Australian Government

MSMWHS300 Facilitate the implementation of WHS for a work group

Release: 1

MSMWHS300 Facilitate the implementation of WHS for a work group

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS300A Facilitate the implementation of OHS for a work group

Application

This unit of competency covers the skills and knowledge required to implement and monitor defined work health and safety (WHS) policies and procedures for a work group or area.

This unit of competency applies to people in a team leader or similar role and to people who are on a WHS committee.

It covers the ability to provide clear directions, information, instruction, training and appropriate supervision regarding the relevant state/territory WHS legislation, codes of practice, industry standards, workplace procedures and work instructions. It also covers the ability to coach team members to participate and contribute to WHS management issues.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

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

Pre-requisite Unit

MSMWHS200   Work safely

Competency Field

HSE

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element

1	Communicate WHS information for co-workers in team	1.1	Accurately and clearly explain to the work group basic WHS rights, responsibilities and requirements
		1.2	Provide, in a readily accessible manner, information on the relevant organisation WHS policies, procedures and programs, and accurately and clearly explain them to the work group
		1.3	Regularly provide relevant information about identified hazards and the outcomes of risk assessment and risk control procedures, and accurately and clearly explain them to the work group
2	Coach co-workers in team	2.1	Establish mutual support groups, e.g. buddy system, to encourage effective development of individual and group competencies in WHS
		2.2	Provide personal encouragement and assistance to team members to contribute to the management of WHS at the workplace
3	Facilitate the consultative process	3.1	Deal with, and promptly resolve, issues raised through consultation or refer to the appropriate personnel for resolution in accordance with workplace procedures
		3.2	Seek input from work group on WHS issues and proposed changes to process, procedures or work place
		3.3	Encourage and use feedback from individuals and teams to identify and initiate improvements in the management of WHS
		3.4	Promptly inform the work group of the outcomes of consultation over WHS issues
4	Implement and monitor organisation procedures for identifying hazards, and assessing and	4.1	Implement and monitor WHS policies and procedures as defined by organisation
		4.2	Monitor existing risk control measures and report results regularly
		4.3	Access internal and external sources of relevant WHS information

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controlling risk	4.4	Evaluate and identify inadequacies in existing risk control measures in accordance with the hierarchy of control, and report to designated personnel
	4.5	Identify inadequacies in resource allocation for implementation of risk control measures and report to designated personnel
	4.6	Identify actual/potential inadequacies in procedures and report to designated personnel
	4.7	Identify actual/potential inadequacies in individual or team competency and report to designated personnel
5 Maintain and use WHS records	5.1	Accurately and legibly complete WHS records for work area, in accordance with workplace requirements for WHS records and legal requirements for the maintenance of records of workplace injury and disease
	5.2	Use aggregated information from the area WHS records to identify hazards and monitor risk control procedures within work area according to procedures and within scope of responsibilities and competencies

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.

| Regulatory framework | The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following: |

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines

- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures   All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards   Hazards include one or more of the following:
- smoke, darkness and heat
- electricity
- gas and
- gases and liquids under pressure
- structural hazards
- structural collapse
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- limited head spaces or overhangs

- unauthorised personnel
- other hazards that might arise

Appropriate personnel	Appropriate personnel include one or more of the following:

- employer
- supervisor
- employees elected as WHS representatives
- other personnel with WHS responsibilities

WHS records	WHS records include one or more of the following:

- hazard and incident reports
- logs/logs sheets
- inspection/start up/shut down checklists
- injury reports
- maintenance records

WHS information sources	WHS information sources include one or more of the following:

- WHS legislation, codes of practice and Australian and International standards
- WHS regulators
- WorkSafe Australia Guides
- industry bodies
- internet sites, journals and newsletters
- manufacturer manuals
- material safety data sheets (MSDS) and registers
- organisation WHS policies and procedures
- internal risk assessments, job safety analyses (JSAs) and workplace inspections
- internal hazard and incident reports

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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