



Australian Government

Department of Education, Employment and Workplace Relations

PUADEF0H001B Conduct an occupational health and safety audit

Revision Number: 1

PUADEF0H001B Conduct an occupational health and safety audit

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to conduct an audit of occupational health and safety requirements in the Australian Defence organisation.

The unit requires the individual to research applicable legislation and codes of practice select audit tools, conduct the audit and follow up on the audit to monitor the implementation of recommendations.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills 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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Plan and prepare for an occupational health and safety audit</p>	<p>1.1 Areas to be audited are identified and recorded in accordance with <i>standard procedures</i></p> <p>1.2 Appropriate <i>audit tools</i> are identified and prepared in accordance with standard procedures</p> <p>1.3 Applicable <i>occupational health and safety legislation, codes of practice and standards</i> are identified and researched in accordance with standard procedures</p> <p>1.4 Appropriate <i>auditing methods and techniques</i> are selected in accordance with standard procedures</p> <p>1.5 All <i>personnel involved</i> in the audit are briefed in accordance with standard procedures</p>
<p>2. Conduct an occupational health and safety audit</p>	<p>2.1 Relevant <i>audit and occupational health and safety records</i> are inspected in accordance with standard procedures</p> <p>2.2 Application of occupational health and safety legislation, codes of practice and standards are assessed in accordance with standard procedures</p> <p>2.3 <i>Occupational health and safety practices, control strategies and management systems</i> are assessed in accordance with standard procedures</p> <p>2.4 Auditing methods and techniques appropriate to the area are employed in accordance with standard procedures</p> <p>2.5 Audit is conducted and concluded within time and budget constraints</p>
<p>3. Finalise an occupational health and safety audit</p>	<p>3.1 Relevant industry practices, processes and technologies are factored into the safety audit in accordance with standard procedures</p> <p>3.2 Audit report is prepared and formatted in accordance with standard procedures</p> <p>3.3 Audit report is presented in accordance with standard procedures</p> <p>3.4 Audit records are updated in accordance with standard procedures</p>
<p>4. Confirm report recommendations and monitor implementation</p>	<p>4.1 Recommendations are followed through in accordance with standard procedures</p> <p>4.2 Occupational health and safety system documentation is amended in accordance with</p>

standard procedures

4.3 Implementation of recommendations is monitored in accordance with standard procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- interpret occupational health and safety legislation, codes of practice and standards and management systems
- identify hazards, assess risks and control risks
- analyse workplace data
- evaluate occupational health and safety system
- solve problems
- work effectively with teams/groups
- encourage other team members
- use a variety of verbal and non-verbal communication techniques including body, language style, active listening
- read to a level required to interpret and analyse job instructions, workplace documentation and inspection reports
- read and interpret occupational health and safety legislation, codes of practice and standards

Required Knowledge

- relevant occupational health and safety legislation
- occupational health and safety codes of practice and standards
- occupational health and safety management systems
- hierarchy of risk control
- incident investigation and process improvement
- written communication to a level required to complete workplace documentation and OH&S audit reports
- interpersonal communication
- communication techniques including, language style, active listening
- techniques for giving and receiving feedback
- negotiation techniques
- research techniques
- analysis techniques
- team dynamics
- techniques for supporting others
- composition of teams and roles and responsibilities of team members

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to plan and prepare for the audit, to examine the materials being audited and to draw conclusions and recommendations from the material.

Assessment must also confirm the ability to:

- demonstrate knowledge of relevant occupational health and safety legislative frameworks
- demonstrate the application of the principles and practices of auditing
- identify intervention points for expert audit advice to assist in work and to guide problem solving.

Consistency in performance

Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed by observing an individual within the workplace or simulated environment in a role where occupational health and safety auditing is required.

Evidence should be gathered while observing the individual conducting an actual or simulated safety audit. Documented evidence of all relevant research and a transcript of the audit and follow up should also be submitted as evidence for assessment.

Specific resources for assessment

Access to facilities and resources used to conduct an occupational health and safety audit of a site/unit or component of the organisation.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Standard procedures include

Written and verbal orders
 Standing orders
 Standing operating procedures
 Routine orders
 Defence instructions
 Procedure manuals
 Doctrine pamphlets
 Job guides

Audit tools may include

Assessment and inspection schedule(s)
 Examination/tests schedules
 Audit plans
 National/state/territory or other relevant assessment instruments
 Outcomes from internal and/or external monitoring
 Workplace procedural documentation/guidelines
 Electronic databases
 Training/learning programs
 Checklists

Occupational health and safety legislation, codes of practice and standards may include

Defence Occupational Health and Safety guidelines
 Legislation from all levels of government, including:

- occupational health and safety
- environmental issues
- equal opportunity
- industrial relations
- anti-discrimination

 Relevant industry codes of practice
 Certification criteria for auditors

Auditing methods and techniques may include

Assessment

RANGE STATEMENT

<p>Personnel involved may include</p>	<p>Examination/tests</p> <p>Structured inspections of workplaces</p> <p>National/state/territory or other relevant assessment instruments</p> <p>Outcomes from internal and/or external monitoring</p> <p>Auditors (manager, team leader, team members)</p> <p>Key members/representatives of the organisation being audited</p> <p>COMCARE personnel</p> <p>Organisation's occupational health and safety advisers</p> <p>Members of occupational health and safety committee(s)</p>
<p>Audit and occupational health and safety records may include</p>	<p>Audit and inspection reports</p> <p>Workplace environmental monitoring records</p> <p>Consultation, including:</p> <p>Meetings of health and safety committees</p> <p>Work group meeting agendas including occupational health and safety items and actions</p> <p>Induction, instruction and training</p> <p>Manufacturer's and supplier's information, including:</p> <p>Dangerous goods storage lists</p> <p>Hazardous substances registers</p> <p>Plant and equipment maintenance and testing reports</p> <p>Employee's compensation and rehabilitation records</p> <p>First aid/medical post records</p>
<p>Occupational health and safety practices, control strategies and management systems may include</p>	<p>Relevant organisation's policy and procedural statements</p> <p>Relevant occupational health and safety legislation</p> <p>Operational manuals and/or standard operating procedures</p> <p>Technical reports</p> <p>Codes of practice</p> <p>Relevant standards</p>

RANGE STATEMENT

Benchmark material/guidelines
Evaluation/review mechanisms

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil