



Australian Government

PUAWHS004 Establish and maintain the work, health and safety system

Release: 2

PUAWHS004 Establish and maintain the work, health and safety system

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to establish, maintain and evaluate a work, health and safety system in the work environment. This may require significant role or delegated authority to allow for implementation and review. It does not cover the broader implementation of an organisational wide Work, Health and Safety (WHS) /Occupational Health and Safety (OHS) policy.

The unit is applicable to personnel who have either a legislated or delegated responsibility to implement systems to meet organisational WHS/OHS policy requirements. While designed for public safety personnel this unit may be applied in a range of industries.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.	demonstrate achievement of the element.
1 Organise consultation process	1.1 Personnel are identified and invited into the development and maintenance process
	1.2 Issues raised through consultation are handled, in accordance with organisational procedures
	1.3 Results from the consultation process are verified and made available to relevant personnel
	1.4 Consultative processes are flexible and consistent with representatives' requirements
2 Design WHS/OHS framework	2.1 Hazards and risks are identified and confirmed, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice
	2.2 Procedures for ongoing identification of hazards and risks are developed and integrated within the organisational WHS/OHS framework
	2.3 WHS/OHS policies are developed, in accordance with legislative requirements
	2.4 WHS/OHS responsibilities and duties are defined and incorporated into job/role descriptions and/or statements
	2.5 Resources are sourced and provided in a timely and consistent manner
	2.6 Measures to control risks are developed and implemented, in accordance with the hierarchy of risk control, WHS/OHS safety legislation and code of practice
	2.7 Interim solutions are implemented until a permanent control measure is developed
	2.8 Details of interim solutions are clearly recorded, in accordance with organisational policies and procedures and WHS/OHS legislation
3 Design and implement a WHS/OHS awareness training program	3.1 Educational information about the WHS/OHS system is made available to all personnel
	3.2 Appropriate training is provided to all personnel to enable the implementation of safety procedures

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| 4 Establish, monitor and maintain WHS/OHS | 4.1 A system for keeping WHS/OHS records is established, in accordance with legislative requirements |
| | 4.2 Work activities are monitored to ensure that hazard identification, risk assessment and risk control procedures are adopted |
| | 4.3 Hazard identification, risk assessment and risk control measures are reviewed, in accordance with the hierarchy of risk control and are reported to designated personnel |
| | 4.4 Amendments to organisational procedures are undertaken through appropriate consultation |
| 5 Establish and maintain a system for accident investigation | 5.1 A safety management system is developed and implemented for reporting and investigating accidents and/or incidents, in accordance with organisational policies and procedures |
| | 5.2 Training is provided to personnel responsible for accident investigation |
| | 5.3 Organisational policies and procedures for reporting and investigating accidents and/or incidents are reviewed and updated, as required |
| 6 Evaluate organisational WHS/OHS system and related policies, procedures and programs | 6.1 Effectiveness of the WHS/OHS system and related policies, procedures and programs are assessed, in accordance with organisational safety policy |
| | 6.2 Improvements to the WHS/OHS system are developed and implemented |
| | 6.3 Compliance with WHS/OHS legislation and codes of practice is assessed to ensure legal requirements and organisational standards are maintained |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOHS004B Establish and maintain the occupational health and safety system.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>