



Australian Government

MSL946003 Implement and monitor WHS and environmental management systems

Release: 1

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Modification History

Release 1. Supersedes and equivalent to MSL946002 Implement and monitor WHS and environmental management systems. Minor changes to Performance Criteria.

Application

This unit of competency describes the skills and knowledge to implement and monitor the work health and safety (WHS) and environmental management systems for a work group or laboratory. Where the WHS management system is already established then this unit of competency may apply to the review of the system.

The unit of competency applies to personnel in a senior technician or laboratory supervisor role. Personnel work in accordance with work instructions and workplace procedures which incorporate all relevant aspects of WHS legislation and the codes, guidelines, regulations and Australian standards applying to environmental hazards and dangerous goods. This unit assumes that expert WHS and environmental advice is available, as required, either internal or external to the workplace.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

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. Implement requirements for the WHS and environmental management systems	1.1 Follow workplace processes to ensure WHS and environmental responsibilities and duties are documented and accountability processes are in place 1.2 Follow workplace processes to ensure WHS and environmental policies and procedures are documented and that documents are accessible to all relevant personnel 1.3 Take action to ensure implications of any proposed changes to the WHS and environmental management systems are identified and

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	addressed 1.4 Recognise limits of own professional expertise and consult specialists as necessary
2. Implement and maintain participative arrangements for the management of WHS and the environment	2.1 Implement and maintain appropriate participative processes with employees and their representatives in accordance with relevant WHS legislation and industry standards 2.2 Provide information to employees in a format that is readily accessible and understandable 2.3 Promptly and effectively deal with and resolve issues raised through participation and consultation 2.4 Provide information about the outcomes of participation and consultation to employees
3. Implement and maintain WHS and environmental risk management processes	3.1 Follow workplace processes to ensure hazard, incident and injury reporting and investigation processes are in place to meet prevention and legislative requirements 3.2 Implement a process of hazard identification and risk assessment 3.3 Confirm that risk controls and hazard specific procedures for risk control comply with legislation and the hierarchy of control
4. Implement and maintain an WHS and environmental training program	4.1 Conduct a training needs assessment for the work group that takes account of legislative requirements, internal policies and procedures, skills of workgroup and risk control requirements 4.2 Consult with relevant WHS and environment specialists about training program 4.3 Develop and implement a training program to identify and fulfil employees' WHS and environmental training needs
5. Implement and maintain a system for records	5.1 Identify and address the legal requirements for record keeping 5.2 Identify and access sources of WHS and environmental information 5.3 Ensure that records are accurately completed, collected and stored
6. Identify areas for systems improvement	6.1 Collect data and information to evaluate management systems 6.2 Analyse data and information to identify areas for improvement 6.3 Consult with stakeholders, key personnel and expert advisors 6.4 Document and communicate outcomes of analysis to key personnel and stakeholders in an easily understood format

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	6.5 Recognise limits of own expertise and seek appropriate advice
7. Initiate and maintain systems improvements	7.1 Determine priorities in consultation with stakeholders 7.2 Provide informed and evidence-based input to WHS and environmental plan in consultation with stakeholders 7.3 Identify and source resources required for implementation of plan 7.4 Monitor achievement against plan and report outcomes in accordance with workplace procedures 7.5 Monitor effectiveness of modifications to the management systems on an ongoing basis in consultation with stakeholders

Foundation Skills

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

- Writing skills to prepare accessible summary reports for stakeholders.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL946001 Implement and monitor WHS and environmental management systems, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet –

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>