



Australian Government

FBPWHS4002 Maintain work health and safety processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor the workplace health and safety policies, procedures and programs, in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for monitoring the health and safety policies, procedures and programs of the workplace. Work typically involves addressing their own safety, as well as that of others.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide information to work group	1.1 Explain relevant requirements of health and safety legislation, standards, codes of practice/compliance codes, guidance material and safe working procedures and practices to the work group 1.2 Provide information on workplace policies and procedures to the work group

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Explain roles and responsibilities of workplace health and safety representatives and committees, supervisors and managers 1.4 Provide information on hazards, the outcomes of risk assessments, and required risk controls to the work group, in an accessible format
2. Ensure others are able to implement safe work practices	2.1 Ensure personal protective equipment (PPE) appropriate to the work is available and functional 2.2 Ensure processes are implemented to identify hazards, and assess risks and required risk controls 2.3 Ensure work group members follow safe work practices, and workplace policies and procedures 2.4 Identify health and safety training needs and respond according to workplace procedures
3. Implement participative processes	3.1 Consult with and provide advice to work group in relation to health and safety matters relevant to their work 3.2 Deal with health and safety issues promptly, and in accordance with workplace procedures and legislative requirements 3.3 Record and promptly communicate outcomes of health and safety consultation to the work group
4. Monitor compliance with workplace procedures	4.1 Check work procedures are available, accessible and fit for purpose 4.2 Monitor and rectify deviations from procedures according to workplace procedures 4.3 Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies according to workplace procedures 4.4 Monitor housekeeping activities to ensure that workplace standards are maintained, taking action to address any deficiencies 4.5 Ensure work group behaviour is consistent with safe working procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1 Identify, assess and eliminate hazards and report on residual risk 5.2 Conduct risk assessments in accordance with workplace procedures 5.3 Develop control measures, taking into account the hierarchy of control

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.4 Implement and support outcomes of risk assessments and identify risk controls 5.5 Identify issues with risk controls and respond according to workplace policies and procedures 5.6 Identify limitations of job role and seek expert advice as required
6. Implement workplace procedures for maintaining records	6.1 Obtain feedback to ensure that workgroup is aware of workplace reporting requirements 6.2 Review health and safety records to confirm that they are accurate and completed in a timely manner, in accordance with legislative and organisation requirements 6.3 Use aggregate information and data from records to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1 Obtain feedback to ensure that emergency procedures are accessible and understood by the work group 7.2 Implement processes to ensure that emergency equipment is available and routinely checked for functionality 7.3 Ensure workgroup members are able to respond appropriately to emergencies 7.4 Conduct or contribute to investigations in order to identify causes of emergencies 7.5 Identify, implement or support control measures to prevent recurrence and minimise risk of emergencies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Analyse documentation from a variety of sources
Writing	- Develop procedural material for a specific audience, using clear language appropriate to audience - Write, edit and proofread documents to ensure clarity, accuracy

Skill	Description
	and consistency of information
Oral communication	Use collaborative and inclusive techniques including active listening and questioning to convey and clarify safety information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS4002 Maintain work health and safety processes	FDFOHS4002A Maintain OHS processes	Updated to meet Standards for Training Packages Minor change to title to reflect current industry terminology Minor changes to Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPWHS4002 Maintain work health and safety processes

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained work health and safety processes for a work group of at least three members, on at least one occasion, including:

- accessing and interpreting health and safety information, including legislation, guidance material and benchmarks
- communicating clearly and accurately with work group members, other technicians/specialists, managers and expert advisers
- ensuring work group is provided with safety equipment, information and training on safe work practices
- consulting with work groups and documenting safe work practices
- reviewing and maintaining work procedures to ensure compliance with safety policies
- identifying and addressing hazards and assessing risk by developing and implementing risk control measures
- monitoring work practices and identifying and addressing non-compliances
- contributing to investigations and consultative processes
- completing and maintaining health and safety records
- implementing and reviewing emergency procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazard and risk
- sources of health and safety information both internal and external to the workplace
- general duty requirements of health and safety legislation and also regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace

- nature of common workplace hazards, such as chemicals, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- hazard identification procedures, such as workplace inspections and review of workplace data
- principles of risk management including the hierarchy of control and its application
- personal protective equipment requirements, including use, storage and maintenance
- legislative requirements for record keeping and reporting
- standards and guidelines related to emergency procedures
- roles and responsibilities of health and safety representatives and committees
- workplace specific information, including:
 - hazards of the particular work environment
 - hazard identification procedures relevant to the hazards in the work place
 - risk controls for specific hazards
 - designated person for raising health and safety issues
 - workplace procedures related to health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
 - workplace procedures related to the work of the group, including use of personal protective equipment and emergency response
 - potential emergency situations, alarms and signals and required response.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - access to health and safety advice and direction
- specifications:
 - legislation, regulations, standards and codes of practice
 - workplace policies and procedures for health and safety, and for emergencies
- relationships (internal and/or external):
 - access to a work group of at least three members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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