification** is the process of determining what can happen, why and how.

**Risk assessment** is the overall process of risk analysis and risk evaluation.

**Risk analysis** is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences.

**Risk evaluation** is the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels or other criteria.

**Risk treatment** is the selection and implementation of appropriate options for dealing with risk.

**Risk management processes** are the systematic application of management policies, procedures and practices to the task of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

**Consultation** would typically include:

regulatory authorities  
tenderers  
project managers  
contractors  
employees  
community  
customers  
suppliers.

**Monitor** is to check, supervise, observe critically, or record the progress of an activity, action or system on a regular basis in order to identify change.

**Identifying hazards and assessing risk** may occur through activities such as:

workplace inspections in area of responsibility  
consulting work team members  
housekeeping  
risk audits and review of audit reports  
daily informal employee consultation and regular formal employee meetings  
checking equipment before and during work  
review of health, safety, environmental, quality and other risk related records.

**Organisational consultation procedures** may include:

formal and informal meetings  
health and safety committees  
other committees, such as, planning and purchasing  
involvement of employees in management and planning meetings  
early response to employee suggestions, requests, reports and concerns put forward to management  
counselling/disciplinary processes.

**Procedures for controlling risk** may include:



removing the cause of the risk at its source (eliminating the hazard)  
selecting control measures in accordance with the hierarchy (i.e. work through the hierarchy from most effective to least effective)  
job/process/workplace re-design  
consultation with employees and their representatives.

**Risk management** records may include:

audit and inspection reports  
hazard registers  
risk analysis records  
risk treatment reports  
minutes of meetings (risk management, occupational health and safety, environmental etc)  
induction, instruction, training and assessment  
manufacturer's and supplier's information  
dangerous goods and hazardous substances registers  
plant and equipment maintenance and testing reports  
workers compensation and rehabilitation records  
first aid/medical records  
major incident and emergency response instructions  
emergency contact lists  
financial records  
contract documents.

## **Unit Sector(s)**