



Australian Government

Department of Education, Employment and Workplace Relations

FDFOHS4002A Maintain OHS processes

Revision Number: 2

FDFOHS4002A Maintain OHS processes

Modification History

November 2011: minor typographical error corrected.

Unit Descriptor

Unit descriptor	This unit of competency specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes
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Application of the Unit

Application of the unit	This unit is intended to be applied at the level of team leader or supervisor Workers are likely to perform a broad range of complex and non-routine activities together with leadership and guidance in planning and organising activities for a small work group 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. Provide information to the work group	1.1. Relevant requirements of OHS legislation, standards, codes of practice/compliance codes, guidance material and safe working procedures and practices are clearly and accurately explained to the work group 1.2. Information on organisation policies and procedures is provided in a readily accessible manner and clearly explained to the work group 1.3. Roles and responsibilities of workplace OHS representatives and OHS committees, supervisors and managers are clearly explained 1.4. Information on hazards, the outcomes of risk assessments, and required risk controls is provided to the work group, in an accessible and understandable format
2. Ensure others are able to implement safe work practices	2.1. Personal protective equipment appropriate to the work is available and functional 2.2. Processes are implemented to confirm that others in the work group can identify hazards, assess risks and required risk controls and are following safe work practices, and organisation policies and procedures 2.3. OHS training needs are identified and either addressed or reported to those with control
3. Implement OHS participative processes	3.1. Work group is consulted and advice in relation to OHS matters provided relevant to their work 3.2. OHS issues raised are dealt with promptly, and in accordance with organisation procedures and legislative requirements, or referred to appropriate personnel 3.3. Outcomes of consultation regarding OHS are recorded and promptly communicated to the work group
4. Monitor compliance with work procedures	4.1. Work procedures are checked for availability, clarity and completeness, and any deficiencies addressed or reported to appropriate persons 4.2. Any deviations from procedures are identified and addressed or reported to appropriate persons 4.3. Hazard identification and reporting processes are evaluated for effectiveness and any deficiencies addressed or reported to appropriate persons 4.4. OHS housekeeping practices are monitored to ensure

ELEMENT	PERFORMANCE CRITERIA
	that workplace standards are maintained, and action taken to address any deficiencies 4.5. Behaviour is consistent with organisation safe working procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1. Hazards are identified, assessed and eliminated with residual risk reported according to organisation procedures 5.2. Risk assessments are conducted 5.3. Develop control measures are developed taking account of the hierarchy of control 5.4. Outcomes of risk assessments and identified risk controls are implemented and supported 5.5. Deficiencies in ohs risk controls are identified, addressed and/or reported according to organisation procedures 5.6. Personal professional limitations are identified and expert advice sought as required
6. Implement organisation procedures for maintaining OHS records	6.1. Feedback is obtained to ensure that workgroup is aware of organisation reporting requirements 6.2. OHS records are reviewed to confirm that they are completed in an accurate, thorough and timely manner in accordance with legislative and organisation requirements 6.3. Aggregate information and data from records is used to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1. Feedback is obtained to ensure that emergency procedures are available and known by the work group 7.2. Processes are implemented to ensure that emergency equipment is available and routinely checked for functionality 7.3. Processes are implemented to ensure that others in the workgroup are able to respond appropriately to emergencies 7.4. Investigations are conducted or contributed to in order to identify causes of emergencies 7.5. Control measures are identified, implemented or supported to prevent recurrence and minimise risk of emergencies

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 interpret OHS documentation
- communicate with personnel in the work team, other work teams, managers and experts advisers
- supervise and direct staff
- conduct team meetings
- 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 workplace
- general duty requirements of OHS 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 OHS representatives and OHS committees
- workplace specific information, including:
 - hazards of the particular work environment
 - hazard identification procedures relevant to the hazards in their work place
 - risk controls for specific hazards
 - designated person for raising OHS issues

REQUIRED SKILLS AND KNOWLEDGE

- organisation procedures related to OHS, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
- work procedures related to the work of the team/work group including use of personal protective equipment and emergency response
- potential emergency situations, alarms and signals and required response

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:
 - maintaining OHS processes in the workplace particularly in relation to the supervision of a small workgroup
- 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:
- verbal and written responses to verbal, written or physical scenarios
 - completed examples of information provided to work group, risk assessments, risk controls developed, reports to managers, reports on workplace inspections, audits, emergency exercises
 - reports from work group members, supervisor
- Processes that could be used as evidence include:
- how information transfer was organised and conducted
 - how risk assessments were conducted
 - how deviations from workplace procedures were addressed
- Access and equity considerations:
- all assessment should be applied with respect

EVIDENCE GUIDE	
	relevant work related access and equity issues • competence should reflect an ability to work in a 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.

