



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA408B Implement systems to promote a safe and healthy environment for the public and employees

Release: 2

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Modification History

LGAGOVA408B Release 2: Layout adjusted.

LGAGOVA408B Release 1: Primary release.

Unit Descriptor

This unit covers implementing strategies and systems to monitor the council's occupational health and safety (OHS) policies, procedures and programs in the work area to meet legislative requirements. It is appropriate for supervisors, team leaders and managers across the organisation.

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 staff about OHS policies and procedures	1.1 Relevant provisions of OHS legislation and codes of practice are accurately explained to the work group. 1.2 Information on council OHS policies, procedures and programs is provided in a readily accessible manner to the work group. 1.3 Information about identified hazards and the outcomes of risk assessment and control are regularly provided and clearly explained to the work group. 1.4 Arrangements are made for OHS training needs to be met in both on and off-the-job training programs in consultation with relevant parties.
2 Implement and monitor participative arrangements for the management of OHS	2.1 Consultative procedures are implemented and monitored to facilitate participation of work group in management of work area hazards. 2.2 Issues raised through consultation are promptly dealt with in accordance with council procedures. 2.3 The outcomes of consultation are recorded and communicated promptly to the work group.
3 Implement and monitor procedures for identifying hazards and assessing and controlling risks	3.1 Hazards in work area are identified and reported in accordance with OHS policies and procedures. 3.2 Hazard reports are actioned promptly in accordance with council requirements. 3.3 Procedures to control risks are implemented according to council requirements. 3.4 Inadequacies in existing risk control measures are identified and reported in accordance with council requirements.
4 Implement and monitor council procedures for maintaining OHS records for staff	4.1 OHS records of incidents of occupational injury and disease to work group are accurately completed and maintained in accordance with OHS legal requirements. 4.2 Information and data from OHS records are used to identify hazards and monitor risk control procedures in work area.

Required Skills and Knowledge

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

Required Skills

- review and improve systems
- analyse work processes and methods
- analyse hazards and assess risks
- solve problems
- advocate OHS issues
- present material to meet target audience requirements
- implement adult and child learning strategies
- monitor incidents and analyse data
- monitor the environment
- evaluate effectiveness of risk control measures
- use technology
- coaching and mentoring skills to provide support for colleagues
- literacy

Required Knowledge

- OHS legislation
- council policies and procedures relating to OHS, hazard management, fire, emergency, evacuation and incident investigating and reporting
- organisation of consultative mechanisms for improving workplace OHS culture
- evaluation methods
- legal responsibilities of employers, supervisors and employees in the workplace
- principles and practices of OHS management
- hazards and associated risks

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:

- apply council management systems and procedures in OHS within the work group area
- identify and comply with OHS legal and council requirements
- apply procedures for identifying hazards in the work area and provide accurate information and advice on workplace hazards to work group
- apply procedures for assessing and controlling risks to health and safety associated with those hazards
- apply OHS education, training and awareness strategies in the work area
- maintain clear and accurate OHS records for the work area

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement.

Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Relationship to other units(prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form part of the job role, in particular:

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

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 collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace such as access to a workplace or simulated case study that:

- encompasses a simulated OHS system structure
- sets out legislative and council requirements or objectives
- provides simulated consultation and training processes

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.

Legislation and codes of practice may include:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to OHS and environmental issues, equal opportunity, industrial relations and anti-discrimination

Council OHS policies and procedures may include:

- procedures for hazard identification and reporting
- selection and implementation of risk control measures
- incident/accident identification
- safe operating procedures/instructions
- use and care of personal protective equipment
- emergency and evacuation procedures
- use and storage of hazardous substances
- transport and storage of dangerous goods
- OHS arrangements for site contractors, visitors and members of the public
- first aid provision and medical practitioner contact and attention
- site access

Organisational procedures for consultation may include:

- formal and informal meetings
- health and safety committees
- election of health and safety representatives in accordance with legislative requirements
- attendance of health and safety representatives at management and OHS planning meetings
- response to employee suggestions, requests, reports and concerns put forward to management

Identifying hazards in the workplace may include:

- workplace inspections in area of responsibility, consulting with work group
- housekeeping
- OHS audits and review of audit reports
- daily informal consultations with work group and regular work group meetings
- checking equipment before and during work
- review of health and safety records

Controlling risks may include:

- removing the cause of risk at its source
- selecting control measures in accordance with the hierarchy
- job, process or workplace redesign
- consultation with work groups and their representatives

OHS records may include:

- audit and inspection reports
- workplace environmental monitoring records
- consultation
- induction, instruction and training
- manufacturer and supplier information
- hazardous substances registers
- plant and equipment maintenance and testing reports
- workers compensation and rehabilitation records
- first aid and medical records

Unit Sector(s)

Administration Units