



Australian Government

Department of Education, Employment and Workplace Relations

FPPOHS320A Maintain OHS processes

Release: 1

FPPOHS320A Maintain OHS processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisational 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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Contextualisation statement	This unit has been contextualised from the generic Australian Safety and Compensation Council (ASCC) unit OHS400 Maintain OHS processes The following contextualisation statement is provided as an aid to training and related personnel and others who wish to use pulp and paper industry OHS standards in our industry or other industry contexts It provides additional information to be read in conjunction with the range statement
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General description of the Pulp and Paper Industry context:

Pulping and/or paper manufacturing facilities are generally characterised by:

- State-of-the-art/cutting edge technologies including nano-technology
- Large high-speed equipment (current world-class machinery can produce up to 2 kilometres of paper per minute, depending on paper grade)
- Continuous 24 hour/7 day week/365 day operations
- Fully integrated processes interlinking complex manufacturing operations with related on-site services; supply and distribution operations and

- other supporting plant, equipment and functions
- Thousands of different integrated mechanical and electrical componentry that can span four stories in height and take up the space of a street-block in size, with mills occupying up to 3.4 sq km of land (not including filtration wetlands)
- Chemical use comprising chemical recovery operations and may include chemical recovery boiler operations

The nature of the pulp and/or paper manufacturing process *requires* that occupational health and safety be embedded in knowledge and skills development associated with industry specialisations. This unit *must* be holistically assessed with the relevant industry specific (functional) units. This ensures that learners are competent in performing all aspects of their work safely

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information to the work group	1.1. Clearly and accurately explain to the work group relevant provisions of OHS legislation, standards, Codes of Practice/compliance codes, guidance material and safe working procedures and practices 1.2. Provide information on organisational policies and procedures in a readily accessible manner and clearly explain to the work group 1.3. Explain the roles and responsibilities of workplace OHS representatives and OHS committees 1.4. Provide information to the work group, in an accessible and understandable format, on hazards, the outcomes of risk assessments, and required risk controls
2. Ensure others are able to implement safe work practices	2.1. Ensure personal protective equipment appropriate to the work is available and functional 2.2. Implement processes to confirm that others in the work group can identify hazards and required risk controls and are following safe work practices, and organisational policies and procedures 2.3. Identify OHS training needs and either address or report these needs to those with control
3. Implement OHS participative processes	3.1. Consult with the work group and provide advice in relation to OHS matters relevant to their work 3.2. Ensure OHS issues raised are dealt with promptly, and in line with organisational procedures and legislative requirements, or referred to appropriate personnel 3.3. Record outcomes of consultation regarding OHS and promptly communicate these outcomes to the work group
4. Monitor compliance with work procedures	4.1. Check the work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate persons 4.2. Identify and address any deviations from procedures or report to appropriate persons 4.3. Evaluate hazard identification and reporting processes for effectiveness and address any

ELEMENT	PERFORMANCE CRITERIA
	deficiencies or report to appropriate persons
	4.4. Monitor OHS housekeeping practices to ensure that workplace standards are maintained, and take action to address any deficiencies
	4.5. Ensure own behaviour is consistent with organisational safe working procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1. Ensure hazards are identified and eliminated with residual risk reported in line with organisational procedures
	5.2. Conduct risk assessments
	5.3. Develop control measures, taking account of the hierarchy of control
	5.4. Implement and support outcomes of risk assessments and identified risk control
	5.5. Identify and address and/or report deficiencies in OHS risk controls in line with organisational procedures
	5.6. Identify personal professional limitations and seek expert advice as required
6. Implement organisational procedures for maintaining OHS records	6.1. Obtain feedback to ensure that work group is aware of organisational reporting requirements
	6.2. Review OHS records to confirm that they are completed in an accurate, thorough and timely manner in line with legislative and organisational 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 available and known by the work group
	7.2. Implement processes to ensure that emergency equipment is available and routinely checked for functionality
	7.3. Implement processes to ensure that others in the work group are able to respond appropriately to emergencies

