



Australian Government

Assessment Requirements for PPMWH320 Maintain WHS processes

Release: 1

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Modification History

Release	Comment
1	<p>Replaces equivalent unit FPPOHS320A Maintain OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.</p> <p>Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'</p>

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- maintain work health and safety (WHS) processes in the workplace, at least twice in line with required enterprise intervals, in a pulp and paper manufacturing facility, by:
 - using and ensuring others use personal protective equipment (PPE) including head protection, face and eye protection, respiratory protection, hearing protection, hand protection and clothing and footwear
 - supporting others in the work group and presenting information on procedures, roles and responsibilities, hazards and risks in a clear and concise way
 - providing advice and feedback in a constructive and supportive manner to the work group
 - implementing participative processes, directing staff and conducting team meetings on safety issues
 - participating by making contributions to WHS meetings and consultative activities on eliminating hazards and reducing risks
 - consulting with the work group and recording outcomes from consultations
 - monitoring compliance with work safety procedures and identifying and correcting any deviations from procedures
 - implementing hazard identification, risk assessment and risk control procedures reporting WHS issues to designated personnel and completing records according to organizational procedures and legislative requirements
 - implementing emergency response procedures according to organizational requirements

- using emergency equipment as part of emergency response including first aid equipment, eye wash shower or portable eye washes, fire extinguishers and equipment, communication equipment, torches/emergency lighting and items of clothing including coloured hats and vests
- reporting safety performance and compliance through the workplace communication system, through written and verbal means.
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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- general duty requirements of WHS legislation and regulatory requirements relevant to the particular industry/type of work site
- procedures related to common workplace hazards including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- guidance material including codes of practice/compliance codes relevant to the particular industry/type of work site
- procedures to implement legislative requirements for WHS record keeping for:
 - serious incident and injury reporting
 - registered plant
 - hazardous substances and dangerous goods
 - environmental monitoring; and
 - health surveillance
- workplace WHS records and their appropriate use including:
 - hazard, incident and investigation reports
 - workplace inspection reports
 - incident investigation reports
 - first aid reports
 - minutes of meetings
 - Job Safety Analysis (JSAs) and Risk Assessments (RAs)
 - safety data sheets (MSDS) and registers
 - employee handbooks
 - plant and equipment operation records including those relevant to registered plant
 - maintenance and testing reports
 - training records
 - environmental monitoring records
 - health surveillance records
- workplace specific information including:
 - sources of WHS information in the workplace
 - legal rights and responsibilities of the workplace parties as documented in work safety procedures
 - hazards of the particular work environment

- hazard identification procedures relevant to the hazards in their workplace
- risk controls for specific hazards
- designated person(s) for raising WHS issues
- roles and responsibilities of employees, supervisors and managers in the workplace
- roles and responsibilities of WHS representatives, WHS committees and employers
- organisational procedures related to WHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
- potential emergency situations, alarms and signals, and required response.
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Assessment Conditions

The following resources must be made available:

- access to workplace WHS systems and processes in a pulp or paper manufacturing facility
- personal protective equipment required to be worn when working in a pulp and paper manufacturing facility
- relevant personnel for the purposes of communicating information
- sample workplace documentation, procedures and reports relevant to WHS in the workplace.

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>