



Australian Government

DEFOH016B Monitor and reoprt on hazardous substances safety

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Removal of repetitive Performance Criteria Statement Application added Minor change to Unit Descriptor and Range Statement Changes to Evidence Guide
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to effectively identify hazardous substances that may be present in the workplace, and to monitor the hazard and hazard controls that have been recommended/implemented.

The unit includes reporting the results of this identification and monitoring to commanders/managers.

In the context of this unit, a hazardous substance includes any substances with the potential, when used at work, to impact on the health or safety of persons and/or the environment (surface/ground water, flora, fauna, atmosphere, soil etc.) at or near the workplace

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was developed for Defence workers involved in the monitoring and reporting of hazardous substances as a workplace responsibility, 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 indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

All activities are carried out in accordance with relevant legislation, organisational policies and procedures, including manufacturers' guidelines.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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. Prepare for the identification of a hazardous substance in the workplace	1.1 Hazardous substances and sources are identified. 1.2 Existing organisational records relevant to the hazardous substance are identified and accessed 1.3 Relevant work health and safety (WHS) requirements, including hazard controls, are applied in accordance with organisational policy and procedures. 1.4 Appropriate consultation with stakeholders is conducted.
2. Monitor hazardous substance abatement plans or controls	2.1 Workplace walkthroughs and observations are conducted. 2.2 Breaches of protocols, plans and local controls are recorded and reported. 2.3 Monitoring equipment, where installed, is regularly inspected.
3. Maintain workplace hazardous substance records/ documentation	3.1 Workplace hazardous substance records are maintained. 3.2 Equipment maintenance records/documentation are maintained.

Required Skills and Knowledge

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

Required Skills

- communicate effectively
- negotiate
- plan

Required Knowledge

- hazardous substances likely to be found in the workplace
- WHS requirements relevant to hazardous substances in the workplace
- organisational policy and standards relevant to hazardous substances

Evidence Guide

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

Assessment must confirm the ability to:

- prepare for the identification of hazardous substances
- monitor hazardous substance abatement plans or controls
- report abnormalities
- maintain hazardous substance records/documentation.
- apply knowledge of relevant work health and safety legislative frameworks
- test and operate of monitoring equipment
- identify intervention points for expert advice to assist in work and to provide a guide to problem solving

Consistency in performance

Evidence of competency in this unit must be gathered over time and across a range of workplace or simulated situations

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or under conditions that accurately simulate a realistic workplace in accordance with all relevant legislation and organisational requirements.

Evidence should be gathered while observing the individual conducting actual or simulated monitoring. Documented evidence of all relevant reports and tests of the monitoring and follow-up should be submitted as evidence for assessment.

Specific resources for assessment

Access to relevant research material, manufacturers' equipment specifications, existing related standards, policies and instructions and work areas in the area of responsibility.

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.	
Organisational records may include:	• Electronic records • Inventories • Journals • Registers
Hazard controls may include:	• Barriers and/or guards • Elimination or substitution • Limitations and/or controls on how and when the hazardous substance is used • Personal protective equipment (PPE)
Stakeholders may include:	• External agencies • Government/agency regulators/inspectors • Immediate supervisors • Internal agencies • Other interested parties, including members of the public • Relevant personnel in the chain of command • Unit managers
Workplace walkthroughs and observations may include:	• Ad hoc • Formal • Informal • Scheduled • Unscheduled

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil