Australian Government

SITXWHS007 Implement and monitor work health and safety practices

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement predetermined work health, safety and security 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.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

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	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

essential outcomes	*demonstrate achievement of the element.*
1. Provide information on health, safety and security.	1.1. Explain relevant health, safety and security information to personnel.
	1.2. Make all current health, safety and security information readily accessible to staff.
2. Monitor safe work practices.	2.1. Monitor adherence to organisational health, safety and security 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 health, safety and security 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 consultative processes to provide opportunity for staff members to contribute their views on health, safety and security management practices.
	3.2. Resolve or refer issues raised through health, safety and security consultation to the appropriate 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 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. Coordinate health, safety and security training.	5.1. Identify health, safety and security 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 health, safety and security records and reports.	6.1. Complete health, safety and security 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.

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 materials describing regulatory requirements for WHS management and organisational policies and procedures.
Writing skills to:	• write high level reports and complete accurate records for regulatory compliance.
Oral communication skills to:	• conduct health, safety and security consultation activities • explain health, safety and security procedures and information on safe work practices.
Problem-solving skills to:	• incorporate the views of other people consulted in the workplace.
Teamwork skills to:	• monitor staff members' daily compliance with health, safety and security management practices.

Unit Mapping Information

Supersedes and is equivalent to SITXWHS003 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