



**Australian Government**

# **SITXWHS003 Implement and monitor work health and safety practices**

**Release: 1**

# SITXWHS003 Implement and monitor work health and safety practices

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to implement predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices and coordinate consultative arrangements, risk assessments, work health and safety training, and the maintenance of records.

The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

It applies to those people who operate independently or with limited guidance from others. This includes supervisors and departmental managers.

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

Nil

## Competency Field

Work Health and Safety

## Unit Sector

Cross-Sector

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes

1. Provide information on health,

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1.Explain relevant WHS information to personnel.

- safety and security.
2. Monitor safe work practices.
    - 1.2. Make all current WHS information readily accessible to staff.
    - 2.1. Monitor adherence to organisational WHS procedures.
    - 2.2. Monitor ongoing compliance with safe work practices.
    - 2.3. Take prompt action to address non-compliance with procedures and safe work practices.
    - 2.4. Monitor day-to-day effectiveness of WHS practices in maintaining the health, safety and security of personnel.
  3. Coordinate consultative arrangements for the management of health, safety and security issues.
    - 3.1. Coordinate the operation of all consultative processes.
    - 3.2. Provide opportunity for staff members to contribute their views on current and future WHS management practices.
    - 3.3. Resolve or refer issues raised through WHS consultation to the appropriate person.
    - 3.4. Provide timely staff and own feedback on WHS management practices to the designated person.
  4. Implement and monitor procedures for identifying hazards, and assessing and controlling risks.
    - 4.1. Coordinate scheduled hazard identification activities, ensuring hazards are identified at times designated by legislation.
    - 4.2. Identify any hazards on an ongoing basis during own day-to-day workplace operations.
    - 4.3. React to reports of hazards by other workers, and coordinate and participate in risk assessments.
    - 4.4. Implement any risk control methods or refer to appropriate person if control is outside scope of responsibility.
    - 4.5. Monitor effectiveness of control measures, promptly identify any inadequacies, and resolve or report them to the appropriate person.
  5. Implement and monitor health, safety and security training.
    - 5.1. Identify WHS training needs based on regular staff monitoring.
    - 5.2. Make arrangements for fulfilling training needs.
    - 5.3. Monitor effectiveness of training and make required adjustments.
  6. Maintain WHS records and reports.
    - 6.1. Complete WHS records and reports accurately and legibly and store according to organisational and legal requirements.
    - 6.2. Use data and reports to provide reliable and timely input into the management of workplace

health, safety and security.

- 6.3. Minimise use of printed materials and maximise electronic transmission and filing of all documents to reduce waste.

## 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:	<ul style="list-style-type: none"> <li>interpret unfamiliar and complex materials describing regulatory requirements for WHS management and organisational policies and procedures.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>write high level reports about the effectiveness of WHS management practices, making recommendations for change and complete accurate records for regulatory compliance.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>discipline non-compliant personnel</li> <li>conduct sometimes complex WHS consultation activities</li> <li>explain all WHS procedures and information on safe work practices.</li> </ul>
Problem-solving skills to:	<ul style="list-style-type: none"> <li>incorporate the views of other people consulted in the workplace</li> <li>analyse WHS system deficiencies and recommend required change.</li> </ul>
Teamwork skills to:	<ul style="list-style-type: none"> <li>monitor staff members' daily compliance with WHS management practices and counsel on non-compliance.</li> </ul>

## Unit Mapping Information

SITXWHS401 Implement and monitor work health and safety practices

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>