



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS403A Identify hazards and assess OHS risks

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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 the knowledge, processes and techniques necessary to identify hazards and assess risks using developed processes and tools. The unit is a companion unit to *PSPSOHS404A Contribute to the implementation of strategies to control OHS risk*, and they will usually be co-presented and co-assessed.

In practice, identifying hazards and assessing OHS risks may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, gathering and analysing information, delivering client services, 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 managing OHS in the workplace who identify hazards and assess risks using developed processes and tools.

The unit also introduces basic incident analysis as an important skill underlying incident investigation which is addressed in greater complexity in *PSPSOHS508A Participate in the investigation of incidents*.

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 Investigate incidents for prevention	<p>1.1 Appropriate techniques to investigate incidents are selected and used.</p> <p>1.2 Actions and events leading up to an incident, during the incident and through the post incident management phase are constructed.</p> <p>1.3 Incident is analysed to identify the hazard.</p> <p>1.4 Incident is analysed to identify intervention points to prevent re-occurrence.</p>
2 Access existing sources of information and data to identify hazards	<p>2.1 Workplace sources of information and data are reviewed to access information and data and assist in identifying hazards.</p> <p>2.2 External sources of information and data are accessed as required.</p> <p>2.3 Input is sought from stakeholders, key personnel and OHS specialists.</p>
3 Conduct hazard identification	<p>3.1 Formal and informal techniques/tools are sourced to identify hazards.</p> <p>3.2 A suitable technique/tool is selected and modified as appropriate to identify hazards.</p> <p>3.3 Hazard identification technique/tool(s) are reviewed in consultation with workers in the area, and OHS specialists if required, to ensure it is suitably comprehensive.</p> <p>3.4 Technique/tool(s) and other appropriate hazard identification procedures are utilised to identify hazards.</p> <p>3.5 Employees and their representatives have an opportunity to participate in workplace hazard identification.</p>
4 Assess risk	<p>4.1 A risk assessment tool is selected and used to identify key factors contributing to risk.</p> <p>4.2 Workplace sources of information and data are applied to evaluate the effectiveness of risk controls.</p> <p>4.3 Risks are prioritised considering the severity and likelihood of the consequences.</p> <p>4.4 Stakeholders and key personnel are involved in risk assessment.</p> <p>4.5 The method of risk assessment is documented.</p>
5 Participate in implementation process	<p>5.1 A hazard register is maintained relevant to the workplace.</p> <p>5.2 The level of authority within the organisation to address the risk/s is identified.</p> <p>5.3 Outcomes of hazard identification and risk assessments are documented and communicated to key personnel and stakeholders.</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
- managing own tasks within a time frame
- analysing relevant workplace information and data, making observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- using basic computer and information technology skills to access internal and external information and data on OHS
- paying attention to detail when making observations and recording outcomes
- 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
- requirements for record keeping that addresses OHS, privacy and other relevant legislation
- 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
- difference between hazard and risk
- risk as a measure of uncertainty and the factors that affect risk
- requirements under hazard specific OHS legislation and codes of practice
- basic principles of incident causation and injury processes
- characteristics, mode of action and units of measurement of major hazard types
- basic physiology relevant to understanding mode of action of physical, biological and chemical agents on the body and how they produce discomfort or harm
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- types of hazard identification tools, including JSA
- limitations of generic hazard and risk checklists and risk ranking processes
- principles and practices of systematic approaches to managing OHS

- internal and external sources of OHS information and data
- 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

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
 - PSPGOV406B Gather and analyse information
 - 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

These resources include:

- legislation, policy, procedures and protocols relating to OHS hazard identification and risk assessment
- case studies and workplace scenarios to capture the range of situations likely to be encountered when identifying hazards and assessing OHS risks.

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 identifying hazards and assessing OHS risks, including coping with difficulties, irregularities and breakdowns in routine
- identification of hazards and assessment of OHS risks 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:

- case studies and scenarios
- portfolios
- questioning
- simulation or role plays.

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 ***bold italics*** in the Performance criteria is explained here.

Appropriate techniques may include:

- interviews
- simulations
- examination of relevant information and data
- inspections
- timeline of actions and events
- use of accident models

An ***incident*** is:

- an event resulting in or having a potential for injury, ill health, damage or loss

Actions and events:

- include all actions and events that may have contributed to the occurrence or severity of the incident
- may be extended back for a short time or up to several years to identify design decisions that contributed to the incident occurring
- include facts about the incident itself including such things as systems, people, tools, equipment, materials, fixtures, the time and nature of the injury, etc

A ***hazard*** is:

- a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these

Workplace sources of information and data may include:

- hazard, incident and investigation reports
- workplace inspections
- incident investigations
- minutes of meetings
- reports
- audits
- material safety data sheets (MSDSs) and registers
- legislation, standards, manufacturers' manuals and specifications available at the workplace

External sources of information and data may include:

- regulatory authorities (for other relevant legislation ie Acts, regulations, codes of practice)
- other Australian standards
- industry bodies
- employer groups

- unions
- OHS specialists
- OHS professional bodies
- websites, journals and newsletters
- other manufacturers' manuals and specifications

Stakeholders may include:

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

Key personnel may include:

- managers from other areas
- people involved in OHS decision making or who are impacted by decisions

OHS specialists may be internal or external and include:

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

Techniques and tools may include:

- workplace processes such as 'walk throughs', surveys and inspections
- interviews
- hazard identification procedures based on checklists
- material safety data sheets (MSDS)
- body mapping
- those that are:
 - scheduled or unscheduled
 - undertaken by individuals or small groups
 - internally or externally developed
 - customised to the particular industry and workplace
 - reviewed on an ongoing basis to ensure they allow for emerging issues

Hazard identification procedures may include:

- job and work system analysis (JSA)
- reviews of:
 - OHS records
 - hazard and incident reports
 - investigations
 - registers of hazardous substances and dangerous goods
 - plant and equipment maintenance records
- identification of employee concerns, such as through a hazard reporting system
- input of managers, OHS representatives, OHS committee and others through consultative processes

Risk assessment tools may include:

- checklists, matrix nomograms and other aids that may be included in codes of practice, standards, guidelines or other relevant documentation

- Risk*** is:
- the chance of something occurring that will result in injury or damage
 - measured in terms of consequences (injury or damage) and likelihood of the consequence
- Hazard register*** includes:
- a list of hazards
 - their location
 - a range of possible scenarios or circumstances under which they may cause injury or damage
 - the results of the risk analysis related to the hazards
- Level of authority***:
- is commensurate with the actions required to address the risk

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health and Safety.