ELEMENT**PERFORMANCE CRITERIA**

- 7.4. Conduct or contribute to investigations to identify cause of emergencies
- 7.5. Identify and implement or support control measures 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 expert 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:

- 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, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- Knowledge and understanding of 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 assessment
- The hierarchy of control and its application

REQUIRED SKILLS AND KNOWLEDGE

- PPE 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 workplace
 - risk controls for specific hazards
 - designated person(s) for raising OHS issues
 - organisational procedures related to OHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
 - work procedures related to the work of the team/work group including use of PPE 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.

Critical aspects for assessment:

- To demonstrate competency 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 work group
- 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

Products that could be used as

- Verbal and written responses to verbal, pictorial, or

EVIDENCE GUIDE

evidence include:

physical scenarios

- Completed examples of information provided to work group, risk assessments, risk controls developed, reports to managers, reports workplace inspections, audits, emergency exercises
- Reports from work group members, supervisor
- How information transfer was organised and conducted
- How risk assessments were conducted
- How deviations from workplace procedures were addressed.

Processes that could be used as evidence include:

Access and equity considerations:

- All workers should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.

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 includes: commonwealth, state and territory OHS acts and regulations

Standards include:

- documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to

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	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 are:	- documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards - may provide information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance
	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:	- 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
Organisational policies and procedures include:	policies and procedures underpinning the management of OHS including: - hazard, incident and injury reporting - hazard identification, risk assessment and control and monitoring - consultation and participation - incident investigation - quality system documentation.
A hazard is:	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 may include, but are not limited to:	- substances e.g. chemicals, starch pulp, steam - noise - manual handling - ergonomics - underfoot hazards

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	• slips and trips • moving parts of machinery • mobile plant
Other workplace hazards may include, but are not limited to:	• fatigue • stress • bullying • occupational violence
Risk:	in relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
Risk assessments involve 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 • and combining these in some way to obtain a level of risk
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 (PPE) 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 include:	• Standard Operating Procedures • permit to work • operator or manufacturer manuals • procedures for selecting, fitting, using and maintaining personal protective equipment
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

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	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 • when new knowledge becomes available • at regular intervals during normal operations • prior to disposal of equipment, buildings or materials
Report 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 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, emergency lighting • storage areas including manual handling issues, storage, personal protective equipment • signage
Residual risk is:	the risk which remains after control have been implemented
Hierarchy of control is:	the preferred order of control measures of OHS risks: • elimination - controlling the hazard at the source • substitution e.g. replacing one substance or activity at the source • engineering e.g. installing guards on machinery • administration - policies and procedures for safe work practices • Personal Protective Equipment e.g. respirators, ear plugs
Expert advice can be obtained from:	persons either internal or external to the organisation including: • safety professionals • ergonomists

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- 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
- legal practitioners with experience in OHS
- engineers (e.g. design, acoustic, mechanical, civil)
- security and emergency response personnel
- workplace trainers and assessors
- maintenance and trade persons
- hazard, incident and investigation reports
- workplace inspection reports
- incident investigation reports
- first aid reports
- minutes of meetings
- Job Safety Analysis (JSAs) and Risk Assessments (RAs)
- Material Safety Data Sheets (MSDS) and registers
- employee handbooks
- plant and equipment operation records including those relevant to registered plant
- maintenance and testing reports
- training records
- environmental monitoring records
- health surveillance records

OHS records may include:

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; and
 - health surveillance
- privacy legislation

Emergency may include

- serious injury events

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- any abnormal or sudden event that requires immediate action such as:
- 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 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
 - evaluation alarms
 - torches/emergency lighting
 - items of clothing such as coloured hats and vests
- Incidents include:
- any event that has caused or has the potential for injury, ill-health or damage to property, the environment, or a combination of these

Unit Sector(s)

Not Applicable