



Australian Government

Department of Education, Employment and Workplace Relations

CUEOHS01C Implement workplace health, safety and security procedures

Revision Number: 1

CUEOHS01C Implement workplace health, safety and security procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to implement occupational health and safety policies and practices in the workplace where an established OHS framework already exists. It covers a range of industry contexts involving a variety of different conditions and hazards. 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	Employees with supervisory responsibility apply the skills and knowledge outlined in this unit, e.g. team leaders, production coordinators, forepersons or supervisors. Issues surrounding workplace health and safety vary and training must be tailored to meet the needs of specific work areas. There is a link between this general safety unit and many other operational units and combined assessment and/or training with those units is recommended, e.g.: • CUETEM01C Coordinate production operations • BSBWOR402A Promote team effectiveness.
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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. Provide information on health and safety	1.1. Provide relevant information to the work group about occupational health and safety policies, procedures and programs 1.2. Clearly explain OHS legislation and industry codes of practice to colleagues
2. Coordinate participation in health and safety issues	2.1. Implement and monitor organisational procedures for consultation over occupational health and safety issues to ensure that all members of the work group have the opportunity to contribute 2.2. Deal with and resolve issues raised through consultation and resolve them promptly or refer them to the appropriate personnel for resolution in accordance with workplace procedures 2.3. Make the outcomes of consultation over occupational health and safety issues known to the work group promptly
3. Implement and monitor procedures for controlling hazards and risks	3.1. Identify and report existing and potential hazards in the work area so that risk assessment and risk control procedures can be applied 3.2. Implement work procedures to control risks and monitor adherence to them by the work group in accordance with workplace procedures 3.3. Monitor existing risk control measures and report results regularly in accordance with workplace procedures 3.4. Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and report to designated personnel
4. Implement and monitor health and safety training	4.1. Identify occupational health and safety training needs accurately based on regular workplace monitoring 4.2. Make timely arrangements for fulfilling identified occupational health and safety training needs in consultation with relevant parties
5. Maintain occupational health and safety records	5.1. Complete occupational health and safety records accurately and legibly in accordance with workplace and legislative requirements 5.2. Use data to provide reliable and timely input to the management of workplace health and safety

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- organisational OHS management systems, policies and procedures necessary to ensure OHS regulatory compliance, including procedures for:
 - communicating about OHS issues
 - consulting and allowing participation over OHS issues
 - identifying and reporting on hazards, eg through inspections
 - assessing risks
 - controlling risks
 - monitoring risk control measures
 - reporting budgetary and resource needs
 - responding to and dealing with hazardous events
 - OHS training
 - OHS record keeping and collection and use of incident data

Required knowledge

- general knowledge of relevant industry safety guidelines as they apply to particular areas of work, e.g. Screen Producers' Association of Australia, Safety Guidelines for the Entertainment Industry, Film Industry Recommended Safety Code and Safety Guidance Notes
- provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities
- principles and practices of effective OHS management, such as:
 - the hierarchy of control
 - elements of an effective OHS management system
 - participation and consultation over OHS
 - incident investigation
 - risk management approaches
 - hazards which exist in the workplace and:
 - the range of control measures available for these hazards
 - considerations for choosing between different control measures, such as possible inadequacies with particular control measures

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

The following evidence is critical to the judgement of competence in this unit:

- knowledge and understanding of the laws and regulations relating to OHS in the workplace, including relevant industry safety guidelines (as detailed above)
- ability to monitor health and safety within the context of an established system where policies, procedures and programs already exist.

Context of and specific resources for assessment

The assessment context must provide for:

- project or work activities conducted over a period of time so that the implementation and monitoring aspects of the unit can be assessed
- involvement of and interaction with a team for which the candidate coordinates OHS issues.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of reports prepared by the candidate detailing how OHS issues were addressed in a given project or work activity
- evaluation of projects conducted by the candidate to address OHS issues in a given workplace
- case studies and problem solving exercises to develop OHS responses to different workplace situations
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other

EVIDENCE GUIDE	
	than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • relevant occupational health and safety acts, regulations and codes of practices • organisation's occupational health and safety policies and procedures.

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.

Information may cover the following areas:

- assistance with work tasks
- consultation with health and safety representatives and OHS committees
- direct supervision where necessary, e.g. for inexperienced workers
- hazards and risk management procedures
- legislation and codes of practice, e.g. relating to hazards in the work area
- the induction of new workers
- the nature of work and tasks, procedures and the limits to worker authority

This competency is to be exhibited in accordance with all relevant **OHS legislation**, particularly:

- general duty of care under State/Territory legislation and common law
- health and safety representatives and/or occupational health and safety committees and issue resolution
- provision of information and training
- regulations and codes of practice relating to hazards present in the work area
- requirements for the maintenance and confidentiality of records of occupational injury and disease
- State/Territory OHS Acts, regulations and codes of practice

Relevant **workplace procedures** may be:

- formally documented or communicated verbally
- general to the management of the enterprise, e.g.:
 - job procedures and work instructions
 - maintenance of plant and equipment
 - purchasing of supplies and equipment
- specific to OHS, e.g.:
 - assessing risks
 - consultation and participation

RANGE STATEMENT	
	- controlling risks - emergency response - identifying hazards, e.g. inspections - incident investigation - issue resolution - OHS record keeping - OHS training - providing OHS information - reporting OHS issues
Identifying hazards may include activities associated with:	- audits - housekeeping - identifying employee concerns - job and work system assessment - maintenance of plant and equipment - OHS record keeping - purchasing of supplies and equipment - workplace inspections
Hazardous events may include:	- accidents - bomb scares - emergencies, e.g. chemical spills - fires and explosions
Controlling risks may include actions such as:	- application of the hierarchy of control, namely: - administrative controls - elimination of the risk - engineering controls - personal protective clothing and equipment - consultation with workers and their representatives - measures to remove the cause of a risk at its source
Procedures for dealing with these may include:	- accident/incident reporting and investigation - chemical containment - evacuation - First Aid procedures
OHS training may include:	- emergency and evacuation training - induction training - specific hazard training - specific task or equipment training - training as part of broader programs, e.g.

RANGE STATEMENT	
	equipment operation
Participative arrangements may include:	• formal and informal meetings • health and safety representatives • OHS committees • other committees, e.g. consultative, planning, purchasing
OHS records may include:	• electronic record keeping and communication systems • First Aid/medical post records • hazardous substances registers • health surveillance and workplace environmental monitoring records • maintenance and testing reports • manufacturer and supplier information, including material safety data sheets and dangerous goods storage lists • OHS audits and inspection reports • records of instruction and training • records of occupational injury and disease • workers compensation and rehabilitation records

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		