



**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: 2

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

### **Modification History**

<b>Release</b>	<b>TP version</b>	<b>Comments</b>
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

### **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**

This unit applies to workers who have legislated or delegated role to ensure that organisational OHS policy and procedures are implemented in a specific workgroup.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

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 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	<p>1.1 <i>Relevant provisions of occupational health and safety legislation</i> and codes of practice are accurately and clearly explained to the work group.</p> <p>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.</p> <p>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.</p>
2. Implement and monitor participative arrangements for the management of occupational health and safety	<p>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.</p> <p>2.2 Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with <i>workplace procedures</i> for resolution.</p> <p>2.3 The outcomes of consultation over occupational health and safety issues are made known to the work group promptly.</p>
3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks	<p>3.1 Existing and potential hazards in the work area are identified and reported so that risk assessment and control procedures can be applied.</p>
4. Implement and monitor the organisation's procedures for controlling risks	<p>4.1 Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures.</p> <p>4.2 Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures.</p> <p>4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel.</p> <p>4.4 Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel.</p>
5. Implement the organisation's procedures for dealing	<p>5.1 Workplace <i>procedures for dealing with hazardous events</i> are implemented whenever necessary to ensure that prompt control action is taken.</p>

ELEMENT	PERFORMANCE CRITERIA
with hazardous events	<p>5.2 <i>Hazardous events</i> are investigated to identify their cause in accordance with investigation procedures.</p> <p>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.</p>
6. Implement and monitor the organisation's procedure for providing occupational health and safety training	<p>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.</p> <p>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.</p>
7. Implement and monitor the organisation's procedure for maintaining occupational health and safety records	<p>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.</p> <p>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.</p>

## **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

### **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.

## 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



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

## **Unit Sector(s)**

Not applicable.