



Australian Government

Department of Education, Employment and Workplace Relations

HLTOHS456B Identify, assess and control OHS risk in own work

Release: 1

HLTOHS456B Identify, assess and control OHS risk in own work

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work

Application of the Unit

Application

Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Identify <i>hazards</i> and assess risk associated with a <i>product</i> or <i>system of work</i> | 1.1 <i>Map the life cycle of the product or system of work</i> |
| | 1.2 Identify hazards at each stage of the life cycle |
| | 1.3 Systematically analyse the hazards to identify risk of injury, illness or damage arising from the hazard |
| | 1.4 Identify factors contributing to the risk |
| | 1.5 Assess and evaluate the product or system of work against provisions of relevant OHS legislation, <i>standards, codes of practice/compliance codes or guidance material</i> and sustainability issues |
| | 1.6 Consult potential users of the product or system of work |

ELEMENT**PERFORMANCE CRITERIA****2. Control the risk of a product or system of work**

- 2.1 Develop *risk controls* based on the hierarchy of control
- 2.2 Where there is a *high consequence OHS risk*, design *fail-to-safe* action into the product or system of work to minimise the impact of possible failure or defect
- 2.3 Monitor product or work system development as it evolves to identify new hazards and to manage any developing risk
- 2.4 Use a risk register to document residual risk and recommended actions to minimise risk
- 2.5 Recognise personal professional limitations and seek expert advice as required
- 2.6 Communicate the risk management process and resultant risk register to those who may use or interact with the product or system of work
- 2.7 Document hazard identification, risk assessment and risk control processes and make available to those who may be affected

3. Identify hazards and assess risks in own work

- 3.1 Identify and access *sources of OHS information*
- 3.2 Identify and eliminate hazards, reporting residual risk according to *organisation procedures*
- 3.3 Use a risk register to document residual risk and actions to minimise risk based on the hierarchy of control

4. Control risk in own work

- 4.1 Ensure work practices follow documented work procedures
- 4.2 Ensure work planning and conduct takes account of residual risk register
- 4.3 Identify and address and/or report deficiencies in risk controls according to organisation procedures
- 4.4 Maintain *OHS records* as required
- 4.5 Recognise personal professional limitations and seek expert advice as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Examples of safety benchmarks
- Hierarchy of control and its application
- Legislative requirements for record keeping and reporting
- Nature of common workplace hazards relevant to the workplace
- Organisation procedures related to OHS including:
 - consultation and participation
 - hazard identification, risk assessment and control
 - hazard, incident and injury reporting
 - incident investigation
 - record keeping
- Personal protective equipment (PPE) requirements including selection, use, storage and maintenance
- Principles of 'safe design' processes
- Principles of risk assessment particularly risk analysis
- Relationship between specific OHS issues and sustainability in the workplace, including environmental, economic, workforce and social sustainability
- Regulatory requirements relevant to the particular industry/type of work site
- Requirements for hazard identification and hazard identification processes
- Sources of OHS information both internal and external to the organisation
- The difference between hazard and risk
- The hierarchy of control and its application
- Workplace specific information including:
 - hazard identification procedures relevant to the hazards in their work place
 - in depth knowledge of hazards of the particular work environment and how they cause harm

REQUIRED SKILLS AND KNOWLEDGE

- work procedures

Essential skills and attributes:

It is critical that the candidate demonstrate the ability to

- Address the OHS risks specific to their technical or specialist work 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

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Assimilate information from a range of sources
- 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
- Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Take into account and use opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use language and literacy skills to comprehend and interpret OHS legislation, guidance material and benchmarks
- Use technical skills to access OHS information

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, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects of assessment:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Evidence gathered by an assessor to determine competence will include:
 - written or verbal responses to scenarios and case

EVIDENCE GUIDE

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 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 workers in the health industry 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

Related unit:

Assessment of this unit should address and build on the content of related unit:

- HLTOHS300B Contribute to OHS processes

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. Add any 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.

Life cycle covers:

All phases in the life of a product or system of work and may include:

- design and development
- manufacture, construction, assembly
- import, supply, distribution
- sale, hire or lease
- storage
- transport
- installation, erection and commissioning
- use, operation, consumption
- maintenance, servicing, cleaning, adjustment, inspection, repair, modification, refurbishment, renovation
- recycling, resale
- decommissioning, dismantling, demolition, discontinuance, disposal

RANGE STATEMENT

Product is:

The output of the work, which may include:

- development
- production
- modification of physical objects, such as:
 - plant
 - equipment
 - tool
 - fitting
 - fixture
 - consumables

Products may be for use inside organisation or for sale

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 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

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

RANGE STATEMENT

Specific safety related hazards may include but are not limited to:

- Alarms
- Bodily fluids
- Burnout (compassion fatigue)
- Chemicals
- Computer use
- Cytotoxic medicines and waste
- Defusing violent behaviour
- Egress from rooms
- Managing violent behaviour on outreach and home visits
- Manual handling
- Manual handling (boxes)
- Moving parts of machinery
- Noise
- Rostering
- Sharps
- Trips falls etc
- Underfoot hazards
- Violence in the workplace
- Work posture

Other workplace hazards may include:

- Occupational violence
- Stress
- Fatigue
- Bullying

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
- Combine these in some way to obtain a level of risk

RANGE STATEMENT

Risk: in relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

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 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 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: 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

RANGE STATEMENT

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 is:

The preferred order of control measures for 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

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

Fail-to-safe includes:

Design features of equipment that ensure a failure or defect, or another factor such as loss of power, results in the equipment being left in a safe condition

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

RANGE STATEMENT

Residual risk is:

The risk which remains after controls have been implemented

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
 - legal practitioners with experience in OHS
 - engineers (such as design, acoustic, mechanical, civil)
 - security and emergency response personnel
 - workplace trainers and assessors
 - maintenance and tradepersons

RANGE STATEMENT

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 (JSAs) 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 (MSDSs) 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)
 - 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
 - industry networks and associations including unions and employer groups
 - OHS professional bodies
 - specialist advisors
 - research information

RANGE STATEMENT

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:

- Standard operating procedures
- Batch specifications, recipes
- Operator or manufacturer manuals
- Procedures for selecting, fitting, using and maintaining personal protective equipment

OHS records may include:

- Hazard, incident and investigation reports
- Workplace inspection reports
- Incident investigation reports
- First aid records
- Minutes of meetings
- Job Safety Analyses (JSAs) and risk assessments
- Material safety data sheets (MSDSs) 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)

Not Applicable