



Australian Government

Department of Education, Employment and Workplace Relations

BSBCMN411A Monitor a safe workplace

Release: 1

BSBCMN411A Monitor a safe workplace

Modification History

Not applicable.

Unit Descriptor

This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area to meet legislative requirements. This unit has been adapted from Generic Competency B in the **National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards** [NOHSC:7025 (1998) 2nd edition].

This unit is related to BSBCMN311A Maintain workplace safety.

This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area to meet legislative requirements. This unit has been adapted from Generic Competency B in the **National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards** [NOHSC:7025 (1998) 2nd edition].

This unit is related to BSBCMN311A Maintain workplace safety.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Provide information to the work group about Occupational Health and Safety policies and procedures	1.1 Relevant provisions of Occupational Health and Safety legislation and codes of practice are accurately 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 to the work group 1.3 Information about identified hazards and the outcomes of risk assessment and control is regularly provided and clearly explained to the work group
2 Implement and monitor participative arrangements for the management of Occupational Health and Safety	2.1 The importance of effective consultative mechanisms in managing health and safety risks are explained 2.2 Consultative procedures are implemented and monitored to facilitate participation of work group in management of work area hazards 2.3 Issues raised through consultation are promptly dealt with in accordance with organisational consultation procedures 2.4 The outcomes of consultation over Occupational Health and Safety issues are recorded and communicated promptly to the work group
3 Implement and monitor the organisation's procedures for providing Occupational Health and Safety training	3.1 Occupational Health and Safety training needs are systematically identified in line with organisational requirements 3.2 Arrangements are made to meet Occupational Health and Safety training needs of team members in consultation with relevant individuals 3.3 Workplace learning opportunities and coaching and mentoring assistance are provided to facilitate team and individual achievement of identified training needs

- | | | |
|---|---|---|
| | 3.4 | Costs associated with provision of training for work team are identified and reported to management for inclusion in financial plans |
| 4 | Implement and monitor procedures for identifying hazards and assessing risks | |
| | 4.1 | Hazards in work area are identified and reported in accordance with Occupational Health and Safety policies and procedures |
| | 4.2 | Team member hazard reports are actioned promptly in accordance with organisational procedures |
| 5 | Implement and monitor the organisation's procedures for controlling risks | |
| | 5.1 | Procedures to control risks are implemented using the hierarchy of controls and organisational requirements |
| | 5.2 | Inadequacies in existing risk control measures are identified and reported in accordance with hierarchy of controls |
| | 5.3 | Outcomes of reported inadequacies are monitored where appropriate to ensure a prompt organisational response |
| 6 | Implement and monitor the organisation's procedures for maintaining Occupational Health and Safety records for the team | |
| | 6.1 | Occupational Health and Safety records of incidents of occupational injury and disease in work area are accurately completed and maintained in accordance with OHS legal requirements |
| | 6.2 | Aggregate information and data from work area records are used to identify hazards and monitor risk control procedures in work area |

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Apply organisational management systems and procedures to occupational health&safety within work group area

Identify and comply with occupational health and safety legal and organisational requirements

Apply procedures for Identifying hazards in the work area

Apply procedures for assessing and controlling risks to health&safety associated with those hazards, in accordance with the hierarchy of control.

Provide specific, clear and accurate information and advice on workplace hazards to work group

Provide appropriate supervision of work group

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.

The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of the legal responsibilities of employers, supervisors and employees in the workplace

Knowledge of hazards and associated risks which exist in the workplace

Knowledge of organisation's policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting

Understanding the relevance of consultation as a key mechanism for improving workplace Occupational Health and Safety culture

Knowledge of the principles and practices of Occupational Health and safety management

Knowledge of characteristics and composition of the workgroup

Underpinning Skills

Analysing skills to identify hazards and assess risks in the work area

Data analysis skills including:

incident (accident) monitoring

environmental monitoring

evaluation of effectiveness of risk control measures

Assessment skills to assess resources required to apply risk control measures

Literacy skills for comprehending documentation and interpreting Occupational Health and Safety requirements

Technology skills including the ability to operate and shut down equipment

Coaching and mentoring skills to provide support to colleagues

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information - (Level 2) to obtain information to advise colleagues of safety responsibilities

Communicating ideas and information - (Level 2) to resolve safety and environmental issues with work team

Planning and organising activities - (Level 2) to plan resource requirements

Working with teams and others - (Level 2) to consult on the control of risk

Using mathematical ideas and techniques - (Level 2) to calculate resource requirements

Solving problems - (Level 2) to investigate improved work methods

Using technology - (Level 2) to use computing systems to access safety information

The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Apply organisational management systems and procedures to occupational health&safety within work group area

Identify and comply with occupational health and safety legal and organisational requirements

Apply procedures for Identifying hazards in the work area

Apply procedures for assessing and controlling risks to health&safety associated with those hazards, in accordance with the hierarchy of control.

Provide specific, clear and accurate information and advice on workplace hazards to work group

Provide appropriate supervision of work group

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.

