



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS407A Monitor a safe workplace

Release: 1

BSBOHS407A Monitor a safe workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to employees with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Provide information to the workgroup about OHS policies and procedures	1.1. Accurately explain relevant provisions of OHS legislation and codes of practice to the workgroup 1.2. Provide information to the workgroup on the organisation's OHS policies, procedures and programs, ensuring it is readily accessible by the workgroup 1.3. Regularly provide and clearly explain information about identified hazards and the outcomes of risk assessment and control to the workgroup
2. Implement and monitor participative arrangements for the management of OHS	2.1. Explain the importance of effective consultative mechanisms in managing health and safety risks 2.2. Implement and monitor consultative procedures to facilitate participation of workgroup in management of work area hazards 2.3. Promptly deal with issues raised through consultation, in accordance with organisational consultation procedures 2.4. Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues
3. Implement and monitor the organisation's procedures for providing OHS training	3.1. Systematically identify OHS training needs in line with organisational requirements 3.2. Make arrangements to meet OHS training needs of team members in consultation with relevant individuals 3.3. Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs 3.4. Identify and report to management the costs associated with providing training for work team, for inclusion in financial plans
4. Implement and monitor procedures for identifying hazards and assessing risks	4.1. Identify and report on hazards in work area in accordance with OHS policies and procedures 4.2. Promptly action team member hazard reports in accordance with organisational procedures
5. Implement and monitor the organisation's procedures for	5.1. Implement procedures to control risks using the hierarchy of controls and organisational requirements 5.2. Identify and report inadequacies in existing risk control measures in accordance with the hierarchy of

ELEMENT	PERFORMANCE CRITERIA
controlling risks	controls 5.3. Monitor outcomes of reported inadequacies, where appropriate, to ensure a prompt organisational response
6. Implement and monitor the organisation's procedures for maintaining OHS records for the team	6.1. Accurately complete and maintain OHS records of incidents of occupational injury and disease in work area in accordance with OHS legal requirements 6.2. Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to identify hazards, to assess risks in the work area and to review data relating to monitoring and evaluating incidents (accidents), environmental issues and the effectiveness of risk control measures
- literacy skills to comprehend documentation and to interpret OHS requirements
- coaching and mentoring skills to provide support to colleagues.

Required knowledge

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - environmental issues
 - OHS
- legal responsibilities of employers, supervisors and employees in the workplace
- hazards and associated risks which exist in the workplace
- organisational policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting
- relevance of consultation as a key mechanism for improving workplace culture.

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:

- applying organisational management systems and procedures to OHS within workgroup area
- applying procedures for assessing and controlling risks to health and safety associated with those hazards, in accordance with the hierarchy of controls
- providing specific, clear and accurate information and advice on workplace hazards to workgroup
- knowledge of legal responsibilities of employers, supervisors and employees in the workplace.

Context of and specific resources for assessment

Assessment must ensure:

- access to an actual workplace or simulated environment
- access to office equipment and resources
- examples of documentation relating to hazards in the workplace
- examples of documents relating to workplace safety, hazard identification and risk assessment.

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 workplace reports of on-the-job performance by the candidate
- review of records communicating the outcomes of consultation over OHS issues to the workgroup
- analysis of responses to case studies and scenarios
- demonstration of techniques
- review of reports to management on the costs associated with providing training for the work team
- oral or written questioning to assess knowledge of workplace safety and hazards
- examples of risk assessments
- evaluation of actioning of team member hazard

EVIDENCE GUIDE	
	reports • review of OHS records of occupational injury and disease incidents in work area.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • management units • other OHS units.

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.

OHS legislation and codes of practice may include:

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

Organisation's OHS policies, procedures and programs may include:

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

RANGE STATEMENT	
<i>Identified hazards and the outcomes of risk assessment</i> may include:	• checking equipment before and during work • consulting work team members • daily informal employee consultation and regular formal employee meetings • housekeeping • OHS audits and review of audit reports • review of health and safety records including hazard reports, hazardous substances and dangerous goods registers, injury records • workplace inspections in area of responsibility
<i>Organisational consultation procedures</i> may include:	• attendance of health and safety representatives at management and OHS planning meetings • counselling/disciplinary processes • early response to employee suggestions, requests, reports and concerns put forward to management • election of health and safety representatives in accordance with legislative requirements • formal and informal meetings • health and safety committees • other committees, for example, planning and purchasing
<i>Procedures to control risks</i> may include:	• consultation with employees and their representatives • job/process/workplace re-design e.g. introduce mechanical handling equipment, re-arrange material flow/timing/scheduling, raise/lower work platforms • removing the cause of a risk at its source (eliminating the hazard) e.g. removing stored goods permanently from emergency exit passageways • selecting control measures in accordance with the hierarchy i.e. work through hierarchy from most effective to least effective control
<i>OHS records</i> may include:	• audit and inspection reports • consultation e.g. meetings of health & safety committees, workgroup meeting agendas including OHS items and actions • first aid/medical post records • hazardous substances registers • induction, instruction and training

RANGE STATEMENT

	• manufacturer's and supplier's information including dangerous goods storage lists • plant and equipment maintenance and testing reports • workers compensation and rehabilitation records • workplace environmental monitoring records
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		