



Australian Government

Department of Education, Employment and Workplace Relations

PUAOHS003B Implement and monitor the organisation's occupational health and safety policies, procedures and programs

Release: 1

PUAOHS003B Implement and monitor the organisation's occupational health and safety policies, procedures and programs

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers competency in implementing and monitoring occupational health and safety (OH&S) policies, procedures and programs in the workplace. The unit is based on the National Guidelines for Integrating Occupational Health and Safety Competencies into national industry competency standards.

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. **Provide information to the workgroup about occupational health and safety and the organisation's occupational health and safety policies, procedures and programs**

- 1.1 *Relevant provisions of occupational health and safety legislation* and codes of practice are accurately and clearly explained to the work group
- 1.2 Information on the organisation's occupational health and safety policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group
- 1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group

2. **Implement and monitor participative arrangements for the management of occupational health and safety**

- 2.1 Organisational procedures for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute
- 2.2 Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with *workplace procedures* for resolution
- 2.3 The outcomes of consultation over occupational health and safety issues are made known to the work group promptly

3. **Implement and monitor the organisation's procedures for identifying hazards and assessing risks**

- 3.1 Existing and potential hazards in the work area are identified and reported so that risk assessment and control procedures can be applied

4. **Implement and monitor the organisation's procedures for controlling risks**

- 4.1 Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures
- 4.2 Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures
- 4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel
- 4.4 Inadequacies in resource allocation for

ELEMENT

PERFORMANCE CRITERIA

5. **Implement the organisation's procedures for dealing with hazardous events**

implementation of risk control measures are identified and reported to designated personnel

5.1 Workplace *procedures for dealing with hazardous events* are implemented whenever necessary to ensure that prompt control action is taken

5.2 *Hazardous events* are investigated to identify their cause in accordance with investigation procedures

5.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control, or alternatively, referred to designated personnel for implementation

6. **Implement and monitor the organisation's procedure for providing occupational health and safety training**

6.1 Occupational health and safety training needs are identified accurately, specifying gaps between occupational health and safety competencies required and those held by workgroup members

6.2 Arrangements are made for fulfilling identified occupational health and safety training needs in both on and off-the-job training programs in consultation with relevant parties

7. **Implement and monitor the organisation's procedure for maintaining occupational health and safety records**

7.1 Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace requirements for occupational health and safety records and legal requirements for maintenance of records of occupational injury and disease

7.2 Aggregate information from the area's occupational health and safety records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities

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 information orally and in writing
- implement safety awareness programs
- make decisions
- write reports

Required Knowledge

- accident reporting procedures
- availability and contact numbers of emergency services
- current principles and procedures relating to workplace occupational health and safety policies and procedures
- employee obligations and responsibilities
- equal employment opportunity principles and practices
- hierarchy of control
- job design and workplace layout
- legal health and safety ramifications
- procedures for implementing accident investigation
- relevant occupational health and safety regulations and acts

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

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

Working knowledge consistent with the elements of competence of all applicable occupational health and safety legislation and codes of practice
Demonstrated understanding of the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is:

- elimination
- substitution
- engineering controls
- administrative controls
- and lastly, personal protective equipment)

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

Context of and specific resources for assessment

Context of assessment

Competence is demonstrated in the context of an established organisational occupational health and safety system with related policies, procedures and programs

Competence may be demonstrated working individually or under the guidance of, or as a member of a team with specialist occupational health and safety staff or managers

Specific resources for assessment

No special requirements

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.

Relevant provisions of occupational health and safety legislation may include

general duty of care including public safety
requirements for maintenance and confidentiality of records of occupational injury and disease
provision of information and training
regulations and codes of practice relating to hazards present in work area
health and safety representatives and occupational health and safety committees

Workplace procedures may include

inspection/evaluation
housekeeping
consultation processes
training and assessment
specific hazard policies and procedures including public safety procedures
occupational health and safety information
occupational health and safety record keeping and reporting
maintenance of plant and equipment
purchasing of supplies and equipment
counselling and disciplinary procedures

Hazardous events may include

accidents
fires
floods
storms
emergencies
chemical spills
bomb scares
'near misses'

Procedures for dealing with hazardous events may include

evacuation
chemical containment
first aid procedures
workplace procedures
inspection
housekeeping
consultation processes (either general or specific to occupational health and safety)
training and assessment
specific hazard policies and procedures
occupational health and safety information
occupational health and safety record keeping

RANGE STATEMENT

maintenance of plant and equipment
purchasing of supplies and equipment
safety audits

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil