



Australian Government

Department of Education, Employment and Workplace Relations

LGACOM405B Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section

Release: 2

LGACOM405B Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section

Modification History

LGACOM405B Release 2: Layout adjusted. No changes to content.
LGACOM405B Release 1: Primary release.

Unit Descriptor

This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information to the work group about OHS and the organisation's OHS policies, procedures and programs	1.1. Relevant provisions of OHS legislation and codes of practice are accurately and clearly explained to the work group. 1.2. Information on council's OHS policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group. 1.3. Information about identified hazards and the outcomes of risk assessment and control procedures is regularly provided and is accurately and clearly explained to the work group.
2. Implement and monitor participative arrangements for the management of OHS	2.1. Council's procedures for consultation over OHS issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute. 2.2. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution. 2.3. The outcomes of consultation over OHS issues are promptly communicated to the work group.
3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks	3.1. Existing and potential hazards in the work area are identified and reported so that risk assessment and control procedures can be applied.
4. Implement and monitor the organisation's procedures for controlling risks	4.1. Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures. 4.2. Existing risk control measures are monitored and results are reported regularly in accordance with workplace procedures. 4.3. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and are reported to designated personnel. 4.4. Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel.
5. Implement the organisation's procedures for dealing with hazardous events	5.1. Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken. 5.2. Hazardous events are investigated to identify their cause in accordance with investigation procedures. 5.3. Control measures to prevent recurrence and minimise

ELEMENT	PERFORMANCE CRITERIA
	risks of hazardous events are implemented based on the hierarchy of control, or alternatively, are referred to designated personnel for implementation.
6. Implement and monitor the organisation's procedures for providing OHS training	6.1. OHS training needs are identified accurately, specifying the gaps between OHS competencies required and those held by work group members. 6.2. Arrangements are made for meeting identified OHS training needs in both on and off-the-job training programs in consultation with relevant parties.
7. Implement and monitor the organisation's procedures for maintaining OHS records	7.1. OHS records for work area are accurately and legibly completed in accordance with workplace requirements for OHS records and legal requirements for the maintenance of records of occupational injury and disease. 7.2. Aggregate information from the area's OHS records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities.

Required Skills and Knowledge

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

Required Skills

- communication strategies for a diverse workforce
- organisational
- contingency management
- hazard and risk identification and control processes and techniques

Required Knowledge

- relevant OHS legislation and codes of practice
- risk control measures
- hierarchy of control
- equal employment opportunity principles and practices
- relevant council management systems and procedures, including sustainability practices
- communication techniques

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- implement and monitor the organisation's OHS policies and procedures
- implement relevant provisions of OHS legislation and codes of practice
- identify and control hazards and risks.

Context of assessment

Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

Evidence required for demonstration of consistent performance

Evidence should be gathered over a period of time in a range of actual or simulated management environments.

Resource implications

Access to council workplace or simulated case study that incorporates the following resources:

- OHS legislation and council policies, procedures and codes of practice
- staff or simulation for consultation process
- computer system and software.

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 in the Performance Criteria is detailed below.

Relevant provisions of OHS legislation may include:

- general duty of care, including public safety requirements for maintenance and confidentiality of records of occupational injury and disease
- provision of information and training
- regulations and codes of practice relating to hazards present in work area
- health and safety representatives
- OHS committees
- issue resolution

Workplace procedures may include:

- inspection and evaluation
- housekeeping
- consultation processes (either general or specific to OHS)
- changes to procedures
- resource management/sustainable practice
- training and assessment
- specific hazard policies and procedures including public safety procedures, OHS information, OHS record keeping and reporting, maintenance of plant and equipment, purchasing of supplies and equipment, and counselling and disciplinary processes

Hierarchy of control refers to:

- preferred order of risk control measures

Hazardous events may include:

- accidents
- emergencies such as fires, chemical spills or bomb scares

Unit Sector(s)

Common.

Competency field

Not applicable.