



**Australian Government**

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

# **UEPOPS401A Monitor Compliance with Occupational Health and Safety Policy and Procedures**

**Release: 1**

## **UEPOPS401A Monitor Compliance with Occupational Health and Safety Policy and Procedures**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

**1)**

This unit deals with the skills and knowledge required to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area to achieve and maintain Occupational Health and Safety standards.

This unit describes generic Occupational Health and Safety competencies applicable for employees with supervisory responsibilities to be exhibited in the work area of responsibility

It requires the ability to implement and comply with workplace procedures in hazard identification and risk control, observation of others safe practices during work operations and conduct of participative arrangements for maintaining health and safety in the workplace.

### **Application of the Unit**

#### **Application of the Unit**

**3)**

This unit describes generic Occupational Health and Safety competencies applicable for employees with some supervisory responsibilities.

It involves application of relevant Occupational Health and Safety legislation and codes of practice, including duties and responsibilities of all parties under the general duty of care.

#### **License to practise**

**3.1)**

The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, employment in the Electricity Supply industry is subject to regulations directly related to Occupational Health and

**Application of the Unit** 3)  
Safety.

## **Licensing/Regulatory Information**

Not Applicable

## **Pre-Requisites**

**Prerequisite Unit(s)** 2)

**Competencies** 2.1)

Competency in this unit shall be assessed only after the following competency has been acquired:

UEPOPS201A Comply with Occupational Health and Safety policy and procedures.

## **Employability Skills Information**

Refer to the Evidence Guide

## **Elements and Performance Criteria Pre-Content**

5) Elements describe the essential outcomes of a unit of competency. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1 Provide information to the work group about Occupational Health and Safety and the organisation's policies, procedures and programs	1.1 Relevant provisions of Occupational Health and Safety legislation and codes of practice are accurately and clearly explained to the work group
	1.2 Information on the organisation's Occupational Health and Safety policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group
	1.3 Information about identified hazards and the outcome of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group
	1.4 Where appropriate, the teams and individuals roles and responsibilities within the team are identified, and, where required, assist in the provision of on-the-job training
2 Implement and monitor participative arrangements for the management of OHS	2.1 Organisational procedures for consultation over Occupational Health and Safety issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute
	2.2 Issues raised through consultation are dealt with and resolved promptly, or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution
	2.3 The outcomes of consultation over Occupational Health and Safety issues are made known to the work group promptly

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3 Implement and monitor the organisation's procedures for identifying hazards and assessing risks	3.1 Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied
4 Implement and monitor the organisation's procedures for controlling risks	4.1 Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures
	4.2 Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures
	4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel
	4.4 Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel
5 Implement the organisation's procedures for dealing with hazardous events	5.1 Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken
	5.2 Hazardous events are investigated to identify their cause in accordance with investigation procedures
	5.3 Control measures to prevent recurrence, and minimise risks of hazardous events, are implemented, based on the hierarchy of control if within scope of responsibilities and competencies, or alternatively referred to designated personnel for implementation
6 Implement and monitor the organisation's procedures for providing Occupational Health	6.1 Occupational Health and Safety training needs are identified accurately, specifying gaps between Occupational Health and Safety competencies required and those held by work group members
	6.2 Arrangements are made for fulfilling identified

<b>ELEMENT</b>		<b>PERFORMANCE CRITERIA</b>
	and Safety training	Occupational Health and Safety training needs in both on and off-the-job training programs in consultation with relevant parties
7	Implement and monitor the organisation's procedure for maintaining Occupational Health and Safety records	<p>7.1 Occupational Health and Safety records for work area are accurately and legibly completed in accordance with workplace requirements for Occupational Health and Safety records and legal requirements for the maintenance of records of occupational injury and disease</p> <p>7.2 Aggregate information from the area's Occupational Health and Safety records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies</p>

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

6) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired monitoring compliance with Occupational Health and Safety policy and procedures.

The extent of the Essential Knowledge and Associated Skills required follows:

Evidence shall show that knowledge has been acquired for safe working practices of:

- Relevant Occupational Health and Safety regulations
- Relevant statutory legislation
- Relevant enterprise/site safety procedures including identification of hazards and controlling of risks
- Enterprise /site emergency procedures and techniques
- Environmental legislation
- Plant status
- Participative arrangements including safety

## **REQUIRED SKILLS AND KNOWLEDGE**

committees

- Provision of Occupational Health and Safety instruction to others
- Maintenance of Occupational Health and Safety records

Specific skills needed to achieve the Performance Criteria:

- Apply relevant Occupational Health and Safety regulations
- Apply relevant statutory legislation
- Apply relevant enterprise/site safety procedures
- Apply enterprise /site emergency procedures and techniques
- Apply enterprise recording procedures
- Locate and/or identify relevant plant and equipment
- Identify plant status
- Communicate effectively.

## Evidence Guide

### EVIDENCE GUIDE

8) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the Range Statement of the unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this competency standard unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

#### Overview of Assessment

##### 8.1)

Longitude competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments.

Sample assessment instruments are included in the Assessment Guidelines of this Training Package.



