



Australian Government

CSCWHS003 Supervise work health and safety practices

Release: 1

CSCWHS003 Supervise work health and safety practices

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge required to provide information to team members about work health and safety (WHS), involve team members in WHS practices and monitor the organisation's WHS performance.

This unit applies to those working in a supervisory role.

An individual undertaking this role works autonomously, drawing upon support from a range of familiar resources. This role requires task organisation, communication, and analysis skills.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work health and safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Provide information to team members about

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Provide clear information about the requirements of

WHS	WHS legislation and codes of practice
	1.2 Explain the organisation's WHS policies, procedures and programs clearly 1.3 Provide ongoing and relevant information about identified hazards, risk assessment and risk control
2 Involve team members in WHS practices	2.1 Ensure all members in the team have the opportunity to contribute to WHS practice 2.2 Use team meetings to raise and discuss WHS issues 2.3 Refer issues to appropriate personnel for resolution 2.4 Distribute formal WHS organisational information to the team
3 Monitor the organisation's health and safety performance	3.1 Identify team members WHS skills gap/s to determine training needs for referral 3.2 Coordinate identified WHS training needs in consultation with relevant stakeholders 3.3 Complete necessary WHS documentation when injury or near miss occurs in accordance with organisational requirements 3.4 Analyse organisation's WHS records to identify recurring hazards and monitor the potential of ongoing risks

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCWHS002 Supervise occupational health and safety practices.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Assessment Requirements for CSCWHS003 Supervise work health and safety practices

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- applying the hierarchy of control
- reporting and documenting injury or near miss
- recording outcomes of work health and safety (WHS) requirements
- communicating information about WHS responsibilities and processes, both verbally and in writing
- facilitating team meetings
- identifying WHS skills gaps within the team
- recognising patterns in records to identify WHS hazards and risks.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant WHS legislation, regulations, and codes of practice
- organisational policies and procedures covering WHS processes
- WHS reporting systems relevant to your organisation
- relevant communication styles and techniques to suit the team
- training program coordination process
- appropriate personnel for referral of WHS issues.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

conditions.

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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