Australian Government

SISXOHS402A Implement and monitor occupational health and safety policies

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	No changes to competency outcome. Reduction of repetition.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to implement Occupational Health and Safety (OHS) policies, procedures and programs within the context of an established organisational OHS system.

Application of the Unit

This unit applies to employees in a sport, recreation or fitness environment with supervisory responsibilities, in roles such as team leaders, coordinators, supervisors and facility managers. These job roles may be undertaken in a range of sport and recreation environments such as leisure centres, fitness centres, and indoor activity centres or as part of outdoor recreation activities.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	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.
1. Provide information about OHS policies.	1.1. Access and analyse *relevant legislation* and *organisational health and safety policies and procedures*. 1.2. Explain relevant provisions of OHS legislation to the *work group* using appropriate communication strategies. 1.3. Explain information on the organisation's OHS policies, procedures and programs to the work group using appropriate communication strategies. 1.4. Provide information about *procedures to identify and assess hazards* and *measures to control risks*.
2. Implement participative arrangements for the management of OHS.	2.1. Implement and monitor organisational *consultation procedures* for OHS issues to assess opportunities for work group contributions. 2.2. Resolve issues arising from consultation or refer to appropriate personnel for resolution. 2.3. Communicate outcomes of consultation to the work group.
3. Implement procedures for risk assessment and control.	3.1. Identify and report existing and potential hazards in the work area.. 3.2. Control risks and assess and monitor work group application. 3.3. Monitor effectiveness of existing risk-control measures and report results to *designated personnel*. 3.4. Identify *inadequacies* in existing risk-control measures and make recommendations to address these to designated personnel.
4. Implement procedures for dealing with hazardous events.	4.1. Identify and investigate the causes of *hazardous event*. 4.2. Implement organisational *procedures for dealing with hazardous events*. 4.3. Implement control measures to prevent recurrence of

ELEMENT	PERFORMANCE CRITERIA
	hazardous events within scope of role and responsibilities and refer to designated personnel for implementation as appropriate.
	4.4. Monitor the handling and storage of **hazardous goods and equipment** according to relevant legislation.
	4.5. Implement and monitor organisational emergency policies and procedures according to relevant legislation.
5. Implement OHS training policies.	5.1. Identify staff **OHS training needs** and identify gaps to be addressed.
	5.2. Provide training opportunities to address training needs in consultation with relevant parties.
	5.3. Monitor effectiveness of training programs and their impact on work practices.
6. Implement procedures for maintaining OHS records.	6.1. Identify and complete **OHS records** according to relevant legislation.
	6.2. Use information from OHS records to identify hazards and monitor risk-control procedures..

Required Skills and Knowledge

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

Required skills

- communication skills to:
    - convey relevant information about health and safety to the work group
    - liaise with designated personnel to monitor the impact of policies and procedures on safe work practices
    - elicit information from staff to assess training needs to facilitate the implementation of organisational OHS policies
- problem-solving skills to:
    - analyse the work environment to identify hazards and assess risks
    - assess the effectiveness of organisational policies
    - identify inadequacies and make recommendations to address these, such as resources needed to apply different risk-control measures
- language and literacy skills to:
    - read and analyse legislation and organisational policies and procedures in relation to OHS
    - complete required OHS documentation
    - use information to identify hazards, assess risks and evaluate the effectiveness of risk-control measures.

Required knowledge

- OHS legislation to:
    - enable analysis of work practices and appropriate remedies
    - maintain required documentation
    - organisational health and safety policies and procedures to facilitate organisational compliance with legal requirements
    - principles and practices of effective OHS management to enable effective implementation of organisational policies and procedures to create a safe workplace
    - role of OHS management in other organisational systems, policies and procedures to enable a systemic approach to workplace safety.

Evidence Guide

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential:

Evidence of the following is essential:

- works effectively within organisational management systems to implement and monitor OHS policies and apply and review risk-management procedures
- conveys health and safety information to user groups using appropriate media and creates opportunities for group members to contribute to and participate in training
- identifies the interrelationship between all aspects of organisational safety systems and implements and monitors all components to achieve a safe working environment
- proposes recommendations to address inadequacies in health and safety management systems and applies contingency-management techniques to deal with a range of problems and issues.

Context of and specific resources for assessment

Assessment must ensure implementation and monitoring of OHS policies in an environment that reflects the candidate's current or intended work role to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a venue, facility or location with appropriate equipment and activity
- a work group and organisational consultative structures, including key health and safety staff and resources to implement risk-control measures
- documentation detailing organisational OHS policies, and procedures, and legislation and records.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interacting with work group to provide information about organisational health and safety policies
- observation of consulting with relevant employees to inform strategies to implement and monitor organisational OHS procedures and programs

- oral and or written questioning on principles and practices of health and safety management
- third-party reports from a supervisor detailing work performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRSK502A Manage organisational risks.

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, 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.

Relevant legislation may include:	• state, territory and commonwealth OHS Acts • regulations and codes of practice • general duty of care under OHS legislation • confidentiality of records • OHS training.
Organisational health and safety policies and procedures may include:	• documentation • communication protocols • maintaining plant and equipment • purchasing supplies and equipment • counselling or disciplinary processes • emergency response • incident investigation • assessing and controlling hazards and risks • record-keeping and reporting procedures.
Work group may include:	• employees • team leaders • coordinators • forepersons • supervisors.
Procedures to identify and assess hazards may include:	• audits • workplace inspections • housekeeping • checking and maintaining area and equipment.
Measures to control risks may include:	• elimination of the risk • engineering controls • administrative controls • personal protective equipment.
Consultation procedures may include:	• meetings • OHS committees • health and safety representatives • suggestions, requests, reports and concerns put forward by employees.
Designated personnel may include:	• managers • safety officers.

Inadequacies may include:	• lack of resources
	• insufficient planning
	• unscheduled changes in work procedures.
Hazardous events may include:	• accidents
	• fires and explosions
	• emergencies, such as chemical spills, bomb scares and violent incidents.
Procedures for dealing with hazardous events may include:	• evacuation
	• chemical containment
	• first aid
	• accident or incident reporting and investigation.
Hazardous goods and equipment may include:	• hazardous chemicals
	• products treated with chemicals
	• electrical equipment.
OHS training needs may include:	• on the job or off the job
	• induction training
	• hazard training
	• task or equipment training
	• emergency and evacuation training.
OHS records may include:	• audits and inspection reports
	• equipment usage logs
	• health surveillance and workplace environmental monitoring records
	• records of instruction and training
	• manufacturer and supplier information
	• hazardous substances' registers
	• maintenance and testing reports
	• workers compensation and rehabilitation records
	• first-aid and medical records.

Unit Sector(s)

Cross-Sector.

Competency Field

Occupational Health and Safety.