



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS609B Evaluate an organisation's OHS performance

Revision Number: 1

BSBOHS609B Evaluate an organisation's OHS performance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks. 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 focuses on evaluation of the effectiveness of an organisation's management of OHS. Aspects of the integration with other organisational management systems, the appropriateness of participative arrangements and OHS improvements are some components of the evaluation. The scope may cover OHS performance measures and outcomes, strategies, policies, programs, procedures and the organisation's resources. This unit applies to the auditing of systematic approaches to managing OHS, which may or may not be formalised as part of an OHS management system, and can apply to internal or external benchmarks. The scope and benchmark criteria for the OHS audit will be agreed before the commencement of information and data gathering, and may address all areas of the organisation or an identified function, business or geographical area. Achievement of this competency requires a demonstrated knowledge of the requirements to evaluate the OHS management system (OHSMS) that is in place. An OHSMS is that part of the organisation's overall management system that, for example, covers developing, implementing, reviewing and maintaining the activities for managing OHS risks. Thus, an OHSMS is one systematic approach to managing OHS. This unit is a companion unit to BSBOHS608B Conduct an OHS audit; together the units address the knowledge and skills required to conduct an OHS audit and to evaluate an organisation's OHS performance. People aspiring to skills for overall responsibility of an OHS audit will require competence in both units.
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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. Evaluate effectiveness of systematic approaches to identifying OHS hazards	1.1. Identify workplace <i>hazard</i> identification activities being undertaken and compare them with organisational policies and procedures 1.2. Examine products, processes and systems to determine whether <i>hazards of long latency</i> and <i>low frequency/high consequence</i> are included and minimised 1.3. Examine products, processes and systems to determine whether risks to <i>persons other than employees</i> are identified and minimised 1.4. Identify <i>organisational factors</i> that impact on OHS 1.5. Review outcomes of the evidence gathering with <i>specialist personnel</i> , if required
2. Evaluate the effectiveness of systematic approaches to OHS risk management	2.1. Evaluate appropriateness of the organisation's risk assessment tool/s and processes 2.2. Assess outcomes of the risk assessment process for validity, reliability and inclusion of all major OHS risks, in particular demonstrated use of risk assessment methods in the organisation 2.3. Evaluate risk controls for suitability and effectiveness in relation to the organisation's systematic management of OHS
3. Evaluate the effectiveness of systematic OHS monitoring processes	3.1. Evaluate the scope of organisational processes to monitor the implementation and status of systematic approaches to managing OHS 3.2. Evaluate the quality of information and data obtained from the monitoring processes 3.3. Evaluate the managerial level of response to the issues raised in the monitoring process in relation to the level of risk
4. Assess whether the OHS management approaches have produced improved performance	4.1. Evaluate performance indicators, including positive performance indicators (PPIs) to determine whether they provide a true, reliable and timely measure of the effectiveness of the OHS management approaches to reducing OHS risk 4.2. Compare reported performance with evidence gathered and document differences 4.3. Evaluate outcomes of performance and document them in a clear and objective manner
5. Assess and advise on	5.1. Undertake systematic analysis to identify areas of

ELEMENT	PERFORMANCE CRITERIA
organisational OHS compliance against agreed benchmarks	OHS compliance and non-compliance with <i>benchmarks</i> 5.2. Provide advice on the impact of legislation and standards on the selection, suitability and implementation of a range of OHS performance interventions 5.3. Document outcomes of evaluation of compliance and report to <i>key personnel and stakeholders</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to:
 - use information and relevant workplace information and data, and to make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - interpret information and data, to identify areas for improvement
- research skills to:
 - access relevant OHS information and data
 - use information and data gathering techniques such as brainstorming, polling, interviewing
- communication skills to:
 - relate effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency services personnel
 - prepare reports for a range of target groups including OHS committee, OHS representatives, managers, supervisors and other stakeholders
 - employ consultation and negotiation skills to develop plans, and to implement and monitor designated actions
 - conduct effective formal and informal meetings
 - use language and literacy skills appropriate to the workgroup and the task
- project management skills to achieve continuous improvement and change, and to contribute to strategic OHS performance of the organisation
- numeracy skills to carry out simple statistical analysis e.g. mean, standard deviation, regression
- organisational skills to manage own tasks within a timeframe
- information technology skills to:
 - access internal and external information and data on OHS
 - prepare reports and to analyse and evaluate a range of information and data formats including graphs, maps, matrices, technical reports
 - use electronic information and data systems to enter workplace information and data and to produce effective graphical representation
 - use a range of communication media
- attention to detail when making observations and recording outcomes.

