



Australian Government

Department of Education, Employment and Workplace Relations

BSBCM311B Maintain workplace safety

Release: 1

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Modification History

Not applicable.

Unit Descriptor

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 a small team 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].
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Application of the Unit

Application of the unit	Frontline managers have a key role in maintaining workplace safety within the context of the organisation. In their role, they closely monitor aspects of work associated with the safe delivery of products and services, meaning that they have an important responsibility in influencing the ongoing safety within the workplace. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve a number of complex or non routine activities that require some discretion and judgement.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assist incorporation of Occupational Health and Safety policy and procedures into the work team	1.1. Demonstrate basic requirements of Occupational Health and Safety legislation in area of responsibility appropriate for health and safety needs of a small work team 1.2. Provide information and clearly explain to the work group the organisation's Occupational Health and Safety policies, procedures and programs 1.3. Regularly provide information and clearly explain to the work group information about identifying hazards and the outcomes of risk assessment
2. Support participative arrangements for the management of Occupational Health and Safety	2.1. Implement and monitor organisational consultative procedures to facilitate participation of work group in management of work area hazards 2.2. Promptly dealt with issues raised through consultation in accordance with organisational procedures for issue resolution 2.3. Encourage and assist team members to contribute to the management of Occupational Health and Safety at the workplace 2.4. Engage with individuals and teams to identify and implement improvements in the management of Occupational Health and Safety Feedback
3. Support the organisation's procedures for providing Occupational Health and Safety training	3.1. Provide advice on Occupational Health and Safety training needs of individuals and workgroup 3.2. Provide advice on strategies and opportunities for development of workgroup's competencies in relation to Occupational Health and Safety 3.3. Provide coaching and mentoring assistance to team members to support the effective development of individual and group competencies in Occupational Health and Safety
4. Participate in identifying hazards and assessing and controlling risks for the work area	4.1. Provide advice on hazards in work area in line with organisation's Occupational Health and Safety policies and procedures 4.2. Support the implementation of procedures to control risks using the hierarchy of controls and in accordance with organisational procedures 4.3. Identify and reported inadequacies in existing risk control measures are in accordance with the hierarchy of controls 4.4. Accurately complete and maintain Occupational

ELEMENT	PERFORMANCE CRITERIA
	Health and Safety records of incidents in the work area are in accordance with Occupational Health and Safety legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to understand workplace procedures and work instructions for identifying and reporting hazards and interpreting Occupational Health and Safety signs and symbols
- analytical 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
- 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.

Required knowledge

- 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
- hazards and associated risks which exist in the workplace
- organisation policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting
- Occupational Health and Safety management to other organisational systems and procedures
- characteristics and composition of the workgroup.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- organisational management systems and procedures to Occupational Health and Safety within work group area
- Occupational Health and Safety legal and organisational requirements
- procedures for identifying hazards in the work area
- procedures for assessing and controlling risks to health&safety associated with those hazards, in accordance with the hierarchy of control
- specific, clear and accurate information and advice on workplace hazards to work group
- appropriate supervision of work group.

Context of and specific resources for assessment

Assessment must ensure:

- access to safety processes, hazards and risk which are relevant to the area of work
- access to relevant information and documentation on compliance requirements such as:
 - organisational policies, standard operating procedures, procedures and plans
 - relevant legislation, regulations, licensing requirements, codes of practice, standards
- access to relevant internal and external data files
- access to appropriate office equipment and resources used in the identification and rectification of OHS compliance breaches.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate
- review of documents on workplace OHS legislation, codes, standards, policies and procedures relevant

EVIDENCE GUIDE	
	developed and communicated to employees • analysis of responses to case studies and scenarios • demonstration of the application of OHS legislation in conducting work safely • oral or written questioning to assess knowledge of research and data collection methods to obtain evidence of compliance with OHS legislation • assessment of duty of care arrangements.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Occupational Health and Safety legislation may include:

- legislation relevant to the workplace, occupation and industry, for example, mining safety, electrical legislation
- relevant commonwealth and state/territory OHS specific acts and regulations such as:
 - common law
 - contract law
 - criminal law
 - dangerous goods
 - environmental protection
 - equal opportunity and anti-discrimination law
 - industrial relations law
 - privacy
- workers compensation

Organisation's Occupational Health and Safety policies procedures and programs 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

RANGE STATEMENT	
	& attention • site access
Identifying hazards and outcomes of risk assessment may occur through activities such as:	• workplace inspections in area of responsibility • consulting work team members • housekeeping • checking equipment before and during work • review of records, eg injury, hazardous substances including labels and Materials Safety Data Sheet register, dangerous goods storage list, training, plan and equipment maintenance, etc
Training needs relating to Occupational Health and Safety may include:	• coaching, mentoring and/or supervision • formal/informal learning programs • internal/external training provision • personal study
Organisational consultative procedures may include:	• formal and informal meetings • health and safety committees • attendance of health and safety representatives at management meetings • other committees, for example, planning and purchasing • early response to employee suggestions, requests, reports and concerns put forward to management • counselling/disciplinary processes
Coaching and mentoring assistance may include:	• explaining/clarifying • respecting the contribution of all participants and giving credit for achievements • presenting and promoting a safe workplace • problem solving • providing encouragement • providing feedback to another team member
Hazards in work area may include:	• blocked exits • slippery and uneven floors • untidy and or noisy work areas • lack of adequate storage • reliance on low order control measure (eg PPE) to reduce worker risk exposure instead of controlling the hazard itself • unguarded /poorly maintained machinery and equipment

RANGE STATEMENT	
	• unlabelled chemicals and substances • ergonomically unsuitable work stations and task design, eg. repetitive work, poor lighting/glare surfaces, non-adjustable work surfaces & seating • internal/external threat of occupational violence and bullying
<i>Procedures to control risks</i> may include actions such as:	• application of the hierarchy of control, namely: • eliminate the risk • reduce/minimise the risk through: • engineering controls • administrative controls • personal protective equipment • regular consultation with workers

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Frontline Management
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Co-requisite units

Co-requisite units		