PMAWHS502 Contribute to safety case

Release: 1

PMAWHS502 Contribute to safety case

Modification History

Release 1. Supersedes and is equivalent to PMAOHS502B Contribute to safety case

Application

This unit of competency covers the skills and knowledge required to contribute to the development and submission of a safety case in accordance with the work health and safety (WHS) legislation.

This unit of competency applies to senior operators, supervisors, owners, managers and those in similar roles who are required to apply knowledge of all relevant workplace systems to contribute to identifying and consulting on issues, interpreting data and consolidating findings, writing the safety case and preparing it for submission.

The unit of competency will apply within the individual's area of managerial responsibility which may be an entire enterprise or department of an enterprise. Specific roles and responsibilities will vary from enterprise to enterprise.

The individual is expected to work as part of the team that is made up of senior management, engineers, technical and safety specialists. However, the individual is required to demonstrate competence in all aspects of the unit.

The safety case must comply with the requirements for safety cases in the jurisdiction for which it is being prepared. It will typically apply to major hazard facilities.

This unit of competency may be applied with the requirements for hazard identification, analysis and control, and may also require risk management.

This unit of competency applies to process manufacturing plants and other facilities in which the use of machinery, equipment, operational procedures, products or materials require the preparation of a safety case as prescribed by the relevant regulations. Relevant regulations may vary between jurisdictions.

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 **Identify and verify issues for presentation**	1.1	Consult with the senior management as well as all relevant departments in a collaborative and objective manner
	1.2	Identify and verify issues that are required for the presentation
	1.3	Refer to the relevant legislation/regulation, and if necessary, clarify requirements from the relevant government departments
2 **Interpret data collected**	2.1	Interpret and analyse data collected
	2.2	Use appropriate database for the enterprise to assist in the analysis
	2.3	Prepare and distribute analysis and discuss with relevant personnel within the enterprise
3 **Write up a safety case as part of the safety case team**	3.1	Consolidate findings and obtain agreements from relevant personnel as to the information to be included in the case
	3.2	Refer to regulatory and format requirements that are stipulated by the authority
4 **Prepare the safety case**	4.1	Prepare the case for submission in accordance with required procedures
	4.2	Follow up with the relevant contact in the authority
	4.3	Report response from the authority in accordance with enterprise procedures

Innovation and Business Skills Australia

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.

Safety management system requirements	The safety management system for a facility must specify the following or be otherwise compliant with the relevant regulations:

- the critical equipment (including process equipment, machinery, electrical and instrumentation systems) that relate to, or may effect, the safety of the facility
- the systems in place to ensure that the equipment is fit for the purpose:
  - for which it is used in normal operating conditions
  - to the extent that it is intended to function or be used in an emergency

Participative arrangements must also be included in the safety

management system, including the following:

- mechanisms to ensure WHS procedures are followed
- information sessions on existing or new issues
- meetings between employer and employees or representatives
- providing access to relevant workplace information
- use of clear and understandable language

Enterprise policies and procedures

Enterprise policies and procedures include those that directly or indirectly cover issues relating to incidents. Depending on the organisation these will typically include the following:

- hazard policies and procedures
- standard operating procedures
- safety procedures
- work instructions
- emergency, fire and accident procedures
- personal protective equipment (PPE) and procedures

Hazards

Hazards include one or more of the following:

- heat, smoke, dust, lack of visibility or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Appropriate controls	Implementing appropriate controls requires application of the hierarchy of control to reduce hazards to as low as reasonably practicable (ALARP):

1. elimination

2. substitution

3. isolation

4. engineering controls

5. administrative controls

6. use of PPE

Participative arrangements	Participative arrangements will involve at least one of the following:

- following WHS procedures
- information sessions on existing or new issues
- meetings between employer and employees or representatives
- access to relevant workplace information
- use of clear and understandable language

Safety case	The safety case includes information regarding:

- person responsible for operation of the facility
- person responsible for the safety case
- a description of the facility
- formal safety assessment of the facility
- the safety management system
- reporting of incidents
- address where records are kept
- safety policy
- organisational structure and responsibilities
- published technical standards applied to or used
- the design, construction, installation, operation and maintenance of the facility, and any modifications to the facility
- the control system to be used for the facility
- the type of machinery and equipment used at the facility
- the permit to work system
- the emergency response plan in relation to incidents
- the emergency communication system
- the key performance indicators
- the system for incident recording, investigation and reviewing

training
- other information as required from time to time by the relevant regulation

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875