



Australian Government

Department of Education, Employment and Workplace Relations

PUADEF0H016B Monitor and report on hazardous substances safety

Revision Number: 1

PUADEF0H016B Monitor and report on hazardous substances safety

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to effectively identify *hazardous substances* that may be present in the workplace, and to monitor the hazard and *hazard controls* that have been recommended/implemented.

The unit includes reporting the results of this identification and monitoring to commanders/managers.

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
1. Prepare for the identification of a hazardous substance in the workplace	1.1 Hazardous substance are observed and identified in accordance with <i>organisational policy and procedures</i> 1.2 Any existing <i>organisational records</i> relevant to the hazardous substance are identified and accessed 1.3 Relevant <i>occupational health and safety (OH&S) requirements</i> , are applied in accordance with organisational policy and procedures 1.4 Appropriate consultation with <i>stakeholders</i> is conducted in accordance with organisational policy and procedures
2. Monitor hazardous substance abatement plans or controls	2.1 <i>Workplace walkthroughs and observations</i> are conducted in accordance with organisational guidelines, legislation and standing operating procedures 2.2 Breaches of protocols, plans and local controls are recorded and <i>reported</i> in accordance with organisational policies, procedures and guidelines and relevant legislation 2.3 Monitoring equipment, where installed, is regularly inspected in accordance with organisational policies, procedures and guidelines and relevant legislation
3. Maintain workplace hazardous substance records/ documentation	3.1 Workplace hazardous substance records are maintained in accordance with organisational policies, procedures and guidelines, and relevant legislation 3.2 Equipment maintenance records/documentation are maintained in accordance with manufacturers' manuals/guidelines and/or organisational policy and 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

- communicate effectively
- negotiate
- plan

Required Knowledge

- hazardous substances likely to be found in the workplace
- OH&S requirements relevant to hazardous substances in the workplace
- organisational policy and standards relevant to hazardous substances

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

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

Assessment must confirm the ability to observe and respond to changing circumstances and unusual situations in the workplace; to make a subjective and qualitative assessment during a walkthrough/survey; and to identify changes in workplace configurations.

Consistency in performance

Competency should be demonstrated over a range of environments and workplace hazardous substance sources either in the workplace or in a simulated workplace environment.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

Access to relevant research material, manufacturers' equipment specifications, existing related standards, policies and instructions and work areas in the area of responsibility.

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.

Hazardous substances may include	Substances, which have the potential, through being used at work, to harm the health or safety of persons and/or the environment (surface/ground water, flora, fauna, atmosphere, soil etc.) at or near the workplace
Hazard controls may include	Barriers and/or guards Elimination or substitution Limitations and/or controls on how and when the hazardous substance is used Personal protective equipment (PPE)
Observing hazardous substances may include	An incident When a hazardous substance is observed/registered, recognised and acknowledge
Identifying hazardous substances may include	Identifying the source of the substance
Organisational policy and procedures may include	Manuals Relevant legislation Standing Operating Procedures (SOPs)
Organisational records may include	Electronic records Inventories Journals Registers
Occupational health and safety requirements must abide by	State/territory/commonwealth and local government OH&S legislation and industry standards
Stakeholders may include	External agencies Government/agency regulators/inspectors Immediate supervisors Internal agencies Other interested parties, including members of the

RANGE STATEMENT

	public
	Relevant personnel in the chain of command
	Unit managers
Workplace walkthroughs and observations may be	Ad hoc
	Formal
	Informal
	Scheduled
	Unscheduled
Reporting breaches means that	The hazardous substance safety issue is brought to the attention of the relevant person in the chain of command in accordance with standing operating procedures

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil