



Australian Government

Department of Education, Employment and Workplace Relations

FDFOHS4001A Identify, assess and control OHS risk in own work

Revision Number: 1

FDFOHS4001A Identify, assess and control OHS risk in own work

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency specifies the workplace performance required by a technician or specialist in addressing occupational health and safety (OHS) risk, to ensure their own safety, as well as that of others who may be affected by their work
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Application of the Unit

Application of the unit	This unit is intended for the technician or specialist work role. These technicians or specialists may, in fulfilling their work role, impact the safety of others and/or need to address their own health and safety. The unit assumes these workers are operating within a systematic approach to OHS and availability of OHS specialist advice. Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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. Identify hazards and assess risk associated with a product or system of work	1.1. The production processes of the product or system of work is mapped 1.2. Hazards at each stage of the production processes are identified 1.3. Hazards are systematically analysed to identify risk of injury, illness or damage arising from the hazard 1.4. Identify factors contributing to the risk are identified 1.5. The product or system of work are assessed and evaluated against requirements of relevant ohs legislation, standards, codes of practice/compliance codes or guidance material 1.6. Potential users of the product or system of work are consulted
2. Control the risk of a product or system of work	2.1. Risk controls are developed based on the hierarchy of control 2.2. Where there is a high consequence OHS risk, fail-to-safe action is designed into the product or system of work to minimise the impact of possible failure or defect 2.3. Product or work system development is monitored as it evolves to identify new hazards and to manage any developing risk 2.4. A risk register is used to document residual risk and recommended actions to minimise risk 2.5. Personal professional limitations are recognised and expert advice sought as required 2.6. The risk management process and resultant risk register is communicated to those who may use or interact with the product or system of work 2.7. Hazard identification, risk assessment and risk control processes are documented and made available to those who may be affected
3. Identify hazards and assess risks in own work	3.1. Sources of OHS information are identified and accessed 3.2. Hazards are identified and eliminated, and residual risk reported according to organisation procedures 3.3. A risk register is used to document residual risk and actions to minimise risk based on the hierarchy of control
4. Control risk in own	4.1. Work practices are confirmed as following

ELEMENT	PERFORMANCE CRITERIA
work	documented work procedures 4.2. Work planning and conduct is confirmed as taking account of residual risk register 4.3. Deficiencies in risk controls are identified, addressed and/or reported according to organisation procedures 4.4. OHS records are maintained as required 4.5. Personal professional limitations are recognised and expert advice sought as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- use technical skills to access OHS information
- use language and literacy skills to comprehend and interpret OHS legislation, guidance material and benchmarks
- communicate with potential users of the product or system of work, other technicians/specialists, managers and experts advisers
- postulate scenarios and analyse the scenarios to identify hazards and analyse risk
- assimilate information from a range of sources
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Required knowledge

Knowledge of:

- the difference between hazard and risk
- sources of OHS information both internal and external to the organisation
- nature of common workplace hazards, such as chemicals, noise, manual handling work postures, underfoot hazards and moving parts of equipment
- regulatory requirements relevant to the particular industry/type of work site
- requirements for hazard identification and hazard identification processes
- principles of risk management including risk analysis
- examples of safety benchmarks
- the hierarchy of control and its application
- principles of 'safe design' processes
- legislative requirements for record keeping and reporting
- hierarchy of control and its application
- personal protective equipment requirements, including selection, use, storage and maintenance
- workplace specific information, including:
 - in depth knowledge of hazards of the particular work environment and how they cause harm
 - hazard identification procedures relevant to the hazards in their workplace
 - work procedures
- organisation procedures related to OHS, including:
 - hazard, incident and injury reporting
 - hazard identification, risk assessment and control

REQUIRED SKILLS AND KNOWLEDGE

- consultation and participation
- incident investigation
- record keeping

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

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

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

- To demonstrate competence in this unit, a candidate must be able to provide evidence of:
 - addressing the OHS risks specific to their technical or specialist workplace role, both in relation to their own health and safety, and to the health and safety of others who may be affected by their work
- Evidence gathered by an assessor to determine competence will include:
 - written or verbal responses to scenarios and case studies
 - provision of workplace examples
 - evidence from workplace supervisor reports
 - portfolio of workplace documentation
- Evidence of workplace performance over time must be obtained to inform a judgement of competence.

Context of and specific resources for assessment

- Products that could be used as evidence include:
- responses to case studies, scenarios
 - completed reports, plans, risk registers, products
 - written directions, emails, memos and other information
 - reports from team leaders, senior managers, users, specialist advisors
- Processes that could be used as evidence include:
- how risk was assessed
 - how risk was controlled
- Access and equity considerations:
- all assessment should be applied with respect to relevant work related access and equity issues
 - competence should reflect an ability to work in a

EVIDENCE GUIDE	
	culturally diverse environment • assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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.

Production processes	Production processes may include: • manufacture, construction and assembly processes • storage • transport • use and operation of equipment • maintenance, servicing, cleaning, adjustment, inspection, repair and modification processes • disposal
System of work	System of work is: • work process • work practice or procedure • the way work is organised, such as: • team and supervision structure • reporting lines • roster • geographical location
Map	Map includes: • people who may use or interface with the product or system of work • the range of uses of the product or system of work, both intended and unintended • movement or flow of production
Hazards	Hazards refer to: • a source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these
Specific safety related hazards	Specific safety related hazards may include but are not limited to:

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	- chemicals - bodily fluids - sharps - noise - manual handling - work posture - underfoot hazards - moving parts of machinery - waste
Other workplace hazards	Other workplace hazards may include: - occupational violence - stress - fatigue - bullying
Analysis	Analysis involves analysing a hazard to identify: - factors influencing the risk and the range of potential consequences - effectiveness of existing controls - likelihood of each consequence considering exposure and hazard level
Risk	Risks, in relation to any hazard, means: the probability and consequences of injury, illness or damage resulting from exposure to a hazard
OHS legislation	OHS legislation includes: Commonwealth, state and territory OHS Acts and regulations
Standards	Standards include: - documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases - standards are of an advisory nature only, except where a law adopts the standard and thus makes it mandatory - standards may be called up as evidence in court or other enforcement action
Codes of practice/compliance	Codes of practice/compliance codes are

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	documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards. Codes of practice/compliance codes may: • be incorporated into regulations • not relate to a standard • be called up as evidence in court or other enforcement action
Guidance material	Guidance material: • is an advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance • advises on 'what to do' and 'how to do it' • has no legal standing
Risk controls	Risk controls include: • The devices and methods to: • where practicable, eliminate the hazard • where this is not practicable, minimise the risk associated with the hazard
Hierarchy of control	Hierarchy of control is the preferred order of control measures for OHS risks: • elimination (e.g. controlling the hazard at the source) • substitution (e.g. replacing one substance or activity at the source) • engineering control (e.g. installing guards on machinery) • administration control (e.g. policies and procedures for safe work practices) • personal protective equipment (e.g. respirators and ear plugs)
High consequence OHS risk	High consequence OHS risk includes: • high impact events that usually occur rarely, such as explosions, fires and building collapses but may result in very serious injury, death or multiple death situations

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Fail-to-safe	Fail-to-safe includes: design features of equipment that ensure a failure or defect, or another factor, such as loss of power, resulting in the equipment being left in a safe condition
Risk register	Risk register is a document detailing: - a list of hazards, their location and people exposed - a range of possible scenarios or circumstances under which these hazards may cause injury or damage - nature of injury or damage caused - the results of the risk assessment And may also include: - possible control measures and dates for implementation
Residual risk	Residual risk is: the risk which remains after controls have been implemented
Expert advice	Expert advice may be sought from: - Persons either internal or external to the organisation including: - safety professionals - ergonomists - occupational hygienists - audiologists - safety engineers - toxicologists - occupational health professionals - other persons providing specific technical knowledge or expertise in areas related to OHS including: - risk managers - health professionals - injury management advisors - regulatory bodies - legal practitioners with experience in OHS - engineers (such as design, acoustic,

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	mechanical and civil) • security and emergency response personnel • workplace trainers and assessors • maintenance and tradespersons
Sources of OHS information	Sources of OHS information include persons, organisations and references where knowledge about OHS may be obtained. These sources may be: • internal, including: • hazard, incident and investigation reports • workplace inspections • incident investigations • minutes of meetings • job safety analyses and risk assessments • organisation data such as insurance records, enforcement notices and actions, workers compensation data, OHS performance data • reports and audits • material safety data sheets (MSDS) and registers • employees handbooks • employees including questionnaire results • OHS advisors • manufacturers' manuals and specifications • external, including: • regulatory bodies and OHS Acts regulations, codes and guidance material • other relevant legislation • Office of the Australian Safety and Compensation Council (ASCC) and the former National Occupational Health and Safety Commission (NOHSC) documents • Databases, such as national and state injury data • OHS specialists and consultants • newspapers and journals, trade/industry publications • internet sites

RANGE STATEMENT	
	• industry networks and associations, including unions and employer groups • OHS professional bodies • specialist advisors • research information
Organisation policies and procedures	Organisation policies and procedures include: • policies and procedures underpinning the management of OHS including: • hazard, incident and injury reporting • hazard identification, risk assessment and control • consultation and participation • incident investigation • quality system documentation
Work procedures include:	Work procedures include: • standard operating procedures • batch specifications, recipes • operator or manufacturer manuals • procedures for selecting, fitting, using and maintaining personal protective equipment
OHS records may include:	OHS records may include: • hazard, incident and investigation reports • workplace inspection reports • first aid records • minutes of meetings • job safety analyses, safe work method statements and risk assessments • MSDS and registers • employees handbooks • plant and equipment operation records including those relevant to registered plant • maintenance and testing reports • training records • environmental monitoring records • health surveillance records

Unit Sector(s)

Unit sector	Occupational health and safety
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		