



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS

Release: 3

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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 outcomes required to effectively contribute to the application of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others.

In practice, contributing to the implementation of a systematic approach to managing OHS may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, encouraging compliance with legislation, supporting policy implementation.

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

Application of the Unit

This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Contribute to the implementation of information and data systems	<p>1.1 <i>Requirements</i> for <i>record keeping</i> are identified and addressed.</p> <p>1.2 <i>Sources of OHS information and data</i> are identified, accessed and evaluated for application in the workplace.</p> <p>1.3 Actions are taken to ensure that records are accurately completed, collected and stored.</p> <p>1.4 Information and data is provided to managers and stakeholders in a readily understood format.</p>
2 Contribute to the implementation of OHS strategies, systems and plans	<p>2.1 OHS priorities are determined in consultation with appropriate managers and in line with other <i>consultative arrangements</i> in the workplace.</p> <p>2.2 <i>OHS action plans</i> are developed taking account of priorities.</p> <p>2.3 OHS training needs are identified and documented.</p> <p>2.4 Action plans are monitored for achievement, and updated as required.</p> <p>2.5 Input is sought from <i>OHS specialists</i> and <i>technical advisors</i> if required.</p>
3 Support integration of OHS within the overall management approach	<p>3.1 <i>Other functional areas</i> that impact on OHS are identified.</p> <p>3.2 Strategies for addressing these impacts are implemented.</p>
4 Identify OHS implications of proposed changes to the workplace and provide advice to control risks	<p>4.1 <i>Proposed changes to the workplace</i> are evaluated for OHS implications.</p> <p>4.2 Resulting hazards are identified and potential risks assessed</p> <p>4.3 Appropriate advice to control risks is provided and actioned as appropriate.</p>
5 Support integration of OHS within the overall management approach	<p>5.1 Changes to relevant legislation are identified and evaluated for implications for managing OHS.</p> <p>5.2 Changes to relevant standards or industry practice are identified and evaluated for implications for managing OHS.</p> <p>5.3 Sources of information and data are monitored for impact on hazards, risks and the management of OHS.</p> <p>5.4 Appropriate advice is provided to address impact of change.</p>
6 Evaluate effectiveness of the approach to managing OHS	<p>6.1 Sources of external and internal OHS information and data are accessed as part of evaluation.</p> <p>6.2 The need for any external input to evaluation is identified and actioned as appropriate</p> <p>6.3 <i>Stakeholders</i> are consulted for input to the evaluation.</p> <p>6.4 Areas for improvement are identified, documented and actioned.</p>

Required Skills and Knowledge

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

Required skills:

Look for evidence that confirms skills in:

- relating to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- communicating effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency service personnel
- preparing brief summary reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- applying continuous improvement and action planning processes
- managing own tasks within a time frame
- employing consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- contributing to the assessment of the resources needed to systematically manage OHS and where appropriate access resources
- participating in the OHS performance of the organisation
- analysing relevant workplace information and data, making observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- carrying out simple arithmetical calculations (eg % change), producing graphs of workplace data to identify trends and recognising the limitations of data
- using basic computer and information technology skills to access internal and external information and data on OHS
- dealing with conflict and contestability
- identifying and developing links between different activity areas in the workplace

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- roles and responsibilities under OHS legislation of employees supervisors, contractors, designers, etc
- legislative requirements for OHS information and data and consultation
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- requirements for record keeping that addresses OHS, privacy and other relevant legislation
- requirements for reporting under OHS and other relevant legislation including obligations for notification and reporting of incidents
- State/Territory/Commonwealth OHS legislation (Acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation etc

