



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAGOVA609A Establish, maintain and evaluate the organisation's OHS system**

**Revision Number: 2**

## **LGAGOVA609A Establish, maintain and evaluate the organisation's OHS system**

### **Modification History**

LGAGOVA609A Release 2: Layout adjusted.

LGAGOVA609A Release 1: Primary release.

### **Unit Descriptor**

This unit covers establishment and evaluation procedures, participative arrangements and training and record-keeping systems.

### **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 <b>Establish and maintain framework for the occupational health and safety (OHS) system in the area of responsibility</b> | <p>1.1 OHS policies are developed that clearly express council's commitment to OHS and how relevant OHS legislation will be implemented, consistent with overall organisational policies.</p> <p>1.2 OHS responsibilities and duties that will allow implementation and integration of an OHS system are clearly defined, allocated and included in job descriptions and duty statements for all <b>relevant positions</b>.</p> <p>1.3 Financial and human resources for the operation of OHS system are identified, sought and/or provided in a timely and consistent manner.</p> <p>1.4 Information on OHS system and procedures for the area of responsibility is provided and explained in a form that is readily accessible to employees.</p> |
| 2 <b>Establish and maintain participative arrangements for the management of OHS</b>                                        | <p>2.1 Consultation processes are established and maintained with employees and their representatives in accordance with relevant legislation and council's overall process for consultation.</p> <p>2.2 Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution.</p> <p>2.3 Information about the outcomes of participation and consultation is provided in a manner readily accessible to employees.</p>                                                                                                                                                                                                                                    |
| 3 <b>Establish and maintain procedures for identifying hazards</b>                                                          | <p>3.1 Existing and potential hazards within the area of responsibility are identified and identification is confirmed in accordance with legislation, codes of practice and trends identified from the OHS records system.</p> <p>3.2 A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures.</p> <p>3.3 Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout areas of managerial responsibility.</p> <p>3.4 Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created.</p>                                                       |
| 4 <b>Establish and maintain procedures for assessing risks</b>                                                              | <p>4.1 Risks presented by identified hazards are correctly assessed in accordance with legislation and codes of practice.</p> <p>4.2 A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures.</p> <p>4.3 Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial</p>                                                                                                                                                                                                                                                                                                                                                                 |

| ELEMENT                                                                                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                               | responsibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                               | 4.4 Risk assessment is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from hazards is not increased.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5 <b>Establish and maintain procedures for controlling risks</b>                              | <p>5.1 Measures to control assessed risks are developed and implemented in accordance with the <b><i>hierarchy of control</i></b>, relevant OHS legislation, codes of practice and trends identified from the OHS records system.</p> <p>5.2 When measures that control a risk at its source are not immediately practicable, interim solutions are implemented until a permanent control measure is developed.</p> <p>5.3 A procedure for the ongoing control of risks, based on the hierarchy of control, is developed and integrated within general systems of work and procedures.</p> <p>5.4 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the <b><i>area of managerial responsibility</i></b>.</p> <p>5.5 Risk control is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that adequate risk control measures are included.</p> <p>5.6 Inadequacies in existing risk control measures are identified and resources enabling implementation of new measures are sought and/or provided according to appropriate workplace procedures.</p> |
| 6 <b>Establish and maintain organisational procedures for dealing with hazardous events</b>   | <p>6.1 Potential <b><i>hazardous events</i></b> are correctly identified.</p> <p>6.2 <b><i>Procedures</i></b> that would control the risks associated with hazardous events and meet any legislative requirements as a minimum, are developed in consultation with appropriate emergency services.</p> <p>6.3 Appropriate information and training are provided to employees to enable implementation of correct procedures in all relevant circumstances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7 <b>Establish and maintain an OHS training program</b>                                       | 7.1 OHS training programs are <b><i>monitored</i></b> to identify and fulfil employees' OHS training needs as part of the organisation's general training program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8 <b>Establish and maintain a system for OHS records</b>                                      | 8.1 A system for keeping OHS records is established and monitored to allow identification of patterns of occupational injury and disease in the area of managerial responsibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9 <b>Evaluate the organisation's OHS system and related policies, procedures and programs</b> | <p>9.1 Effectiveness of the OHS system and related policies, procedures and programs is assessed according to the organisation's aims with respect to OHS.</p> <p>9.2 Improvements to the OHS system are developed and implemented to ensure more effective achievement of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**ELEMENT****PERFORMANCE CRITERIA**

organisation's OHS aims.

9.3 Compliance with OHS legislation and codes of practice is assessed to ensure that legal OHS standards are maintained as a minimum.

## **Required Skills and Knowledge**

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

### **Required Skills**

- written and verbal communication
- organisational
- contingency management
- policy interpretation
- risk identification, assessment and minimisation

### **Required Knowledge**

- OHS legislation and codes of practice
- risk control measures
- hierarchy of control
- equal employment opportunity principles and practices
- relevant council management systems and procedures
- council operations
- public safety

## Evidence Guide

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview of assessment requirements</b>                           | 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.                                                                                                                              |
| <b>Critical aspects of evidence to be considered</b>                 | <p>Risks are identified correctly and dealt with promptly.</p> <p>Safe working environment is planned for, established and maintained.</p> <p>All relevant OHS legislation, codes and practices are understood and implemented.</p>                                                                                                                                                                                                                                                                                                                                                |
| <b>Context of assessment</b>                                         | On the job or in a simulated work environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Method of assessment</b>                                          | <p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li></ul> |
| <b>Evidence required for demonstration of consistent performance</b> | Evidence will need to be gathered over time across a range of variables depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Resource implications</b>                                         | <p>Access to:</p> <ul style="list-style-type: none"><li>• council workplace or simulated case study</li><li>• OHS legislation and codes of practice</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |

## 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.

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| <b><i>Relevant positions</i></b> for implementing the OHS system may include: | <ul style="list-style-type: none"><li>• directors or managers</li><li>• supervisors</li><li>• OHS officer/manager</li><li>• first aid officers</li></ul>                                                                                                                                      |
| <b><i>Hierarchy of control</i></b> may include:                               | <ul style="list-style-type: none"><li>• preferred order of risk control measures</li></ul>                                                                                                                                                                                                    |
| <b><i>Areas of managerial responsibility</i></b> may include:                 | <ul style="list-style-type: none"><li>• entire council or a division or department within council</li></ul>                                                                                                                                                                                   |
| <b><i>Hazardous events</i></b> may include:                                   | <ul style="list-style-type: none"><li>• accidents</li><li>• emergencies such as fires, chemical spills or bomb scares</li></ul>                                                                                                                                                               |
| <b><i>Procedures for dealing with hazardous events</i></b> may include:       | <ul style="list-style-type: none"><li>• evacuation</li><li>• chemical containment</li><li>• first aid procedures</li></ul>                                                                                                                                                                    |
| <b><i>Consultation processes</i></b> may include:                             | <ul style="list-style-type: none"><li>• OHS committees</li><li>• consultation with health and safety representatives</li><li>• issue resolution procedures and participative or consultative procedures conducted by supervisory staff within the area of managerial responsibility</li></ul> |
| <b><i>Monitoring of activities</i></b> may include:                           | <ul style="list-style-type: none"><li>• review of written reports</li><li>• performance appraisal or auditing procedures</li></ul>                                                                                                                                                            |

## Unit Sector(s)

Administration Units