



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPOHS401B Implement workplace safety procedures and programs**

**Release 3**

## PSPOHS401B Implement workplace safety procedures and programs

### Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

### Unit Descriptor

This unit covers implementation of the organisation's occupational health and safety policies, procedures and programs by those with supervisory responsibilities, to meet occupational health and safety standards.

In practice, the implementation of workplace safety procedures and programs may be demonstrated in the context of generalist and specialist work activities such as delivering service to clients, using resources, making arrests, conducting searches, managing contracts, etc.

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

### Application of the Unit

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide workplace safety information to the workgroup	<p>1.1 Relevant provisions of <i>occupational health and safety legislation and codes of practice</i> are confirmed as current and are explained to the workgroup using language and materials to suit their level of experience, existing knowledge and <i>individual needs</i>.</p> <p>1.2 <i>Information</i> on the organisation's <i>occupational health and safety policies, procedures</i> and programs is provided in a readily accessible manner to the workgroup.</p> <p>1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and explained to the workgroup.</p>
2. Implement and monitor participative arrangements for workplace safety	<p>2.1 <i>Participative arrangements</i> for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the workgroup have the opportunity to contribute.</p> <p>2.2 Issues raised through consultation are dealt with in accordance with organisational consultation procedures.</p> <p>2.3 The outcomes of consultation over occupational health and safety issues are recorded and communicated to the workgroup in accordance with organisational policy and procedures.</p>
3. Identify hazards and assess risks	<p>3.1 Existing and potential hazards in the work area are <i>identified</i> and reported so that risk assessment and risk control procedures can be applied.</p> <p>3.2 Risks are prioritised in accordance with risk management procedures.</p>
4. Implement and report on procedures for controlling risks	<p>4.1 Work procedures to <i>control risks</i> are implemented and adherence to them by the workgroup is overseen in accordance with workplace procedures.</p> <p>4.2 Existing risk control measures are monitored and <i>results</i> reviewed and reported regularly in accordance with workplace procedures.</p>
5. Implement procedures for dealing with hazardous events	<p>5.1 Workplace <i>procedures</i> for dealing with <i>hazardous events</i> are implemented whenever necessary to ensure that prompt control action is taken.</p> <p>5.2 Hazardous events are analysed, and information to identify their cause/s is gathered in accordance with organisational procedures.</p> <p>5.3 Measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control if within scope of responsibilities and competencies or, alternatively, referred to designated personnel for implementation.</p>

**ELEMENT****PERFORMANCE CRITERIA****6. Implement procedures for providing workplace safety training**

- 6.1 *Occupational health and safety training* needs are identified, specifying gaps between occupational health and safety competencies required and those held by workgroup members.
- 6.2 Arrangements are made for fulfilling identified occupational health and safety training needs in both on-the-job and off-the-job training programs in consultation with relevant parties.

**7. Implement procedures for maintaining workplace safety records**

- 7.1 Occupational health and safety *records* for work area are completed in accordance with workplace requirements for occupational health and safety records and legal requirements for the maintenance of records of occupational injury and disease.
- 7.2 Records are compiled to allow evaluation of hazard identification and risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies.

## Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

### Skill requirements

Look for evidence that confirms skills in:

- analysing the work environment, recognising hazards and judging occupational health and safety interventions
- reading complex and formal documents such as legislation and codes of practice and assisting others to apply them to work practices
- research into occupational health and safety areas not covered in legislation and codes of practice
- tailoring oral and written communication to suit different audiences, such as staff, senior management, safety representatives, inspectors, clients, visitors
- preparing reports on hazards requiring accuracy of expression
- accessing legislation and codes of practice electronically or in hard copy
- responding to diversity, including gender and disability
- compiling occupational health and safety records

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- provisions of relevant occupational health and safety legislation
- principles and practice of effective occupational health and safety management
- workplace hazards
- consultative arrangements including in-house communication
- range and selection of control measures
- organisational occupational health and safety management systems and policies and procedures needed for legislative compliance

## Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

### Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV417A Identify and treat risks
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPPROC410A Administer contracts
  - PSPREG403B Assess compliance
  - PSPREG408C Conduct search and seizure
  - PSPREG411A Gather information through interviews

### Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- implementation of workplace safety procedures and programs in a range of (3 or more) contexts (or occasions, over time)

### Resources required to carry out assessment

These resources include:

- occupational health and safety Acts, regulations and codes of practice
- AS/NZS ISO 31000:2009 Risk management - Principles and guidelines
- enterprise occupational health and safety policies and procedures
- personal protective equipment
- relevant work areas for identification of hazards and control measures

**Where and how to assess evidence**

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing workplace safety procedures and programs, including coping with difficulties, irregularities and breakdowns in routine
- the assessee to implement workplace safety procedures and programs in a range of (3 or more) contexts (or occasions, over time)
- the assessor to have recognised expertise in managing occupational health and safety in the industry or work in an assessment team with such a person.

