UEPOPS501A Manage Occupational Health and Safety Policy and Procedures

Release: 1

UEPOPS501A Manage 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 establish and evaluate the organisation's Occupational Health and Safety system in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees.

Application of the Unit

Application of the Unit   **3**)

This unit describes generic Occupational Health and Safety competencies applicable for those with managerial responsibilities. It is expected that these competencies might be applicable in combination with other industry, occupation or workplace-specific competencies.

This unit is to be exhibited within the area of managerial responsibility which might be an entire enterprise or department of an enterprise. It involves the application of relevant Occupational Health and Safety legislation and codes of practice, particularly: general duty of care; requirements for the maintenance of records of occupational injury and disease; provision of information and training; those dealing with Occupational Health and Safety committees; health and safety representatives and issue resolution.

Relevant positions for implementing the Occupational Health and Safety system will include managers, supervisors, Occupational Health and Safety officer/manager and first aid officers.

Application of the Unit **3**)

License to practise **3.1**)

The skills and knowledge described in this unit do not require a licence to practise in the workplace.

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 competencies have been acquired:

UEPOPS401A   Monitor compliance 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 competency standard unit.

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

ELEMENT		PERFORMANCE CRITERIA	
1	Establish and maintain the framework for the Occupational Health and Safety system in the area of responsibility	1.1	Occupational Health and Safety policies are developed which clearly express the organisation's commitment to Occupational Health and Safety within the area of managerial responsibility and how relevant Occupational Health and Safety legislation will be implemented, consistent with overall organisational policies
		1.2	Occupational Health and Safety responsibilities and duties which will allow implementation and integration of the Occupational Health and Safety system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions
		1.3	Financial and human resources for the operation of the Occupational Health and Safety system are identified, sought and/or provided in a timely and consistent manner
		1.4	Information on the Occupational Health and Safety system and procedures for the area of responsibility is provided and explained in a form which is readily accessible to employees
		1.5	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	Establish and maintain participative arrangements for the management of Occupational Health and Safety	2.1	Appropriate consultative processes are established and maintained in consultation with employees and their representatives in accordance with relevant Occupational Health and Safety legislation and consistent with the organisation's overall process for consultation
		2.2	Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution
		2.3	Information about the outcomes of participation and consultation is provided in a manner

ELEMENT		PERFORMANCE CRITERIA	
			accessible to employees
3	Establish and maintain procedures for identifying hazards	3.1	Existing and potential hazards within the area of managerial responsibility are correctly identified, and identification confirmed in accordance with Occupational Health and Safety legislation, codes of practice and trends identified from the Occupational Health and Safety records system
		3.2	A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures
		3.3	Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility
		3.4	Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created
4	Establish and maintain procedures for assessing risks	4.1	Risks presented by identified hazards are correctly assessed in accordance with Occupational Health and Safety legislation and codes of practice
		4.2	A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures
		4.3	Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility
		4.4	Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased

ELEMENT	PERFORMANCE CRITERIA
5 Establish and maintain procedures for controlling risks	5.1 Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant Occupational Health and Safety legislation, codes of practice and trends identified from the Occupational Health and Safety record system
	5.2 When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a permanent control measure is developed
	5.3 A procedure for ongoing control risks, based on the hierarchy of control, is developed and integrated within general systems of work and procedures
	5.4 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility
	5.5 Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included
	5.6 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures
6 Establish and maintain organisational procedures for dealing with hazardous events	6.1 Potential hazardous events are correctly identified
	6.2 Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services
	6.3 Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances

EE-Oz Training Standards

ELEMENT		PERFORMANCE CRITERIA	
7	Establish and maintain an Occupational Health and Safety training program	7.1	An Occupational Health and Safety training program is developed and implemented to identify and fulfil employees' Occupational Health and Safety training needs as part of the organisation's general training program
8	Establish and maintain a system for Occupational Health and Safety records	8 1	A system for keeping Occupational Health and Safety records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility
9	Evaluate the organisation's Occupational Health and Safety system and related policies, procedures and programs	9.1	The effectiveness of the Occupational Health and Safety system and related policies, procedures and programs is assessed according to the organisation's aims with respect to Occupational Health and Safety
		9.2	Improvements to the Occupational Health and Safety system are developed and implemented to ensure more effective achievement of the organisation's aims with respect to Occupational Health and Safety
		9.3	Compliance with Occupational Health and Safety legislation and codes of practice is assessed to ensure that legal Occupational Health and Safety standards are maintained as a minimum

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 in managing 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:

REQUIRED SKILLS AND KNOWLEDGE

- 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
- Enterprise participative arrangements for Occupational Health and Safety
- Provision of Occupational Health and Safety training
- 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.
- Management / supervision of staff

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 competency standard 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's 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.

EVIDENCE GUIDE

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

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:

EE-Oz Training Standards

EVIDENCE GUIDE

- Implement OHS 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) of this unit
- Demonstrate an appropriate level of skills enabling employment
- Conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedures

- Demonstrated performance across a representative range of contexts from the prescribed items below:
  - Evidence of detailed knowledge of all relevant OHS legislation and codes of practice and how they will be implemented within the area of responsibility is required
  - Evidence of understanding of the hierarchy of control (the preferred order or risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls and lastly, personal protective equipment) is required
  - Evidence of understanding of the significance of equal employment opportunity principles and practices for Occupational Health and Safety 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 employees in the area of managerial responsibility 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   8.3)

EVIDENCE GUIDE

for assessment	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.

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

EVIDENCE GUIDE

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 competency?	Refer to the following example of application: Explain ideas and actions, make suggestions for alternative actions and deal with contingencies and non-routine situations.	2
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

EVIDENCE GUIDE

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

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.

	Skills for Employment	**Example of Application**
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	Refer to the following example of application: Seek advice and apply solutions to problems relevant to the workplace environment.

EVIDENCE GUIDE

	situations	

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.

Involves application of relevant Occupational Health and Safety legislation and codes of practice, particularly: general duty of care; requirements for the maintenance of records of occupational injury and disease; provision of information and training; those dealing with Occupational Health and Safety committees; health and safety representatives and issue resolution.

Processes for consultation include Occupational Health and Safety committees; consultation with health and safety representatives; issuing resolution procedures; and participative/consultative procedures conducted by supervisory staff within the area of managerial responsibility.

Monitoring of activities may include review of written reports, performance appraisal or auditing procedures.

Hazardous events include accidents, fires and emergencies such as chemical spills or bomb scares. Procedures for dealing with them include evacuation, chemical containment and first aid procedures.

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 5 Writing 5 Numeracy 5

Competency Field

Competency Field	**4**) Operations.