



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RIIOHS601A Establish and maintain the OHS management system**

**Release: 1**

## **RIIOHS601A Establish and maintain the OHS management system**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit covers the establishment and maintenance of the OHS management system in resources and infrastructure industries. It includes establishing and maintaining: the framework of the system; participative arrangements for the management of OHS, procedures for identifying hazard, assessing risk and treating risks; organisational procedures for dealing with unplanned incidents; an OHS training program; a system for OHS records; planning and preparing for the implementation of the system; and evaluation of the organisation's OHS system and related policies, procedures and programs.

### **Application of the Unit**

This unit is appropriate for those working in management or technical specialist roles within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

### **Licensing/Regulatory Information**

Refer to Unit Descriptor.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Establish and maintain the framework for the OHS system</p>	<p>1.1. Access, interpret and apply <b>compliance documentation</b> relevant to establishing and maintaining OHS management systems</p> <p>1.2. Develop OHS <b>policies, objectives and procedures</b> that clearly express the organisation's commitment with respect to OHS, and how relevant OHS legislation will be implemented, consistent with overall organisational policies</p> <p>1.3. Clearly define, allocate and include in job descriptions and duty statements for all <b>relevant positions</b> OHS <b>responsibilities</b> and duties, which will allow implementation and integration of the OHS Management System</p> <p>1.4. Identify, seek and/or provide in a timely and consistent manner financial and human resources for the operation of the <b>OHS Management System</b></p> <p>1.5. Provide and explain information on the OHS Management System and procedures in a form that is readily accessible to employees</p>
<p>2. Establish and maintain participative arrangements for the management of OHS</p>	<p>2.1. Establish and maintain appropriate consultative processes in <b>consultation</b> with employees and their representatives in accordance with relevant OHS legislation and consistent with the organisation's overall process for consultation</p> <p>2.2. Ensure issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution</p> <p>2.3. Ensure that information about the outcomes of participation and consultation is provided in a manner accessible to employees</p>
<p>3. Establish and maintain procedures for identifying hazards</p>	<p>3.1. Develop, maintain and ensure integration of a procedure for ongoing identification of <b>existing and potential hazards</b> with systems of work and procedures</p> <p>3.2. <b>Monitor</b> activities to ensure that <b>hazard identification</b> procedure is adopted</p>

	<p>effectively throughout the organisation</p> <p>3.3.Ensure procedures are in place and applied for hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created</p>
4. Establish and maintain procedures for assessing risk	<p>4.1.Ensure appropriate <i>assessment of risks</i> presented by identified hazards is carried out</p> <p>4.2.Develop and ensure integration of a procedure for ongoing assessment of risks within systems of and work and procedures</p> <p>4.3.Monitor activities to ensure that risk assessment procedure is adopted effectively throughout the organisation</p> <p>4.4.Ensure procedures are in place for risk assessment to be addressed at the planning, design and evaluation stages of any change within the organisation to ensure that risks are not created</p>
5. Establish and maintain procedures for treating risks	<p>5.1.Develop and ensure implementation of measures to <i>control assessed risks</i> in accordance with relevant legislation, code of practice and trends identified from the OHS records system</p> <p>5.2.Ensure the implementation of interim solutions until a permanent control measure is developed when measures which treat a risk at its source are not immediately practicable</p> <p>5.3.Develop and ensure integration of procedures for ongoing <i>control of risks</i> within general systems of work and procedures</p> <p>5.4.Monitor activities to ensure that the <i>risk treatment</i> procedure is adopted effectively throughout the organisation</p> <p>5.5.Ensure risk treatment is addressed at the planning, design and evaluation stages of any change within the organisation to ensure that adequate risk control measures are included</p> <p>5.6.Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new</p>

