



**Australian Government**

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

# **DEFOH002B Conduct occupational health and safety inspections**

**Release: 1**

## **DEFOH002B Conduct occupational health and safety inspections**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit covers the competency required to conduct specific occupational health and safety workplace inspections in the Australian Defence organisation.

The unit requires the individual to research the background of the workplace, consult with stakeholders prior to the inspection and follow-up on the inspection to ensure that recommendations are implemented.

### **Application of the Unit**

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

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Prerequisite Unit/s**

Nil

## Employability Skills Information

### Employability Skills

This unit contains employability skills.

## 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. <b>Prepare for occupational health and safety inspection</b> | <p>1.1 Previous inspection reports are identified and researched in accordance with <b>standard procedures</b></p> <p>1.2 Incident reporting statistics are analysed in accordance with standard procedures</p> <p>1.3 <b>Inspection tools</b> are identified and prepared in accordance with standard procedures</p> <p>1.4 Personnel are informed and visit arrangements made in accordance with organisation's policy and procedures</p>                                                                                                            |
| 2. <b>Negotiate with stakeholders</b>                           | <p>2.1 Relevant stakeholders are identified and briefed on inspection requirements in accordance with standard procedures</p> <p>2.2 Key stakeholders are consulted to determine options for programming inspections in accordance with standard procedures</p> <p>2.3 Appropriate <b>records</b> of stakeholder requirements are developed and maintained in accordance with standard procedures</p> <p>2.4 Stakeholders are provided with current and relevant occupational health and safety information in accordance with standard procedures</p> |
| 3. <b>Conduct occupational health and safety inspections</b>    | <p>3.1 Outcomes are negotiated in accordance with <b>occupational health and safety legislation and relevant policies and procedures</b></p> <p>3.2 <b>External agencies</b> are accessed and utilised where required in accordance with standard procedures</p> <p>3.3 Inspection tools appropriate to the area are employed in accordance with standard procedures</p> <p>3.4 Inspection information is confirmed and recorded in accordance with standard procedures</p>                                                                            |
| 4. <b>Finalise occupational health and safety inspections</b>   | <p>4.1 Inspection findings and outcomes are determined in accordance with standard procedures</p> <p>4.2 Identified options and recommendations are explained to stakeholders in accordance with standard procedures</p> <p>4.3 Inspection report is prepared and presented in accordance with standard procedures</p>                                                                                                                                                                                                                                 |

**5. Monitor implementation of inspection findings and recommendations**

- 5.1 Feedback is obtained from workplace on implementation of recommendations in accordance with standard procedures
- 5.2 Implementation of recommendations is monitored and assessed in accordance with standard procedures
- 5.3 Changes to operating procedures are documented in accordance with standard procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required Skills

- interpret occupational health and safety legislation, codes of practice and standards, and management systems
- select and use appropriate inspection tools
- identify hazards, assess risks
- analyse workplace environment
- evaluate occupational health and safety environment
- solve problems
- work effectively with teams/groups
- encourage other team members
- use a variety of verbal and non-verbal communication techniques including, language style, active listening
- read to a level required to interpret and analyse job instructions, workplace forms and inspection reports
- write at the level required to complete workplace forms and reports

#### Required Knowledge

- relevant Occupational Health and Safety legislation
- Occupational Health and Safety codes of practice and standards
- Occupational Health and Safety management systems
- hierarchy of risk control
- incident investigation and process improvement
- inspection techniques
- written communication to a level required to complete workplace forms and inspection reports
- report writing
- interpersonal communication
- verbal and nonverbal communication techniques including, language style, active listening
- techniques for giving and receiving feedback
- negotiation techniques
- research techniques
- analysis techniques
- team dynamics
- techniques for supporting others
- composition of teams and roles and responsibilities of team members

## Evidence Guide

### EVIDENCE GUIDE

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

Assessment must confirm the ability to prepare for the inspection, to examine the workplace being inspected and to draw conclusions and recommendations from the inspection.

Assessment must also confirm the ability to:

- demonstrate knowledge of relevant occupational health and safety legislative frameworks
- identify inspection tools and methods appropriate to the workplace
- demonstrate the application of the principles and practices of occupational health and safety inspections
- identify intervention points for advice 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 by observing an individual within the workplace or simulated environment in a role where occupational health and safety inspection is required.

Evidence should be gathered while observing the individual conducting an actual or simulated workplace inspection. A record of all relevant research, interviews and the findings of the inspection should also be submitted as evidence for assessment.

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

Access to facilities and resources used in the conduct of occupational health and safety inspections of a site/unit or component of the organisation.

## 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.

#### Standard procedures include

Written and verbal orders  
 Standing orders  
 Standing operating procedures  
 Routine orders  
 Defence instructions  
 Procedure manuals  
 Doctrine pamphlets  
 Job guides

#### Inspection tools may include

Assessment and inspection schedule(s)  
 Examination/tests schedules  
 Inspection plans  
 National/state/territory or other relevant assessment instruments  
 Outcomes from internal and/or external monitoring  
 Workplace procedural documentation/guidelines  
 Electronic databases  
 Training/learning programs  
 Checklists

#### Organisation include

The Defence department  
 The Australian Defence Force (ADF)  
 Australian Defence Force cadets  
 Defence contractors and sub-contractors  
 And may include units of the ADF

#### Records may include

Audit and inspection reports  
 Workplace environmental monitoring records  
 Consultation, including:
 

- meetings of health and safety committees
- work group meeting agendas including occupational

## RANGE STATEMENT

### Occupational health and safety legislation and relevant policies and procedures may include

health and safety items and actions

Induction, instruction and training

Manufacturer's and supplier's information, including:

- dangerous goods storage lists
- hazardous substances registers
- plant and equipment maintenance and testing reports

Employee's compensation and rehabilitation records

First aid/medical post records

Defence Occupational Health and Safety guidelines

Legislation from all levels of government, including:

- occupational health and safety
- environmental issues
- equal opportunity
- industrial relations
- anti-discrimination

Common law duties to meet general duty of care requirements

Regulations and approved codes of practice relating to hazards in work area

Requirements for establishment of consultative arrangements including:

- health and safety representatives
- health and safety committees
- Requirements for effective management of hazards

Requirements for provision of information and training including:

- training in safe operating procedures
- procedures for workplace hazards
- hazard identification
- risk assessment and risk control
- emergency and evacuation procedures

Requirements for the maintenance and confidentiality of records of occupational injury and disease

COMCARE

Other government organisations

### External agencies may include

**RANGE STATEMENT**

|                 |
|-----------------|
| Industry groups |
|-----------------|

**Unit Sector(s)**

Not applicable.

**Corequisite Unit/s**

|                     |     |
|---------------------|-----|
| Co-requisite Unit/s | Nil |
|---------------------|-----|