



**Australian Government**

# **MSS027019 Implement and maintain the site health and safety management system**

**Release: 1**

# MSS027019 Implement and maintain the site health and safety management system

## Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

## Application

This unit describes the skills and knowledge to implement and maintain the work health and safety (WHS) management system for a site or work group. Personnel work in accordance with health and safety management policies, plans and procedures which incorporate all relevant aspects of WHS legislation and the codes, guidelines, regulations and Australian Standards that apply to the site.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in all industry sectors who have access to a workplace manager and internal or external expert WHS advice.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

## Pre-requisite Unit

MSL944002            Maintain laboratory or field workplace safety

## Competency Field

Management

## Unit Sector

Environmental

## Elements and Performance Criteria

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

- |   |                                 |     |  |
|---|---------------------------------|-----|--|
| 1 | <b>Confirm requirements for</b> | 1.1 | Check WHS responsibilities and duties are documented and accountability processes are in place |
|---|---------------------------------|-----|--|

	<b>WHS management system</b>	1.2	Check WHS policies and procedures are documented and that documents are accessible to all relevant personnel
		1.3	Recognise limits of own expertise and consult manager and WHS specialists
2	<b>Implement and maintain participative arrangements for WHS management</b>	2.1	Implement and maintain participative processes with site personnel and their representatives in accordance with WHS legislation and standards
		2.2	Provide information to site personnel in a format that is accessible and readily understood
		2.3	Address issues raised through participation and consultation promptly and effectively
		2.4	Provide information about the outcomes of participation and consultation to site personnel
3	<b>Implement and maintain WHS risk management processes</b>	3.1	Check 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	Check risk controls and hazard specific procedures for risk control comply with legislation and the hierarchy of control
4	<b>Implement and maintain WHS training programs</b>	4.1	Conduct a training needs assessment for site personnel that takes account of legislative requirements, workplace policies and procedures and risk control requirements
		4.2	Develop and implement training programs to meet the WHS training needs of site personnel
5	<b>Implement and maintain WHS</b>	5.1	Identify and address the legal requirements for record keeping

	<b>record keeping system</b>	5.2	Ensure that records are accurately completed, collected and stored
		5.3	Identify and access sources of WHS information
6	<b>Initiate and maintain WHS management system improvements</b>	6.1	Collect and analyse information to regularly evaluate WHS management system performance
		6.2	Recognise instances of non-conformance or non-compliance and identify opportunities for improving performance
		6.3	Initiate authorised improvements in consultation with relevant personnel and update system documentation
		6.4	Monitor the effectiveness of improvements in consultation with site personnel
7	<b>Keep management informed about WHS performance</b>	7.1	Provide regular reports about WHS performance, instances of potential and actual non-conformance and incidents and the actions taken in each case
		7.2	Report opportunities and recommendations for system improvements in accordance with workplace procedures
		7.3	Report implementation and effectiveness of system modifications

## 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.

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS027012 Implement and maintain the site health and safety management system.

## Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>