



Australian Government

PPMWHS501 Manage work health and safety processes

Release: 1

PPMWHS501 Manage work health and safety processes

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage systemic processes for work health and safety and risk control for a pulp and/or paper manufacturing facility.

The unit applies to those managers of several work groups or areas within a pulp or paper manufacturing facility, responsible for maintaining, managing, recording and training in established work health and safety processes.

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage work health and safety information and records	<p>1.1 Identify and access relevant workplace health and safety legislation, standards, codes of practice, compliance codes, organisational procedures, guidance material and other sources of information and evaluate their relevance to pulp and paper manufacturing work context</p> <p>1.2 Collect and collate and provide information on workplace health and safety requirements, trends and risk controls</p>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Implement and monitor processes to ensure the accurate completion, collection and storage of workplace health and safety records
2. Manage work health and safety participative processes	<p>2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures</p> <p>2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable</p> <p>2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety</p> <p>2.4 Evaluate processes for addressing workplace health and safety issues to ensure prompt resolution of issues raised through consultation</p> <p>2.5 Provide information about the outcomes of consultations in a format readily accessible to employers</p>
3. Manage work health and safety risk management processes	<p>3.1 Review processes for hazard, incident and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies</p> <p>3.2 Monitor processes to ensure that hazard identification and risk assessments occur</p> <p>3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements</p> <p>3.4 Identify and address any workplace health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work</p> <p>3.5 Recognise limits of own professional expertise and consult expert advisors as required</p>
4. Manage work health and safety training program	<p>4.1 Undertake workplace health and safety training needs assessment for work group members that takes account of existing skills of work group members and risk control requirements</p> <p>4.2 Implement and monitor training programs to ensure identified workplace health and safety training requirements are addressed</p> <p>4.3 Implement and monitor processes to ensure that all new employees receive workplace health and safety induction</p>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.4 Access and consult workplace health and safety and training specialists as required, in the development and implementation of the workplace health and safety training program
5. Manage work health and safety continuous improvement process	<p>5.1 Consider input from individuals and work group in identifying and implementing workplace health and safety improvement</p> <p>5.2 Determine workplace health and safety priorities in consultation with appropriate managers and stakeholders</p> <p>5.3 Develop workplace health and safety action plans, taking account of priorities and training needs</p> <p>5.4 Monitor achievements against the workplace health and safety plans and update plans as required</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	<ul style="list-style-type: none"> Assess own capabilities for interpreting and applying workplace health and safety information and procedures
Oral communication	<ul style="list-style-type: none"> Adjust language and communication style to communicate with personnel in the work teams, management and expert advisers about workplace safety
Reading	<ul style="list-style-type: none"> Interpret workplace health and safety legislation, standards, guidance material and organisational procedures
Writing	<ul style="list-style-type: none"> Complete workplace records accurately and legibly, using correct, clear language and industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWHS501 Manage work health and safety processes	PPMWHS420 Manage WHS processes	Changes to unit title, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions revised	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>