Australian Government

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.

Application

This unit of competency describes the outcomes required for ongoing management of work health and safety (WHS), where the WHS management processes have been set up by other persons, in the workplace, in order to ensure health and safety at work.

The unit applies to those managers of a small organization or a work group, responsible for maintaining, managing, recording and training in WHS processes, 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. Manage WHS information and records	1.1. Identify and access relevant work health and safety (WHS) legislation, standards, codes or practice/compliance codes, organisational procedures, guidance material and other sources

ELEMENTS	PERFORMANCE CRITERIA
	information and evaluate their relevance to the specific work context.
	1.2. Collect and collate WHS information to provide information on requirements, trends and risk controls.
	1.3. Implement and monitor processes for ensuring that WHS records are accurately completed, collected and stored in line with legal requirements and workplace procedures.
2. Manage WHS participative processes	2.1. Monitor participative processes to ensure compliance with legislative requirements and organisational procedures.
	2.2. Evaluate information provided to employees to ensure it is in a readily accessible and understandable format.
	2.3. Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety.
	2.4. Evaluate processes for addressing WHS issues, to ensure issues raised through consultation are resolved promptly and in line with organisational procedures and legislative requirements.
	2.5. Promptly provide information about the outcomes of consultations in a format and medium that is readily accessible to employers.
3. Manage WHS risk management processes	3.1. Ensure hazard, incident, and injury reporting and investigation processes are in place, to meet legislative requirements and to inform future prevention strategies.
	3.2. Ensure processes are in place so that hazard identification and risk assessments occur in line with organisation procedures.
	3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements.
	3.4. Ensure processes are in place to identify and address any WHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work.
	3.5. Recognise limits of own professional expertise and consult expert advisors as required.
4. Manage WHS training program	4.1. Ensure WHS training needs assessment is undertaken for workgroup members that takes account of legislative and regulatory requirements, internal policies and procedures, existing skills of workgroup members and risk control requirements.
	4.2. Implement and monitor training programs to ensure identified WHS training requirements are addressed.

ELEMENTS	PERFORMANCE CRITERIA
	4.3. Implement and monitor processes to ensure that all new employees receive WHS induction.
	4.4. Access and consult relevant WHS and training specialists as required, in the development and implementation of the WHS training program(s).
5. Manage WHS continuous improvement process	5.1. Consider input from individuals and workgroup in identifying and implementing WHS improvement.
	5.2. Determine WHS priorities in consultation with appropriate managers and stakeholders.
	5.3. Develop WHS action plans, taking account of priorities and training needs.
	5.4. Monitor achievements against the WHS plans and update plans accordingly.

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:	• assess own capabilities interpreting and applying WHS information and procedures.
Oral communication skills to:	• communicate with personnel in the work teams, management and expert advisers about workplace safety.
Reading skills to:	• comprehend, interpret and apply WHS legislation, standards, guidance material and organizational procedures.
Writing skills to:	• complete workplace records accurately and legibly, using correct technical vocabulary.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPOHS420A Manage OHS processes

Links

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