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
- they may be called up as evidence in court or other enforcement action

Codes of practice/compliance codes

Codes of practice/compliance codes are:

- 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

Organisation policies and

Organisation policies and procedures include:

RANGE STATEMENT	
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
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: • chemicals • bodily fluids • sharps • noise • manual handling • work posture • underfoot hazards • moving parts of machinery • cytotoxic medicines and waste
Other workplace hazards	Other workplace hazards may include: • occupational violence • stress • fatigue • bullying
Risks	Risks, in relation to any hazard, means: • the probability and consequences of injury, illness or damage resulting from exposure to a hazard
Risk assessments	Risk assessments involve analysing a hazard to: • identify factors influencing the risk and the range of potential consequences, such as: • effectiveness of existing controls • likelihood of each consequence considering

RANGE STATEMENT	
	exposure and hazard level
Risk controls	Risk controls include: The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard
Personal protective equipment	Personal protective equipment includes: • equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include: • head protection • face and eye protection • respiratory protection • hearing protection • hand protection • clothing and footwear
Work procedures	Work procedures include: • standard operating procedures • batch specifications • operator or manufacturer manuals • procedures for selecting, fitting, using and maintaining personal protective equipment
Hazard identification	Hazard identification is: • the process of identifying sources of harm and may be required: • at design or pre purchase of equipment and materials • at commissioning or pre-implementation of new processes or practices • before new forms of work and organisation of work are implemented • before changes are made to workplace, equipment, work processes or work arrangements • as part of planning major tasks or activities, such as equipment shutdowns • following an incident report

RANGE STATEMENT	
	• when new knowledge becomes available • at regular intervals during normal operations • prior to disposal of equipment, buildings or materials
Reporting processes	Reporting processes include: • hazards reports • maintenance requests and reports • reports on completion of inspections • incident reports • reports of non-compliance with work procedures • reporting on progress of action plans
OHS housekeeping practices	OHS housekeeping practices address items, such as: • workplace cleanliness and tidiness • unobstructed walkways and emergency exits • underfoot conditions • work space around equipment and machinery • functioning services, such as lighting, air flow and ventilation, and emergency lighting • storage areas including manual handling issues, storage, personal protective equipment • signage
Residual risk	Residual risk is: • the risk which remains after controls have been implemented
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)

RANGE STATEMENT	
Expert advice	Expert advice can be obtained from: • persons either internal or external to the organisation including: • safety professionals • ergonomists • occupational hygienists • audiologists • safety engineers • toxicologists • occupational health professionals • OHS representatives • OHS committees • 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 (e.g. design, acoustic, mechanical and civil) • security and emergency response personnel • workplace trainers and assessors • maintenance and trade persons
OHS records	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 • material safety data sheets (MSDS) and registers • employees handbooks • plant and equipment operation records, including those relevant to registered plant • maintenance and testing reports

RANGE STATEMENT	
	• training records • environmental monitoring records • health surveillance records
Legislative requirements for record keeping	Legislative requirements for record keeping include those specified under: • OHS legislation for: • serious incident and injury reporting • registered plant • hazardous substances and dangerous goods • environmental monitoring • health surveillance • Privacy legislation
Emergencies	Emergencies may include any abnormal or sudden event that requires immediate action, such as: • serious injury events • events requiring evacuation • fires and explosions • hazardous substance and chemical spills • explosion and bomb alerts • security emergencies, such as armed robberies, intruders and disturbed persons • internal emergencies, such as loss of power or water supply and structural collapse • external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation
Emergency equipment	Emergency equipment is equipment required as part of the emergency response by the organisation and includes: • first aid equipment • eye wash shower or portable eye washes • fire extinguishers and equipment • communication equipment • evacuation alarms • evacuation equipment, especially that for disabled persons • torches • items of clothing, such as coloured hats and vests

RANGE STATEMENT**Incidents**

Incidents include:

- any event that has caused or has the potential for injury, ill-health or damage

Unit Sector(s)**Unit sector**

Occupational health and safety

Competency field**Competency field****Co-requisite units****Co-requisite units**