The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of the legal responsibilities of employers, supervisors and employees in the workplace

Knowledge of hazards and associated risks which exist in the workplace

Knowledge of organisation's policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting

Understanding the relevance of consultation as a key mechanism for improving workplace Occupational Health and Safety culture

Knowledge of the principles and practices of Occupational Health and safety management

Knowledge of characteristics and composition of the workgroup

Underpinning Skills

Analysing skills to identify hazards and assess risks in the work area

Data analysis skills including:

incident (accident) monitoring

environmental monitoring

evaluation of effectiveness of risk control measures

Assessment skills to assess resources required to apply risk control measures

Literacy skills for comprehending documentation and interpreting Occupational Health and Safety requirements

Technology skills including the ability to operate and shut down equipment

Coaching and mentoring skills to provide support to colleagues

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information - (Level 2) to obtain information to advise colleagues of safety responsibilities

Communicating ideas and information - (Level 2) to resolve safety and environmental issues with work team

Planning and organising activities - (Level 2) to plan resource requirements

Working with teams and others - (Level 2) to consult on the control of risk

Using mathematical ideas and techniques - (Level 2) to calculate resource requirements

Solving problems - (Level 2) to investigate improved work methods

Using technology - (Level 2) to use computing systems to access safety information

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace including:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- relevant industry codes of practice

Occupational Health and Safety legislation will depend on State and Territory legislation and requirements and will include:

- common law duties to meet the general duty of care requirements
- requirements for the maintenance and confidentiality of records of occupational injury and disease
- provision of information, induction and training
- regulations and approved codes of practice relating to hazards present in work area
- health and safety representatives and health and safety committees
- prompt resolution of health and safety issues

Organisational Occupational Health and Safety policies and procedures may include:

- procedures for hazard identification
- procedures for risk assessment, selection and implementation of risk control measures
- incident (accident) investigation
- OHS audits and safety inspections
- consultative arrangements for employees in work area
- hazard reporting procedures
- safe operating procedures/instructions
- use&care of personal protective equipment
- emergency&evacuation procedures
- purchasing policy&procedures
- plant&equipment maintenance&use
- hazardous substances use and storage
- dangerous goods transport&storage
- OHS arrangements for on site contractors, visitors and members of public
- first aid provision/medical practitioner contact&attention
- site access

Identifying hazards and assessing risk may occur through activities such as:

- workplace inspections in area of responsibility
- consulting work team members
- housekeeping
- Occupational health and safety audits and review of audit reports
- daily informal employee consultation and regular formal employee meetings
- checking equipment before and during work
- review of health and safety records including hazard reports, hazardous substances and dangerous goods registers, injury records

Organisational procedures for consultation may include:

formal and informal meetings
health and safety committees
election of health and safety representatives in accordance with legislative requirements
attendance of health and safety representatives at management and OHS planning meetings
other committees, for example, planning and purchasing
early response to employee suggestions, requests, reports and concerns put forward to management
counselling/disciplinary processes

Controlling risks may include actions such as:

removing the cause of a risk at its source (eliminating the hazard) eg. removing stored goods permanently from emergency exit passageways
selecting control measures in accordance with the hierarchy ie work through hierarchy from most effective to least effective controls.
job/process/workplace re-design eg introduce mechanical handling equipment, re-arrange materials' flow/timing/scheduling, raise/lower work platforms.
consultation with employees and their representatives

Organisational health and safety records may include:

audit&inspection reports
workplace environmental monitoring records
consultation eg meetings of Health&Safety Committees, work group meeting agendas including OHS items and actions
induction, instruction&training
manufacturer's and supplier's information including dangerous goods storage lists
hazardous substances registers
plant and equipment maintenance and testing reports
workers compensation&rehabilitation records
first aid/medical post records

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace including:

award and enterprise agreements and relevant industrial instruments
relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
relevant industry codes of practice

Occupational Health and Safety legislation will depend on State and Territory legislation and requirements and will include:

common law duties to meet the general duty of care requirements
requirements for the maintenance and confidentiality of records of occupational injury and disease
provision of information, induction and training
regulations and approved codes of practice relating to hazards present in work area
health and safety representatives and health and safety committees
prompt resolution of health and safety issues

Organisational Occupational Health and Safety policies and procedures may include:

procedures for hazard identification

procedures for risk assessment, selection and implementation of risk control measures
incident (accident) investigation
OHS audits and safety inspections
consultative arrangements for employees in work area
hazard reporting procedures
safe operating procedures/instructions
use&care of personal protective equipment
emergency&evacuation procedures
purchasing policy&procedures
plant&equipment maintenance&use
hazardous substances use and storage
dangerous goods transport&storage
OHS arrangements for on site contractors, visitors and members of public
first aid provision/medical practitioner contact&attention
site access

Identifying hazards and assessing risk may occur through activities such as:

workplace inspections in area of responsibility
consulting work team members
housekeeping
Occupational health and safety audits and review of audit reports
daily informal employee consultation and regular formal employee meetings
checking equipment before and during work
review of health and safety records including hazard reports, hazardous substances and dangerous goods registers, injury records

Organisational procedures for consultation may include:

formal and informal meetings
health and safety committees
election of health and safety representatives in accordance with legislative requirements
attendance of health and safety representatives at management and OHS planning meetings
other committees, for example, planning and purchasing
early response to employee suggestions, requests, reports and concerns put forward to management
counselling/disciplinary processes

Controlling risks may include actions such as:

removing the cause of a risk at its source (eliminating the hazard) eg. removing stored goods permanently from emergency exit passageways
selecting control measures in accordance with the hierarchy ie work through hierarchy from most effective to least effective controls.
job/process/workplace re-design eg introduce mechanical handling equipment, re-arrange materials' flow/timing/scheduling, raise/lower work platforms.
consultation with employees and their representatives

Organisational health and safety records may include:

audit&inspection reports
workplace environmental monitoring records
consultation eg meetings of Health&Safety Committees, work group meeting agendas including OHS items and actions
induction, instruction&training
manufacturer's and supplier's information including dangerous goods storage lists

hazardous substances registers
plant and equipment maintenance and testing reports
workers compensation&rehabilitation records
first aid/medical post records

Unit Sector(s)

Not applicable.