



Australian Government

Department of Education, Employment and Workplace Relations

CUEOHS02C Establish and maintain a safe and secure workplace

Revision Number: 1

CUEOHS02C Establish and maintain a safe and secure workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to establish and monitor OHS frameworks, systems and procedures. 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 individuals responsible for managing the occupational health and safety policy and procedures for a small organisation or for a section of a larger organisation. There is a strong link between this unit and other management units and combined assessment and/or training with those units may be appropriate, e.g.: • BSBR501A Manage risk.
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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. Establish and maintain a framework for occupational health and safety in the area of responsibility	1.1. Develop and clearly articulate health, safety and security policies in relevant policy documents 1.2. Define and allocate health and safety responsibilities clearly, including relevant information in job descriptions and duty statements 1.3. Identify, seek or provide adequate financial and human resources to address workplace safety issues 1.4. Provide and explain information on occupational health and safety systems and procedures in a form readily accessible to employees 1.5. Develop and implement an occupational health and safety training program 1.6. Establish and monitor a system for keeping occupational health and safety records
2. Establish and maintain participative arrangements for the management of occupational health and safety	2.1. Establish and maintain appropriate consultative processes 2.2. Resolve issues raised through participation and consultation and resolve them promptly and effectively 2.3. Provide information about the outcomes of participation and consultation in a manner accessible to employees
3. Establish and maintain procedures for identifying, assessing and controlling hazards and risks	3.1. Identify and assess existing and potential hazards in the workplace 3.2. Develop procedures for ongoing identification, assessment and control of risks and integrate this within work systems and procedures 3.3. Develop and implement measures to control assessed risks, including interim solutions where necessary 3.4. Monitor activities to ensure that procedures for risk assessment and control are adopted 3.5. Address the issues of hazard identification, risk assessment and control at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created 3.6. Assess and control risks presented by identified hazards in accordance with OHS legislation and codes of practice
4. Evaluate the	4.1. Assess the effectiveness of the occupational health

ELEMENT	PERFORMANCE CRITERIA
organisation's health and safety system	and safety system and related policies, procedures and programs, in accordance with the organisation's aims with respect to occupational health and safety 4.2. Develop and implement improvements to the occupational health and safety system to ensure more effective achievement of the organisation's aims with respect to occupational health and safety 4.3. Assess compliance with occupational health and safety legislation and codes of practice to ensure that legal occupational health and safety standards are maintained as a minimum

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- how the characteristics and composition of the workforce impact on OHS management, including:
 - literacy
 - communication skills
 - cultural background
 - gender
 - workers with disabilities
- other organisational systems, policies and procedures relevant to OHS management, including:
 - business planning (especially new technology, organisational change)
 - purchasing
 - maintenance
 - training
 - consultation
 - human resource management

Required knowledge

- general knowledge of relevant OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, manufacturers, suppliers, employees and other parties with legal responsibilities
- detailed 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
- principles and practices of effective OHS management, e.g.:
 - elements of an effective OHS management system
 - appropriate links to other management systems
 - the hierarchy of control measures
 - participation and consultation over OHS
 - incident and accident investigation
 - the role of technical information or experts in designing control measures, -monitoring systems and health surveillance
 - risk management approaches
- hazards and associated risks which exist in the enterprise and:

REQUIRED SKILLS AND KNOWLEDGE

- the range of control measures available for these hazards
- considerations for choosing between different control measures, e.g. possible inadequacies with particular control measures
- considerations regarding when to seek expert advice
- organisational OHS management systems, policies and procedures necessary to ensure OHS regulatory compliance, including systems and procedures for:
 - keeping the organisation abreast of developments on OHS (law, control measures, hazards) notification and reporting
 - communicating to the organisation about OHS
 - consulting about and participating in OHS management
 - identifying and reporting on hazards, eg through audits, inspections
 - assessing risks
 - controlling risks
 - monitoring risk control measures
 - reporting on financial, technical and other resource needs
 - responding to and dealing with hazardous events
 - OHS training
 - OHS record keeping and collection and use of OHS related data

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 laws, regulations and industry guidelines relating to OHS in the workplace, particularly how employer general duty of care can be met
- ability to analyse the working environment in order to identify hazards, assess risks and design and implement appropriate OHS management systems
- ability to assess the resources needed to establish and maintain OHS management systems, including a range of risk control measures.

Context of and specific resources for assessment

The assessment context must provide for:

- development of policies, systems and procedures for a nominated workplace, activity or project and implementation within an operational environment, eg for a production project
- 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 a team operating in a specified workplace for which the candidate establishes and monitors health and safety.

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 policies, systems and procedures were established and monitored in a given project
- evaluation of projects conducted by the candidate to develop policies, systems and procedures for health and safety
- case studies and problem-solving exercises to develop OHS policies, systems and procedures in response to different workplace situations

EVIDENCE GUIDE	
	• 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 than English, remote communities and those with interrupted schooling.
Guidance information for assessment	Assessment of this unit requires access to: • relevant OHS legislation, 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 • direct supervision where necessary, e.g. of 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
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. equipment operation
OHS records may include:	• hazardous substances registers • 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 • workers compensation and rehabilitation records First Aid/medical post records • workplace environmental monitoring and health surveillance and records
Identifying hazards may include activities associated with:	• audits • housekeeping • identifying employee concerns • job and work system assessment • maintenance of plant and equipment

RANGE STATEMENT	
	• OHS record keeping • planning or implementing alterations to site, plant, operations or work systems • purchasing of supplies and equipment • workplace inspections
Hazardous events may include:	• accidents • bomb scares • crowd-related risks • deranged customers • emergencies, e.g. chemical spills • equipment failure • fires and explosions • weather emergencies
Relevant workplace procedures may be:	• formally documented or communicated verbally • general to the management of the enterprise such as: • job procedures and work instructions • maintenance of plant and equipment • purchasing of supplies and equipment • specific to OHS, e.g.: • assessing risks • controlling risks • emergency response • identifying hazards, e.g. inspections • incident investigation • issue resolution • OHS consultation and participation • OHS record keeping • OHS training • providing OHS information • procedures for dealing with hazardous events may include: • accident/incident reporting and investigation • chemical containment • evacuation • First Aid • participative arrangements, e.g. • formal and informal meetings

RANGE STATEMENT	
	• health and safety representatives • OHS committees other committees, e.g. consultative, planning, purchasing
Controlling risks may include actions such as:	• application of the hierarchy of control, namely: • administrative controls • consultation with workers and their representatives • elimination of the risk • engineering controls • personal protective clothing and equipment • measures to remove the cause of a risk at its source
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

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		