



Australian Government

AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems

Release: 2

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Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to prepare and manage workplace health and safety (WHS) plans and systems. It includes the development of a positive culture and the development of systems, procedures and controls. Improved workplace health and safety is a meat industry priority.

Effective WHS management produces a safe environment and reduces the financial liabilities of the enterprise.

This unit is applicable to managers within a meat industry context. They may have responsibilities for general WHS, or WHS practices within production, human resources or other areas.

At this level, individuals exercise considerable responsibility and accountability and are required to make primary contributions to enterprise values, goals and operations. They will typically have responsibility for establishing and reviewing systems for their site or department and may be assisted by external experts to develop plans and systems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Scope the WHS program	1.1 Identify and interpret relevant legal requirements and obligations for WHS 1.2 Determine scope of enterprise operations in relation to WHS systems, including establishing requirements for managing hazardous events 1.3 Document current enterprise systems and measure performance against internal and external benchmarks
2. Develop WHS policies and plans	2.1 Develop policies documenting and defining the commitment of the Chief Executive Officer (CEO) and enterprise to WHS 2.2 Set short, medium and long-term enterprise goals and targets for WHS performance 2.3 Identify and commit to resource requirements for operating the system 2.4 Prepare implementation plan detailing resources and strategies 2.5 Prepare and implement communication strategy for informing stakeholders of policies, obligations and responsibilities
3. Develop enterprise commitment to WHS	3.1 Incorporate WHS responsibilities and duties in all relevant policies, position descriptions, operating procedures and work instructions 3.2 Confirm enterprise WHS policies, strategies and requirements include all enterprise personnel, contractors, suppliers and worksite visitors 3.3 Establish consultative and participative mechanisms to facilitate the identification and prevention of WHS issues, and their prompt, effective resolution 3.4 Consider WHS issues, including hazard and risk identification and control, in planning, designing and evaluating job design, procedure, technology, work/process flow, plant layout and construction
4. Develop and maintain procedures for identifying hazards	4.1 Analyse WHS records to determine trends 4.2 Identify existing and potential hazards 4.3 Develop hazard identification procedures and integrate into enterprise procedures and systems
5. Manage and maintain risk assessment procedures	5.1 Determine risks through identifying hazards 5.2 Develop risk assessment procedures and integrate into enterprise systems

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
6. Manage and maintain risk control procedures	6.1 Develop and implement risk control measures in accordance with the hierarchy of control and regulatory requirements 6.2 Establish procedures for control of risks on the hierarchy of control and integrate them into enterprise procedures and systems 6.3 Replace interim control measures with permanent measures to control risks at the source 6.4 Identify and incorporate resources enabling implementation of new or permanent control measures in enterprise planning processes
7. Maintain enterprise commitment to WHS goals	7.1 Resource, plan and deliver training to support commitment to and compliance with regulatory and enterprise WHS requirements 7.2 Present and regularly update enterprise, team and individual obligations for meeting WHS goals 7.3 Monitor enterprise operations and procedures to ensure the effective adoption of WHS procedures in accordance with enterprise and regulatory requirements
8. Manage and maintain hazardous event procedures	8.1 Identify potential hazardous events 8.2 Identify and appropriately notify potential community health hazards 8.3 Consult local communities, emergency and community health services and authorities about procedures to control hazardous events and community health incidents
9. Continuously improve WHS performance	9.1 Maintain and secure WHS data and record-keeping systems 9.2 Collect and analyse performance data, including team feedback, against enterprise goals and targets 9.3 Convey performance implications to stakeholders 9.4 Monitor and report compliance with enterprise and WHS requirements 9.5 Update systems and procedures for legislative, technical, procedural or operational changes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	Maintain currency of knowledge through independent research and/or professional development
Oral communication	Communicate complex concepts and information related to workplace health and safety using clear language and industry terminology relevant to stakeholder
Numeracy	Analyse numerical performance data, such as numbers of incidents over time, to track WHS performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems Release 2	AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems Release 1	Foundation Skills table updated, performance evidence updated, minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- accessed, where appropriate, specialist external advice to assist in developing WHS systems and plans
- analysed the impact of workforce characteristics, enterprise communication patterns and culture on WHS system design, implementation and operation
- used analysis of enterprise culture, including ethical standards and values, communication systems and workforce characteristics, to develop effective WHS consultative processes
- applied principles and procedures for hazard identification, risk analysis and hierarchy of control in any or all areas of the workplace
- applied problem-solving strategies, including developing practical and creative solutions, showing independence, developing a range of strategies to resolve problems, testing assumptions and addressing customer and workplace concerns
- collected, analysed and reported complex WHS information to stakeholders using formats appropriate for the purpose and the audience
- developed and monitored systems to ensure workforce owns and complies with enterprise safety procedures, including establishing WHS consultative strategies and processes, implementing workplace safety committees and providing relevant training
- developed hazardous events plans in consultation with appropriate personnel and external agencies, including emergency services and government agencies
- established record management systems to monitor compliance, including mandatory notifications and reporting, mandatory licences and certificates, registers, listings and labelling of regulated materials
- identified and applied relevant workplace and regulatory requirements

- identified and interpreted the implications, obligations and requirements established by relevant legislation, regulations, guidelines, codes of practice, and Australian standards for health and safety for the enterprise's directors, management and workforce
- identified appropriate industry or enterprise benchmarks for WHS performance
- improved health and safety performance, including developing WHS plans and strategies, acting on performance information and developing continuous review processes, including recommendations in the WHS planning process
- integrated enterprise WHS policies and procedures with relevant organisation management systems, including incorporating WHS responsibilities into all relevant workplace documents and strategies for ensuring visitors and contractors comply with enterprise health and safety policies
- monitored enterprise health and safety performance, including analysing health and safety information and measuring performance against enterprise goals, targets and benchmarks
- observed standard workplace WHS requirements while performing duties
- prepared action plans identifying WHS goals, managerial responsibilities and operational strategies
- prepared and monitored enterprise training plan for all levels of organisation to enable workforce commitment to workplace health and safety
- presented reports according to legal and enterprise requirements
- established enterprise health and safety goals and targets through consultation with stakeholders and analysis of enterprise WHS data
- systematically analysed the causes of accidents, incidents and work-related injuries and illnesses, and took corrective action by identifying and introducing programs for reduction of accidents and injuries
- updated enterprise policies, plans and practices to account for changes to relevant legislation, regulations, codes of practice and guidelines
- used available information and communications technology, including modelling and evaluation software, to collect, monitor, analyse and report enterprise safety data.
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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- enterprise requirements for using external experts to assist in developing WHS systems and plans
- impacts of enterprise WHS policies, systems and procedures on all organisation management systems and operations, including processing, production, maintenance, contracting, distribution and administration
- WHS hazards, risks and controls relevant to enterprise operations, procedures and products.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat industry enterprise or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to appropriate technology to model and evaluate WHS data
- specifications:
 - access to workplace documents such as policies, procedures, processes, forms
 - access to specific legislation/codes of practice relevant to enterprise operations.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>