



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **DEFCP003A Apply knowledge of OH&S legislation**

**Release: 1**

## **DEFCP003A Apply knowledge of OH&S legislation**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit covers the competency required to analyse and apply knowledge of occupational health and safety (OH&S) legislation.

The application of this knowledge is required by people who are not specialists in the field but need the knowledge to inform their decision making and underpins advice to stakeholders.

The application of OH&S legislation knowledge is specific to a variety of component processes in safety case activities.

### **Application of the Unit**

#### **Application of the Unit**

This unit was developed for Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

Not applicable.

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

**Pre-requisite Unit/s** Nil

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. **Access and interpret relevant OH&S legislation information**

- 1.1 Relevant OH&S Legislation requirements are identified and obtained
- 1.2 OH&S Legislation information obtained is analysed to determine the relevance and application to the organisation
- 1.3 Outcomes of the analysis are formulated and recommendations relevant to OH&S Legislation requirements are determined

| ELEMENT                                         | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. <b>Use knowledge of OH&amp;S legislation</b> | <p>2.1 OH&amp;S Legislation requirements and recommendations relevant to safety cases are applied in accordance with organisational policy and procedures</p> <p>2.2 Effectiveness of the recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures</p> <p>2.3 Recommendations are adjusted if required and documented for future application in accordance with organisational policy and procedures</p> |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

#### Required Skills

- apply organisational requirements relevant to OH&S
- apply statutory requirements relevant to the OH&S legislation
- identify, interpret and analyse OH&S legislation requirements relevant to work being performed
- use appropriate information technology and software

#### Required Knowledge

- configuration management
- OH&S legislation relevant to the work performed
- organisational requirements relevant to OH&S
- statutory requirements relevant to safety case and safety systems

# 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, the Range Statement and the Assessment Guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Assessment must confirm the ability to:

- adhere to relevant compliance requirements
- apply knowledge of OH&S legislation to assist in work and to guide problem solving.

### **Consistency in performance**

Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed in the workplace or simulated workplace environment.

#### **Specific resources for assessment**

Access is required to:

- computer and relevant software
- legislation, guidelines, procedures and protocols relating to safety case processes
- plans
- workplace documentation.

### **Method of assessment**

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors

## EVIDENCE GUIDE

- written or oral questions.

## 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 in the Performance Criteria is detailed below.

**OH&S legislation may include compliance in**

Environment  
Safety  
Suitability

**Safety case is**

Term used to describe a sophisticated, comprehensive and integrated risk management system, which demonstrates how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal

As a report, a formal documented snapshot in time, demonstrating that due diligence has been given to the hazards associated with the introduction into service of new capability, documenting the system that facilitates the management of hazards

**Organisational policy and procedures may include**

Australian Standards  
International standards  
• Organisational instructions and standards

## Unit Sector(s)

Not applicable.