- concept of the use of tools such as positive performance indicators (PPIs) in assessment of OHS performance
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- principles and practices of systematic approaches to managing OHS
- internal and external sources of OHS information and data
- benefits and limitations and use a range of communication strategies and tools appropriate to the workplace
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS, e.g.:
 - labour market changes
 - structure and organisation of workforce - part-time, casual and contract workers, shift rosters, geographical location
 - language, literacy and numeracy
 - communication skills
 - cultural background/workplace diversity
 - gender
 - workers with special needs
 - knowledge of organisational OHS policies and procedures
 - nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
 - key personnel, including identifying 'change agents', within workplace management structure
 - formal and informal communication and consultation processes and key personnel related to communication
 - language, literacy and cultural profile of the work group
 - organisational culture as it impacts on the workgroup
 - public policy basis of OHS

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	<p>Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include:</p> <ul style="list-style-type: none">• PSPETHC401A Uphold and support the values and principles of public service• PSPGOV412A Use advanced workplace communication strategies• PSPGOV422A Apply government processes• PSPLEGN401A Encourage compliance with legislation in the public sector• PSPPOL404A Support policy implementation• PSPSOHS402A Contribute to the implementation of the OHS consultation process• PSPSOHS404A Contribute to the implementation of strategies to control OHS risk• PSPSOHS405A Contribute to the implementation of emergency procedures.
Overview of evidence requirements	<p>In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:</p> <ul style="list-style-type: none">• knowledge requirements of this unit• skill requirements of this unit• application of employability skills as they relate to this unit.
Resources required to carry out assessment	<p>Resources essential for assessment include:</p> <ul style="list-style-type: none">• legislation, policy, procedures and protocols relating to OHS management• case studies and workplace scenarios to capture the range of situations likely to be encountered when contributing to the implementation of systematic approaches to managing OHS.
Where and how to assess evidence	<p>Valid assessment of this unit requires:</p> <ul style="list-style-type: none">• a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when contributing to the implementation of systematic approaches to managing OHS, including coping with difficulties, irregularities and breakdowns in routine• contribution to the implementation of systematic approaches

to managing OHS in a range of 3 or more contexts or occasions, over time.

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include a combination of two or more of:

- workplace projects
- simulation or role plays
- case studies and scenarios
- observation.
- portfolios.

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

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 *italics* in the Performance criteria is explained here.

Requirements for record keeping may be defined in:

- OHS legislation and regulations governing reporting of incidents and maintenance of records related to specific hazards, including chemical registers and material safety data sheets (MSDSs)
- privacy legislation
- organisational procedures

Sources of OHS information and data may include:

- OHS and other relevant legislation
- employees
- OHS specialists
- consultants
- government departments/agencies including OHS authorities and organisations such as the National Occupational Health and Safety Commission (NOHSC)
- newspapers and journals, trade/industry publications
- industry networks and associations
- technical data
- manufacturers' manuals and specifications

Consultative arrangements may include:

- OHS and other consultative and planning committees
- health and safety and other employee representatives
- employee and supervisor involvement in OHS activities, such as inspections and audits
- procedures for reporting hazards, and raising and addressing OHS issues
- employee and workgroup meetings

OHS action plans refer to:

- documented plans developed within the workplace to implement OHS management, which include allocated responsibilities and time frames
- OHS performance indicators for the organisation or enterprise circulars

OHS specialists may be internal or external and include:

- ergonomists
- occupational hygienists
- health professionals
- injury management advisors

Technical advisors may include:

- engineers (such as design, acoustic, safety, mechanical and civil)
- legal practitioners
- workplace trainers and assessors
- maintenance and trades people

Other functional areas refer to:

- parts of the organisation or grouped responsibilities:
- human resources, personnel management/industrial relations (IR)
- purchasing procurement and contracting
- logistics
- engineering and maintenance
- information, data and records management
- finance and auditing
- environmental management
- quality management

Proposed changes to the workplace may include:

- plant and equipment purchases
- material purchases
- changes to work processes and systems
- changes to work environment
- changes to work practices and conditions
- changes to management practices
- organisational restructure
- introduction of contracting arrangements or other changes to work organisation
- introduction of new and emerging technology
- other labour market changes

Stakeholders may include:

- managers
- supervisors
- health and safety and other employee representatives
- OHS committees
- employees
- the community

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.