Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS406A Use equipment to conduct workplace monitoring

Revision Number: 2

PSPSOHS406A Use equipment to conduct workplace monitoring

Modification History

PSPSOHS406A Release 2: Layout adjusted. No changes to content.
PSPSOHS406A Release 1: Primary release.

Unit Descriptor

This unit covers use of equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria. The unit focuses on the knowledge, processes and techniques necessary to accurately use a range of measuring devices to contribute to the monitoring of agents and/or conditions in the workplace as an integral part of identifying hazards, assessing risk and monitoring the effectiveness of controls.
In practice, using equipment to conduct workplace monitoring may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, gathering and analysing information, using resources, supporting policy implementation, etc.

Application of the Unit

This unit applies to individuals who contribute to the monitoring of agents and/or conditions in the workplace by using a range of measuring devices to identify hazards, assess risk and monitor the effectiveness of risk controls.
Measurement of ergonomic factors and their impact on the human body has been excluded from this unit. This unit does not extend to interpreting results and developing control measures based on the outcomes of the monitoring as this is addressed in PSPSOHS404A Contribute to the implementation of strategies to control OHS risk.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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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 t***ext is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Select measuring device/s	1.1 ***Agent and/or condition*** to be measured is identified through consultation with workplace and affected parties. 1.2 ***Characteristics*** of agent and/or condition are identified. 1.3 Area where measurements are to be taken are ***defined***. 1.4 Types of appropriate measuring equipment are identified. 1.5 Measuring equipment appropriate to the agent and/or condition, the environment, the activities being carried out and level of risk is selected. 1.6 Limits of own expertise and available equipment are recognised and expert advice and equipment sought as appropriate.
2 Prepare to collect workplace information and data	2.1 Any ***regulatory requirements and/or standards*** that impact on the measuring process are identified. 2.2 *A* ***sampling process*** is defined. 2.3 Arrangements are made with the workplace to collect ***information and data*** including advising those involved in workplace activities of any requirements. 2.4 Sampling plan is defined after inspecting area and in consultation with employees and affected parties regarding the nature of the problem. 2.5 ***Operability of equipment*** is checked.
3 Use devices to collect workplace information and data	3.1 Monitoring equipment is selected and calibrated, and appropriate scale selected. 3.2 Equipment is used and maintained correctly to accurately collect information and data. 3.3 Own OHS is addressed while collecting information and data. 3.4 Information and data is collected and readings recorded, utilising professional evaluation and advice as appropriate. 3.5 Equipment is dismantled, cleaned and parts or equipment disposed of in accordance with environmental requirements. 3.6 Equipment is stored correctly or made ready for re-use as appropriate.
4 Document and evaluate results of monitoring	4.1 Results are interpreted and evaluated against a recognised standard, and documented. 4.2 Report addresses any regulatory requirements and considers ***purpose of report*** and the ***target audience***. 4.3 ***Required information and data*** is presented clearly and logically. 4.4 Results and records are retained and stored in a format that enables them to be readily retrieved in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	regulatory requirements and/or standards.

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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:

- preparing reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- managing own tasks within a time frame
- 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
- carrying out simple arithmetical calculations (eg % change) produce graphs of workplace data to identify trends and recognise limitations of data
- using language and literacy skills appropriate to the workgroup and the task
- using basic computer and information technology skills to access internal and external information and data on OHS
- using basic measuring equipment, including reading scales and dials applicable to selected hazards
- interpreting results from workplace measurements
- maintaining equipment used for workplace monitoring

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- requirements for recordkeeping 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
- requirements under hazard specific OHS legislation and codes of practice
- 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
- requirements for individual fitting, use, maintenance and storage of a range of PPE items
- environmental conditions that impact measurements
- sampling techniques and developing valid sampling process
- mathematical knowledge of units of measurement, logarithmic scales, decimals and

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order of magnitude relevant to making and interpreting measurements and measurement error

- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- exposure standards, their limitations and their practical use
- types of and techniques for correct us of intrinsically safe measuring and monitoring equipment including calibration, adjustment and maintenance, alarms and limitations on use and output
- requirements for work permits/written authorities when conducting workplace monitoring activities

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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.

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.

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the use of equipment to conduct workplace monitoring
- monitoring equipment
- case studies and workplace scenarios to capture the range of situations likely to be encountered when using equipment to conduct workplace monitoring.

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 using equipment to conduct workplace

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monitoring, including coping with difficulties, irregularities and breakdowns in routine

- use of equipment to conduct workplace monitoring in a range of 3 or more contexts or occasions, over time ie use of equipment appropriate to monitoring for at least three different agents and/or conditions in the workplace such as noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.

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.

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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.

The ***agent and/or condition*** is:	• the real or potential hazard to be monitored and may include, but not be limited to: • noise • vibration • light • radiation (ionising, non-ionising, laser) • fibres, dusts, particulates • fumes, mists, gases, vapours • heat and humidity • electricity • biological agents such as insects, mites and bacteria
Characteristics of the agent and/or condition may include:	• the way it behaves in the environment, including over distance and time • how it is absorbed into the body • how it affects specific parts of the body, such as extent of damage to tissue and/or effects such as additive, antagonistic, synergism and potentiation • dose factors relating to concentration and time
Definition of the area where measurements are to be collected includes:	• location • physical features of equipment, such as emitting sources • area/space available • tasks/activities being undertaken • number of persons occupying area • movements of people and equipment • other factors that may impact on the sampling or data collection processes
Regulatory requirements and/or standards may include:	• state/territory/Commonwealth OHS legislation, regulations and codes of practice, including those relating to specific hazards • exposure standards for atmospheric contaminants in occupational environments • material safety data sheets (MSDSs) • guidance material such as guidance notes, guides, fact sheets, model regulations and technical reports that provide practical guidance and direction for hazard control • Australian and international standards, such as those produced by Standards Australia and National Occupational Health and

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	Safety Commission (NOHSC) • biological exposure indices
A sampling process includes consideration of some or all of the following:	• size of the workforce (i.e. individual worker or group(s) of workers) • the process, substance or hazard event likely to be causing the ill health or symptoms • the type of exposure • other practical and financial considerations
Information and data collected should include:	• readouts/measurements taken • sampling method (e.g. grab, longitudinal, continuous) • locations where information and data was collected • date, time and duration of collection • specifications of equipment used • conditions such as activities and number of people present when measurements were made
Operability of equipment checks include:	• battery serviceability checks • availability of appropriate attachments, leads, filters etc • check and function tests • NATA tested and certified, with certificate of currency as appropriate
Purpose of report may include:	• legal compliance • hazard identification • risk assessment • as a basis for design of improved and/or new control measures
Target audience may include:	• OHS or environmental regulatory bodies • management • OHS committee or OHS representatives • OHS professionals • designers and engineers
Required information and data may include:	• agent/condition being monitored and key issues associated with the agent/condition • target audience for report • where, when and why measurements were taken • sampling process: • how measurements were taken • specifications of equipment used • locations where samples were taken • conditions at time of sampling, including whether the sampling period represented normal operating conditions • table of results • interpretation and discussion of results • evaluation of results with reference to appropriate standards

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Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety

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