Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS402A Contribute to the implementation of the OHS consultation process

Revision Number: 2

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

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Modification History

PSPSOHS402A Release 2:   Layout adjusted. No changes to content.
PSPSOHS402A Release 1:   Primary release.

Unit Descriptor

This unit covers the outcomes required to effectively contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS. The unit addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes.
In practice, contributing to the implementation of the OHS consultation process may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, delivering client services, supporting policy implementation, etc..

Application of the Unit

This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures, programs in a work area. It addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes. This unit will involve working with individuals and working with groups.

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. | 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 procedures as individuals or as part of a group to raise OHS issues or request information and data	1.1 ***Strategies and tools*** for individuals or groups to raise OHS issues or request information and data are identified. 1.2 Procedures for individuals and groups to raise OHS issues or request information and data are implemented and communicated to ***stakeholders*** and ***interested parties***. 1.3 ***Barriers*** to individuals or groups seeking OHS information and data or raising issues are identified. 1.4 Recommendations are made to address any identified barriers.
2 Contribute to procedures for communicating OHS information and data	2.1 Needs for ***OHS information and data***, communication and consultation, including relevant ***legislative requirements***, are identified with stakeholders. 2.2 Information and data about OHS is provided to key personnel on a regular basis, in a readily accessible manner and appropriate to the target group. 2.3 Formal and informal ***communication processes*** are used to provide information and data about OHS. 2.4 Any barriers to individuals or groups gaining information and data about OHS are identified. 2.5 Recommendations are made to address any identified barriers.
3 Communicate OHS information, data and advice effectively to influence management decision making and action	3.1 Timely and appropriate OHS information and data and advice are provided to stakeholder groups and individuals. 3.2 OHS-related contributions in the form of ideas, information and solutions are made to influence management decision making and action. 3.3 Awareness of the organisation's cultural and industrial environment is used when dealing with OHS issues.
4 Contribute to maintaining consultative arrangements	4.1 Support and advice are provided to those involved in ***OHS consultative arrangements***. 4.2 The OHS issue resolution process is supported to facilitate timely and equitable resolution of OHS issues. 4.3 OHS consultative processes are facilitated to meet legislative and workplace requirements. 4.4 The effectiveness of OHS consultation and participative arrangements is monitored.

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
- 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
- analysing relevant workplace information and data, making observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- using a range of communication media
- conducting effective formal and informal meetings
- using language and literacy skills appropriate to the workgroup and the task
- 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:

- 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
- 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
- principles of effective meetings including agendas, action planning, chair/secretarial duties, minutes and action items
- knowledge of organisational OHS policies and procedures
- 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	Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include: • PSPETHC401A Uphold and support the values and principles of public service • PSPGOV402B Deliver and monitor service to clients • PSPGOV412A Use advanced workplace communication strategies • PSPGOV422A Apply government processes • PSPPOL404A Support policy implementation • PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS • PSPSOHS404A Contribute to the implementation of strategies to control OHS risk • PSPSOHS407A Ensure compliance with OHS and other relevant laws.
Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • 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	Resources essential for assessment include: • legislation, policy, procedures and protocols relating to OHS consultation processes • case studies and workplace scenarios to capture the range of situations likely to be encountered when contributing to the implementation of OHS consultation processes.
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 contributing to the implementation of OHS consultation processes, including coping with difficulties, irregularities and breakdowns in routine • contribution to the implementation of OHS consultation in a range of three 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
- 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.

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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.

Strategies and tools may include:	• OHS committees • meetings with health and safety and employee representatives • employee meetings • input to safety audits, hazard identification and risk assessment processes • hazard alerts • surveys, checklists • tool box meetings • intranet or email systems • suggestion boxes and processes • informal discussions with team members
Stakeholders may include:	• managers • supervisors • health and safety and other employee representatives • OHS committees • employees
Interested parties may include:	• contractors • visitors • clients • community
Barriers may include:	• language • literacy and numeracy • special needs of employees • shift work and rostering arrangements • contractual arrangements • timing of information provision • workplace organisational structures (eg geographic, hierarchical) • workplace culture related to OHS
Information and data about OHS may include:	• OHS legislation, codes of practice and guidelines • OHS consultation and participation processes • rights and responsibilities • hazards that exist in the workplace • risk assessments

	• risk control strategies
	• workplace OHS policies and procedures
	• safe work procedures
	• access to training information and data
	• manufacturers' manuals and specifications
Legislative requirements may include:	• OHS legislation, regulations and codes of practice
	• workplace equity, diversity and privacy legislation
	• freedom of information (FOI) legislation
Communication processes may include:	• group and individual meetings
	• interviews
	• notice boards
	• signs, posters and brochures
	• emails, letters, minutes, memos, reports
	• photographs, maps and plans
	• audio-visual media eg video
	• newsletters
OHS consultative arrangements may include:	• OHS and other consultative and planning committees
	• health and safety representatives 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

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.