

**RTC4701A****Implement and monitor the enterprise OHS program****Unit Descriptor**

Implement and monitor the enterprise OHS program

**Unit Sector**

No sector assigned

**ELEMENT****PERFORMANCE CRITERIA**

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| 1. Provide information about occupational health and safety  | 1.1 Relevant provisions of OHS legislation and Codes of Practice are accurately and clearly explained to the work group.<br>1.2 Information on enterprise OHS policies, procedures and programs is provided in a readily accessible manner, and is accurately and clearly explained to the work group.<br>1.3 Information about identified <b>hazards</b> and the outcomes of risk assessment and control procedures is regularly provided, and is accurately and clearly explained to the work group.   |
| 2. Facilitate the participation of workers in OHS observance and decision-making                           | 2.1 Enterprise procedures for consultation over OHS issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute.<br>2.2 Procedures whereby workers report OHS hazards, risks are assessed and action taken to <b>control risks</b> , are clearly described to the work group.<br>2.3 Issues raised through consultation are dealt with and resolved promptly, or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution.<br>2.4 The outcomes of consultation over OHS issues are promptly communicated to the work group.  |
| 3. Implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks | 3.1 Existing and potential hazards which are identified are reported so that adequate risk assessment and effective control measures are implemented.<br>3.2 Work procedures to control OHS risks are implemented by the work group and regular monitoring occurs to ensure ongoing adherence and effectiveness of risk control.<br>3.3 Inadequacies in existing risk control measures are identified in accordance with the <b>hierarchy of control</b> , and reported to designated personnel/management.<br>3.4 Inadequacies in allocation of resources to ensure safe work practice are identified and reported to management.<br>3.5 Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures. |

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| 4. Implement workplace procedures for dealing with emergencies and hazardous events                   | 4.1 Workplace procedures for dealing with OHS emergencies are implemented where necessary to ensure that prompt and <b>effective control</b> action is taken.   |
|   | 4.2 OHS emergencies are <b>reported</b> in accordance with established enterprise procedures.   |
|   | 4.3 Control measures to prevent recurrence and minimise risk of emergencies and hazardous events are implemented based on the hierarchy of control, or alternatively, referred to designated personnel for implementation.                            |
| 5. Implement and monitor enterprise procedures for providing OHS training                             | 5.1 OHS induction and training needs are identified accurately, specifying the gaps between OHS competencies required and those held by the work group.   |
|   | 5.2 Arrangements are made for meeting identified OHS training needs in both on and off-the-job training programs in consultation with relevant parties.   |
| 6. Implement and monitor enterprise procedures for maintaining occupational health and safety records | 6.1 OHS records for work area are accurately and legibly completed in accordance with workplace requirements for OHS records, and legal requirements for the maintenance of records of occupational hazards, risk control, injury and disease events. |
|   | 6.2 Aggregate information from OHS records is used to identify hazards and monitor risk control procedures within work area according to enterprise procedures and within scope of responsibilities.  |

## KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Provide regular updates on outcomes of risk assessment and control procedures.	2
Collecting analysing and organising information	With hazard audits in the workplace, implementing relevant OHS procedures, analysis of accident/incident records, and providing accessible information on enterprise OHS policies, procedures and programs.	2
Planning and organising activities	By organising meetings to provide updates, and running OHS committee meetings.	2
Working with others and in teams	By consulting with staff on OHS implementation issues.	2
Using mathematical ideas and techniques	By collecting and recording OHS related data/statistics.	2
Solving problems	By determining best possible options to reduce injury risk and identify training needs.	2
Using technology	By using word processor/email for communications.	2

## RANGE STATEMENT

Which hazards may be relevant to this unit?

Hazards in the workplace (e.g., uneven surfaces, confined spaces, heights), hazardous manual handling tasks, hazards associated with machinery, risks associated with plants and animals, risks associated with bystanders, plants, animal and the environment, levels of health and fitness, hazards for which personal protective clothing or equipment is required.

What methods to control risks may be included?

General duty of care, requirements for maintenance and confidentiality of records of occupational injury and disease, requirements for records relating to hazardous substances in the workplace, confined space entry, fall protection, workplace inspections for hazards, personal protective equipment, provision of information and induction and training, regulations and Codes of Practice including those relating to plant, hazardous substances, manual handling, noise, issue resolution, health and safety representatives and occupational health and safety committees in the larger enterprises.

What may be included to implement and monitor enterprise procedures?	Supervision of the application of occupational health and safety principles and conformity with relevant legislation and Codes of Practice in each state, incident investigations, regular inspections, training records, accident and dangerous occurrence record analysis including the duties and responsibilities of all parties.
What does hierarchy of control refer to?	The preferred order of risk control measures.
What protocols may be involved in reporting a major incident?	Supervisor, enterprise, Workcover or appropriate authorities may establish reporting protocols.
What may be included in effective control action?	The communication of the location, incident investigations, and directions to emergency personnel.

## EVIDENCE GUIDE

**What specific knowledge is needed to achieve the performance criteria?**

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

- Hazards in the workplace.
- Relevant OHS legislation and Codes of Practice.
- Risk control measures.
- The hierarchy of OHS risk control and its implementation for hazards in land-based industries.
- Literacy levels and communication skills of workers.
  - Suitable communication techniques.
  - Relevant enterprise management systems and procedures.
  - Accident/incident investigation.
  - Participative work practices.

**What specific skills are needed to achieve the performance criteria?**

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Provide information to the work group about occupational health and safety.
- Facilitate the participation of workers in OHS observance and decision-making.
- Identify OHS hazards and controls relative to work practices and processes in work area.
- Respond to OHS hazard identification in an appropriate and timely manner.

**Are there other competency standards that could be assessed with this one?**

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

**Essential Assessment Information**

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.