Australian Government

SIRXWHS003 Maintain workplace safety

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to ensure organisational policies and procedures and legislative requirements are adhered to in the workplace by monitoring and coordinating workplace health and safety practices.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

This unit incorporates the requirement, under state and territory Work Health and Safety (WHS) legislation, for businesses to take a systematic approach to managing the safety of their workers and anyone else in the workplace.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

SIRXWHS002 Contribute to workplace health and safety

Competency Field

Work Health and Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Facilitate team awareness of work health and safety.	1.1. Communicate relevant work health and safety legislation, and organisational policies and procedures to team members.
	1.2. Make all current work health and safety information readily accessible to staff.
	1.3. Demonstrate adherence to work health and safety to reinforce information.

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<tr><td></td><td>1.4.Regularly provide team members with information on identified hazards and risk control procedures</td></tr>
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2. Involve team members in work health and safety matters.	2.1.Provide opportunities for team members to consult and contribute to work health and safety issues and practices.
	2.2.Resolve issues raised by team members promptly or refer to relevant personnel.
3. Maintain a safe work environment.	3.1.Monitor team adherence to work health and safety requirements, and arrange work health and safety training as required.
	3.2.Implement organisational policies and procedures for identifying, preventing and reporting potential hazards.
	3.3.Take prompt action to address non-compliance with procedures and safe work practices.
	3.4.Investigate unsafe or hazardous events, identify causes, and report inadequacies in risk control measures or resource allocation for risk control to relevant personnel.
4. Maintain work health and safety records.	4.1.Complete and maintain work health and safety records according to organisational policies and procedures and legislative requirements.
	4.2.Use information from records to identify hazards and monitor risk control procedures.
	4.3.Provide feedback to relevant personnel on workplace health and safety and areas for improvement.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret unfamiliar and complex materials describing regulatory requirements for work health and safety management and organisational policies and procedures.
Writing skills to:	• report on work health and safety practices, including recommendations for change and complete accurate records for regulatory compliance.
Oral communication skills to:	• conduct sometimes complex work health and safety consultation activities
	• explain all work health and safety procedures and information on safe work practices.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d