## EVIDENCE GUIDE

**Critical aspects of evidence required to demonstrate competency in this unit**

**8.2)**

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the "Assessment Guidelines - UEP06". Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:

## EVIDENCE GUIDE

- Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
- Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
- Demonstrate an understanding of the essential knowledge and associated skills as described in 6) Essential Knowledge and Associated Skills of this unit
- Demonstrate an appropriate level of skills enabling employment
- Conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedure
- Demonstrated performance across a representative range of contexts from the prescribed items below:
  - Evidence of understanding of hierarchy of control (the preferred order of risk control measures for most to least preferred, i.e. elimination, engineering controls, administrative controls and personal protective equipment) is required.
  - Evidence of understanding of the significance of other management systems and procedures for Occupational Health and Safety is required.
  - Evidence of knowledge of literacy levels and communication skills of work group members and consequent suitable communication techniques is required.
  - Dealing with an unplanned event by drawing on essential knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

### Context of and specific resources for assessment

#### 8.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this unit.

## EVIDENCE GUIDE

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of assessment', evidence should show competency working in limited spaces with different types of plant and equipment as well as different structural/construction types and methods and in a variety of environments.

### Method of assessment

#### 8.4)

This unit shall be assessed by methods given in Volume 1, Part 3 "Assessment Guidelines".

Note: Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

### Concurrent assessment and relationship with other units

#### 8.5)

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied competency standard units where listed.

Nil

### Key competencies

#### 8.6)

Evidence that particular key competencies have been achieved within this unit is in the context of the following Performance Criteria of evidence. See Volume 2, Part 4 for an explanation of Key competencies and levels of this Training Package.

Key competencies	Example of Application	Performance Level
How are ideas and information communicated within this	Refer to the following example of application: Explain ideas and actions, make suggestions for alternative actions and deal with contingencies	2

## EVIDENCE GUIDE

competency?	and non-routine situations.	
How can information be collected, analysed and organised?	Refer to the following example of application: Information with regard to operations, faults and maintenance may be observed and monitored for analysis and organised into records and reports.	2
How are activities planned and organised?	Refer to the following example of application: Planning the required activity, to include co-ordination and use of equipment, materials and tools to avoid backtracking and rework.	2
How is team work used within this competency?	Refer to the following example of application: Coordinate activities of the team and provide appropriate support to other team members in completion of work tasks to meet the team's goals.	2
How are mathematical ideas and techniques used?	Refer to the following example of application: Calculation of time to complete routine projects, operations, tasks, estimation of distances, levels, loads and material requirements.	2
How are problem solving skills applied?	Refer to the following example of application: Determine solutions which focus on long and short-term resolution of work task problems.	2
How is use of technology applied?	Refer to the following example of application: Access, communicate, measure and provide information to monitor operations and performance of plant and equipment.	2

How is team work used within this	Refer to the following example of application:	
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**Skills Enabling Employment**

**8.7)**  
Evidence that competency in this unit incorporates skills enabling employment is in the context of the following performance. See Volume 2, Part 5 for definitions and an explanation of skills enabling employment.

<b>Skills for Employment</b>		<b>Example of Application</b>
1	Developing and using skills within a real workplace	Refer to the following example of application:  Completion of tasks within an acceptable timeframe and performance with some supervision.
2	Learning to learn in the workplace	Refer to the following example of application:  Comprehension and application of theoretical knowledge to well-developed skills.
3	Reflecting on the outcome and process of work task	Refer to the following example of application:  Focused on improvement in own and other team member's performance in the workplace.

4	Interacting and understanding of the context of the work task	Refer to the following example of application:  Working understanding of the processes and systems which apply to the workplace.
5	Planning and organising the meaningful work task	Refer to the following example of application:  Achieving work tasks in a timely manner and ensuring that the work team achieves its stated work goals.
6	Performing the work task in non-routine or contingent situations	Refer to the following example of application:  Seek advice and apply solutions to problems relevant to the workplace environment.

## Range Statement

### RANGE STATEMENT

7) This relates to the competency standard unit as a whole, providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

The Range Statement describes the context for applying this competency, the range of plant and equipment covered and the operating conditions encountered.

In accordance with all relevant Occupational Health and Safety legislation, particularly general duty of care; requirements for the maintenance and confidentiality of records of occupational injury and disease; provision of information and training; regulations and codes of practice relating to hazards present in work area.

In accordance with workplace procedures for inspection; housekeeping; consultation processes, whether general or specific to Occupational Health and Safety; training and assessment; specific hazard policies and procedures; Occupational Health and Safety information; Occupational Health and Safety record keeping; maintenance of plant and equipment; purchasing of supplies and equipment.

Hazardous events include accidents, fires and emergencies such as chemical spills or bomb scare. Procedures for dealing with them include evacuation, chemical containment and First Aid procedures

Health and safety representatives and Occupational Health and Safety committees; issue resolution and counselling/disciplinary processes.

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Volume 2, Part 1.

## Unit Sector(s)

Not Applicable

## Literacy and numeracy skills

### Literacy and numeracy skills

2.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 Literacy and Numeracy

Reading 4      Writing 4      Numeracy 4

## Competency Field

Competency Field      4)  
Operations.