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

**For consistency of assessment**

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments



## Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

***Occupational health and safety legislation*** may include:

- State/Territory/Commonwealth occupational health and safety acts, regulations and codes of practice, including:
  - regulations and codes of practice relating to hazards present in the workplace or industry
  - general duty of care under occupational health and safety legislation and common law
  - requirements for the maintenance and confidentiality of records of occupational injury and disease
  - requirements for provision of occupational health and safety information, consultation and training
  - provisions relating to health and safety representatives and/or occupational health and safety committees
  - provisions relating to occupational health and safety issue resolution

***Individual needs*** may relate to:

- literacy
- communication skills
- gender
- cultural background
- people with disabilities
- part-time, contract or casual workers

***Information topics*** may include:

- induction to new work/management systems
- the nature of work
- tasks and procedures
- hazards and risk management procedures
- consequences of breaching safety procedures/programs and procedures for dealing with breaches
- assistance in work tasks
- new/inexperienced workers
- legislation and codes of practice, for example, relating to hazards in the work area
- consultation with health and safety representatives and occupational health and safety committees

***Occupational health and safety policies and***

- job procedures and work instructions
- maintenance of plant and equipment

*procedures* may include:

- purchasing of supplies and equipment
- counselling/disciplinary processes
- providing occupational health and safety information
- consultation and participation
- emergency response
- housekeeping
- specific hazards
- identifying hazards, for example, inspections
- incident investigation
- assessing risks
- controlling risks
- personal protective equipment
- occupational health and safety training and assessment
- occupational health and safety recordkeeping
- reporting occupational health and safety issues
- occupational health and safety issue resolution

**Participative arrangements** may include:

- formal and informal meetings which include occupational health and safety
- occupational health and safety committees
- other committees, for example, consultative, planning and purchasing
- health and safety representatives
- suggestions, requests, reports and concerns put forward by employees to management

**Identifying** hazards and assessing risks may occur through activities such as:

- audits
- workplace inspections
- housekeeping
- checking work area and/or equipment before and during work
- job and work system assessment
- reviews of occupational health and safety records, including registers of hazardous substances, dangerous goods, etc
- maintenance of plant and equipment
- purchasing of supplies and equipment, for example, review of Material Safety Data Sheets and manufacturer/supplier information
- identifying employee concerns

**Controlling risks** may include actions such as

- measures to remove the cause of a risk at its source
- consultation with workers and their representatives
- application of the hierarchy of control, namely:
  - elimination of the risk
  - substitution
  - engineering controls
  - administrative controls
  - personal protective equipment

**Results** of risk control monitoring may include:

- inadequacies in risk control measures
- inadequacies in resource allocation for implementation of risk control measures

**Procedures for dealing with hazardous events** may include:

- evacuation
- chemical containment
- first aid
- accident/incident reporting and investigation
- counselling
- de-briefing
- use of Employee Assistance Program

**Hazardous events** may

- incidents and near misses

include:

- fires and explosions
- emergencies such as chemical spills
- bomb scares
- violent incidents, for example, armed robberies
- natural disasters/events
- occupational violence, including bullying

***Occupational health and safety training*** may include:

- induction training of staff/visitors
- specific hazard training
- specific task or equipment training
- emergency and evacuation training
- management system
- training as part of broader programs, for example, equipment operation

***Occupational health and safety records*** may include:

- complying with privacy requirements
- occupational health and safety audits and inspection reports
- health surveillance and workplace environmental monitoring records
- records of instruction and training
- manufacturers' and suppliers' information, including Material Safety Data Sheets and dangerous goods storage lists
- hazardous substances registers
- maintenance and testing reports
- workers compensation and rehabilitation records
- first aid/medical post records
- purchasing criteria

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Occupational Health & Safety