Assessment Requirements for PPMWHS420 Manage WHS processes

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPPOHS420A Manage OHS processes, which was first released with FPP10 Forest and Forest Products Training Package Version 1.0. This is the first release of this unit in the new standards format.
	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'

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:

- manage the work health and safety (WHS) processes for a small organization or a group, at least twice in line with required enterprise intervals, by:
  - using technical skills to access WHS information from internal and external sources, including WHS legislation, standards, codes of practice/compliance codes, guidance material and workplace procedures
  - meeting the legal requirements for WHS record keeping and completing and storing WHS records according to workplace procedures
  - developing solutions to complex WHS problems, utilising information from both internal and external sources
  - supporting others in the organisation and work group to contribute to WHS approaches and practices through consultative processes and structures
  - ensuring WHS issues raised during consultation processes are addressed according to organisational procedures
  - ensuring processes are in place to identify hazards, address risks and record outcomes in line with organizational procedures
  - implementing and monitoring training programs on WHS procedures
  - developing and implementing a continuous improvement approach in line with organizational procedures.

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, in the pulp and paper industry
- legislative requirements for consultation on WHS issues and resolution
- legal and practical requirements for WHS training, record keeping and reporting
- organisational procedures related to WHS for consultation and participation, incident investigation and record keeping
- procedures related to common workplace hazards including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards, slips and trips, moving parts of machinery, mobile plant, fatigue, stress, bullying and occupational violence
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- procedures for identifying and addressing hazard and risk in the work environment including:
  - hazard identification procedures
  - principles of risk assessment
  - the hierarchy of control and its application
- personal protective equipment (PPE) requirements including selection, use, storage and maintenance.

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.

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