	measures according to appropriate procedures
6. Establish and maintain organisational procedures for dealing with unplanned incidents	<p>6.1. Identify the range of most likely potential unplanned <b>incidents</b> from an analysis of likely risks</p> <p>6.2. Develop procedures in consultation with appropriate emergency services that would treat the risks associated with the potential events that meet legislative requirements as a minimum</p> <p>6.3. Provide appropriate information and training to all employees to enable implementation of the correct procedures in all relevant circumstances</p>
7. Establish and maintain an OHS training program	7.1. Develop and ensure implementation of an OHS training program to identify and fulfil employees' OHS training needs
8. Establish and maintain a system for OHS records	8.1. Establish and monitor the system for keeping OHS records to allow identification of patterns of occupational injury and disease within the organisation
9. Plan and prepare for the implementation of the OHS management system	<p>9.1. Identify and interpret the legislative and site requirements related to the OHS management system</p> <p>9.2. Access and interpret the OHS management system</p> <p>9.3. Identify, clarify and communicate to all personnel roles and responsibilities</p> <p>9.4. Identify, forecast, obtain and allocate/schedule <b>resources</b> required for the implementation of the OHS management system</p> <p>9.5. Implement OHS management training program.</p> <p>9.6. Encourage, receive, review and, where appropriate, implement suggestions and recommendations for changes to OHS management procedures</p>
10. Evaluate the organisation's OHS system and related policies, procedures and programs	<p>10.1. Assess the effectiveness of the OHS management system and related policies, procedures and programs</p> <p>10.2. Develop and ensure implementation of improvements to the OHS management system to ensure more effective</p>

	<p>achievement of the organisation's aims with respect to OHS</p> <p>10.3. Assess compliance with <i>OHS legislation</i> and code of practice to ensure that legal OHS standards are maintained as a minimum</p>
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## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to establish and maintain the OHS management system:

- apply legislative, organisation and site requirements and procedures
- access and analyse archival and historical information related to the workplace safety matters
- access, interpret and apply technical OHS information
- apply and manage research techniques and activities
- apply OHS systems audit processes
- communicate effectively in the workplace
- apply procedures for developing and introducing practices to improve the work environment
- apply procedures for developing and maintaining risk management procedures and policies
- apply procedures for developing and maintaining statutory/legal and organisational policies and procedures
- explain complex information to superiors/subordinates
- apply records and documents maintenance requirements and procedures
- apply procedures for monitoring and deciding on changes to process
- provide coaching and mentoring support
- take a leading role in initiating action and making decisions
- use effective consultative mechanisms to negotiate processes and procedures appropriate to workplace safety

### Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to establish and maintain the OHS management system:

- OHS legislation, policies and code of practice requirements and procedures
- OHS auditing procedures
- legislative and site rules, policies, procedures and regulations
- company policies
- duty of care principles
- training design and management requirements and procedures
- emergency procedures
- strategic planning procedures



- human resource management requirements and procedures
- risk management processes and techniques
- action planning methods
- continuous improvement processes

## Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p><b>Overview of assessment</b></p>	
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> <li>• knowledge of the requirements, procedures and instructions for establishing and maintaining OHS management systems</li> <li>• implementation of procedures and techniques for the safe, effective and efficient establishment and maintenance of OHS management systems</li> <li>• the identification of the relevant information and scope of the work required to meet the required outcomes</li> <li>• the identification of viable program options and the selection of procedures that best meet the required outcomes</li> <li>• working with others to establish and maintain OHS management systems</li> <li>• timely completion of the establishing and maintenance of OHS management systems</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<ul style="list-style-type: none"> <li>• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills.</li> <li>• The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.</li> </ul>

	<ul style="list-style-type: none"> <li>• Customisation of assessment and delivery environment to sensitively accommodate cultural diversity.</li> <li>• Aboriginal people and other people from a non English speaking background may have second language issues.</li> <li>• Assessment of this competency requires typical resources normally used in a civil works environment. Selection and use of resources for particular worksites may differ due to site circumstances.</li> <li>• Where applicable, physical resources should include equipment modified for people with disabilities.</li> <li>• Access must be provided to appropriate learning and/or assessment support when required.</li> </ul>
<p><b>Method of assessment</b></p>	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment of the candidate's required knowledge</li> <li>• observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes</li> <li>• identification of the relevant information and scope of the work required</li> <li>• identification of viable options and the selection of procedures that best meet the required outcomes</li> </ul> </li> <li>• first hand testimonial and documentary evidence of the candidate's: <ul style="list-style-type: none"> <li>• working with others to establish and maintain of OHS management systems</li> <li>• timely gaining of approval of OHS management systems</li> <li>• provision of clear, timely required support and advice on the application of OHS management systems</li> </ul> </li> </ul>

