



**Australian Government**

# **PPMWHS320 Maintain WHS processes**

**Release: 1**

## PPMWHS320 Maintain WHS processes

### Modification History

Release	Comment
1	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.

### Application

This unit of competency describes the outcomes required to perform at a supervisory level in the work group, in maintaining and ensuring work health and safety.

The unit applies to production operators and technicians with supervisory or team leader responsibilities, who maintain work health and safety (WHS) in the workplace, in a pulp or paper manufacturing facility.

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

### Pre-requisite Unit

Nil

### Unit Sector

Pulp and Paper Manufacturing

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Provide information to the work group	1.1. Clearly and accurately explain to the work group relevant provisions of work health and safety (WHS) standards, codes of practice/compliance codes, guidance material and safe working

ELEMENTS	PERFORMANCE CRITERIA
	<p>procedures and practices.</p> <p>1.2. Provide information on organisational policies and procedures in a readily accessible manner and clearly explain to the work group.</p> <p>1.3. Explain the roles and responsibilities of workplace WHS representatives and WHS committees.</p> <p>1.4. Provide information to the work group, in an accessible and understandable format, on hazards, the outcomes of risk assessments, and required risk controls.</p>
2. Ensure others are able to implement safe work practices	<p>2.1. Ensure personal protective equipment appropriate to the work is available and functional.</p> <p>2.2. Implement processes to confirm that others in the work group can identify specific hazards and required risk controls and are following safe work practices, and organisational policies and procedures.</p> <p>2.3. Identify WHS training needs and either address or report these needs to those with control.</p>
3. Implement WHS participative processes	<p>3.1. Consult with the work group and provide advice in relation to WHS matters relevant to their work.</p> <p>3.2. Ensure WHS issues raised are dealt with promptly, and in line with organisational procedures and legislative requirements, or referred to appropriate personnel.</p> <p>3.3. Record outcomes of consultation regarding WHS and promptly communicate these outcomes to the work group.</p>
4. Monitor compliance with work procedures	<p>4.1. Check the work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate persons.</p> <p>4.2. Identify and address any deviations from procedures or report to appropriate persons.</p> <p>4.3. Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies or report to appropriate persons.</p> <p>4.4. Monitor WHS housekeeping practices to ensure that workplace standards are maintained, and take action to address any deficiencies.</p> <p>4.5. Ensure own behaviour is consistent with organisational safe working procedures and practices.</p>
5. Implement hazard	5.1. Ensure hazards are identified and eliminated with residual

ELEMENTS	PERFORMANCE CRITERIA
identification, risk assessment and risk control procedures	<p>risk reported in line with organisational procedures.</p> <p>5.2. Conduct risk assessments.</p> <p>5.3. Develop control measures, taking account of the hierarchy of control.</p> <p>5.4. Implement and support outcomes of risk assessments and identified risk control.</p> <p>5.5. Identify and address and/or report deficiencies in WHS risk controls in line with organisational procedures.</p> <p>5.6. Identify personal professional limitations and seek expert advice as required.</p>
6. Implement organisational procedures for maintaining WHS records	<p>6.1. Obtain feedback to ensure that work group is aware of organisational reporting requirements.</p> <p>6.2. Review WHS records to confirm that they are completed in an accurate, thorough and timely manner in line with legislative and organisational requirements.</p> <p>6.3. Use aggregate information and data from records to identify hazards and monitor risk controls.</p>
7. Implement emergency procedures	<p>7.1. Obtain feedback to ensure that emergency procedures are available and known by the work group.</p> <p>7.2. Implement processes to ensure that emergency equipment is available and routinely checked for functionality.</p> <p>7.3. Implement processes to ensure that others in the work group are able to respond appropriately to emergencies.</p> <p>7.4. Conduct or contribute to investigations to identify cause of emergencies.</p> <p>7.5. Identify and implement or support control measures to prevent recurrence and minimise risk of emergencies.</p>

## Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Learning skills to:	<ul style="list-style-type: none"> <li>• assess and identify own limitations in relation to WHS knowledge.</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• communicate with personnel in the work team, other work teams, managers and expert advisers about workplace safety.</li> </ul>

skills to:	
Reading skills to:	<ul style="list-style-type: none"><li>• read and interpret graphical and written safety information.</li></ul>
Writing skills to:	<ul style="list-style-type: none"><li>• complete workplace records accurately and legibly, using correct technical vocabulary.</li></ul>
Problem solving skills to:	<ul style="list-style-type: none"><li>• identify and action problems regarding implementing safety practices, within level of responsibility.</li></ul>

## Range of Conditions

Not Applicable

## Unit Mapping Information

FPPOHS320A Maintain OHS processes

## Links

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