Required knowledge

- roles and responsibilities under OHS legislation of employees including supervisors, contractors, OHS inspectors
- principles of duty of care including concepts of causation, foreseeability,

REQUIRED SKILLS AND KNOWLEDGE

- preventability
- legislative requirements for OHS information and data, and consultation
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- state/territory and commonwealth OHS legislation (acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- difference between common law and statutory law
- concept of common law duty of care
- requirements for record keeping that address OHS, privacy and other relevant legislation
- standards related to OHS information and data, statistics and records management including requirements for information and data under elements of systematically managing OHS
- nature and use of information and data that provides valid and reliable results on performance of OHS management processes (including PPIs) and limitations of other types of measures
- development of tools such as PPIs in assessment of OHS performance
- methods of collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- difference between hazard and risk
- risk as a measure of uncertainty and the factors that affect risk
- requirements under hazard-specific OHS legislation and codes of practice
- principles of incident causation and injury processes
- characteristics, mode of action and units of measurement of major hazard types
- principles of human behaviour and response to interactions with human, physical and task environment to identify psychosocial hazards
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- standard industry controls for a range of hazards
- types of hazard identification tools including job system analysis (JSA)
- limitations of generic hazard and risk checklists, and risk ranking processes
- sampling methodologies, application and related statistical measures
- principles and practices of a systematic approach to managing OHS
- range of risk analysis/assessment techniques and tools, and the application and limitations of those techniques and tools
- requirements of OHS and standards related to systematically managing OHS

REQUIRED SKILLS AND KNOWLEDGE

- other functional areas that impact on the management of OHS
- internal and external sources of OHS information and data
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS, for example:
 - labour market changes
 - structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
 - language, literacy and numeracy
 - communication skills
 - cultural background/workplace diversity
 - gender
 - workers with specific needs
- auditing methods and techniques
- benefits, limitations and use of a range of communication strategies and tools appropriate to the workplace
- organisational behaviour and culture as it impacts on OHS and on change
- ethics related to professional practice
- methods of providing evidence of compliance with OHS legislation
- professional liability in relation to providing advice
- principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items
- organisational OHS policies and procedures
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- formal and informal communication and consultation processes, and key personnel related to communication
- language, literacy and cultural profile of the workgroup
- organisational culture as it impacts on 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:

- application of OHS risk control within a collaborative environment
- products developed for effective application of knowledge and skill in applying OHS risk controls
- how these products were developed
- use of these products
- knowledge of nature and use of information and data that provides valid and reliable results on performance of OHS management processes (including PPis) and limitations of other types of measures.

Context of and specific resources for assessment

Assessment must ensure:

- access to organisation documentation, information and data
- access to workplace, including personnel involved in areas to be evaluated.

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:

- analysis of responses to case studies and scenarios
- direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate
- demonstration of techniques used in reviewing the organisation's OHS performance
- observation of performance in role plays
- observation of presentations
- oral or written questioning to assess knowledge of roles and responsibilities under OHS legislation of employees including supervisors, contractors, OHS inspectors
- evaluation of the organisation's risk assessment tool/s and processes

EVIDENCE GUIDE	
	• evaluation and documentation of performance outcomes • review of report developed to document outcomes of evaluation of compliance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBOHS608B Conduct an OHS audit.

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.

<i>Hazards</i> may include:	• source or situation with a potential for harm in terms of: • human injury or ill health • damage to property • damage to the environment • or a combination of these
<i>Hazards of long latency</i> may include:	• conditions, illnesses and other health risks that result from longer term exposure to specific triggers such as: • chemicals • noise • radiation • psychosocial factors
<i>Hazards of low frequency/high consequence</i> may include:	• high impact events that may result in very serious injury, death or multiple death situations that occur rarely such as: • explosions • fires • building collapses
<i>Persons other than employees</i> may include:	• contractors • customers/clients • neighbourhood or local community members • visitors to premises
<i>Organisational factors</i> may include:	• authority • geographical spread of sites • nature of hazards and level of risk • other management systems requiring interface or integration with management of OHS • participatory arrangements • reporting structure • roster and shift arrangements • supervision structure

RANGE STATEMENT	
	- workplace culture including industrial relations and safety culture - workforce structure such as: - labour hire - contractors - part-time and casual workers - cultural diversity
Specialist personnel may include:	- external consultants specialising in specific areas of OHS such as: - safety engineering - ergonomics - hygiene - toxicology - psychology - occupational health - specialist staff within government agencies offering assistance in specialist or problem areas within OHS
Benchmarks may include:	- industry specific standards - OHS management system standards - organisation's business plan - specific legislation
Key personnel and stakeholders may include:	- boards of management and shareholders - customers/clients - employees and other parties across a range of levels and roles including health and safety representatives and OHS committee members - management, persons in control of the workplace, supervisors

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		