<b>Guidance information for assessment</b>	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.
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## Range Statement

<p>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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><b>Relevant compliance documentation</b> may include:</p>	<ul style="list-style-type: none"> <li>• legislative, organisation and site requirements and procedures</li> <li>• manufacturer's guidelines and specifications</li> <li>• Australian standards</li> <li>• code of practice</li> <li>• Employment and workplace relations legislation</li> <li>• Equal Employment Opportunity and Disability Discrimination legislation</li> </ul>
<p><b>OHS (occupational health and safety) policy</b> is:</p>	<ul style="list-style-type: none"> <li>• a statement by the organisation of its intentions and principles in relation to its overall OHS performance which provides a framework for action and for the setting of its OHS objectives and targets</li> </ul>
<p><b>Safety</b> is:</p>	<ul style="list-style-type: none"> <li>• a state in which the risk of harm to persons or damage is limited to an acceptable level</li> </ul>
<p><b>OHS objectives</b> are:</p>	<ul style="list-style-type: none"> <li>• goals in terms of OHS performance, arising from the OHS policy that an organisation sets itself to achieve, and which are quantified where practicable</li> </ul>
<p><b>Relevant positions</b> will include:</p>	<ul style="list-style-type: none"> <li>• managers</li> <li>• supervisors</li> <li>• OHS officer/manager</li> <li>• First Aid officers</li> </ul>
<p><b>Responsibility</b> is:</p>	<ul style="list-style-type: none"> <li>• being accountable for the achievement of objectives</li> </ul>
<p><b>Occupational Health and Safety Management System (OHSMS)</b> is:</p>	<ul style="list-style-type: none"> <li>• that part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OHS policy, and so managing the OHS risks associated with the business of the organisation</li> </ul>
<p><b>OHS Management System</b></p>	<ul style="list-style-type: none"> <li>• commitment and policy</li> <li>• planning</li> </ul>

principles are to include:	<ul style="list-style-type: none"> <li>• implementation</li> <li>• measurement and evaluation</li> <li>• review and improvement</li> </ul>
<b>Consultation</b> processes may include:	<ul style="list-style-type: none"> <li>• OHS committees</li> <li>• consultation with health and safety representatives</li> <li>• issue resolution procedures</li> <li>• participative/consultative procedures conducted by supervisory staff within the area of managerial responsibility</li> </ul>
<b>Hazard</b> is defined as:	<ul style="list-style-type: none"> <li>• a source of potential harm or a situation with a potential to cause loss</li> </ul>
<b>Existing and potential hazards</b> can be identified from:	<ul style="list-style-type: none"> <li>• checklists</li> <li>• hazard identification processes</li> <li>• accident and incident reports</li> <li>• significant incident reports</li> </ul>
<b>Monitoring</b> of activities may include:	<ul style="list-style-type: none"> <li>• review of written reports</li> <li>• performance appraisal</li> <li>• auditing procedures</li> </ul>
<b>Hazard identification</b> is:	<ul style="list-style-type: none"> <li>• the process of recognising that a hazard exists and defining its characteristics</li> </ul>
<b>Risk</b> is defined as:	<ul style="list-style-type: none"> <li>• the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood</li> </ul>
<b>Risk assessment</b> is defined as:	<ul style="list-style-type: none"> <li>• the overall process of risk analysis and risk evaluation</li> </ul>
<b>Risk control</b> is defined as:	<ul style="list-style-type: none"> <li>• that part of risk management which involves the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risks</li> </ul>
<b>Risk treatment</b> is:	<ul style="list-style-type: none"> <li>• the selection and implementation of appropriate options for dealing with risk</li> </ul>
<b>Incident</b> is:	<ul style="list-style-type: none"> <li>• any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss</li> </ul>
<b>OHS legislation</b> may include:	<ul style="list-style-type: none"> <li>• maintenance of records for statutory/legal breaches</li> <li>• provision of information and training</li> <li>• regulations and code of practice relating to statutory/legal compliance</li> <li>• site representatives and committees</li> </ul>

	<ul style="list-style-type: none"><li>• issue resolution</li></ul>
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## **Unit Sector(s)**

Occupational Health and Safety

## **Competency field**

Refer to Unit Sector(s).

## **Co-requisite units**

Not applicable.