



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN4010A Implement and monitor OHS in the workplace

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the knowledge and skills required to implement and monitor workplace Occupational Health and Safety policies, procedures and programs in the relevant work area.

Application of the Unit

Application of the Unit

This unit applies to implementing and monitoring OHS policies and procedures within a work area where discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Work may be conducted in a variety of environments such as:

- operational workplace activities
- restricted spaces
- hazardous, controlled or exposed conditions
- day or night operations

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The unit is applied according to OHS and workplace practices of the enterprise, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality, and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with communication to interpret OHS information, relay details to work team and ensure documentation meets regulation standards. Planning and organising is required to ensure the implementation and monitoring of OHS practices meets enterprise standards. Initiative, enterprise and problem solving will be used to identify and assess risks and hazards and implement control measures. This unit also requires an ability to identify and act on training needs of the work team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
1 Provide information to the work group about 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 workplace 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 risk 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 Workplace practices 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 practices 2.3 The outcomes of consultation over OHS issues are made known to the work group promptly
3 Implement and monitor the workplace practices 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 risk control procedures can be applied
4 Implement and monitor the workplace practices 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 OHS practices 4.2 Existing risk control measures are monitored and results reported regularly in accordance with workplace practices 4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and 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 and monitor the workplace practices 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 risks of hazardous events are implemented based on the hierarchy of control (if within scope of responsibilities and competencies)

ELEMENTS**PERFORMANCE CRITERIA**

or referred to designated personnel for implementation

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| 6 Implement and monitor the workplace practices for providing OHS training | 6.1 OHS training needs are identified accurately, specifying gaps between OHS competencies required and those held by work group members |
| | 6.2 Arrangements are made for fulfilling identified OHS training needs in both on and off the job training programs in consultation with relevant parties |
| 7 Implement and monitor the workplace practices for maintaining OHS records | 7.1 OHS records for work area are accurately and legibly completed in accordance with workplace and legal requirements |
| | 7.2 Aggregate information from area OHS records is used to identify hazards and monitor risk control procedures within work area, according to workplace practices |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- the provisions of OHS legislation, regulations and codes of practice
- principles and practices of effective OHS management
- hazards that exist in the workplace
- workplace OHS management systems, policies and procedures
- the characteristics and composition of the workforce that may impact on OHS management
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- analyse the work environment in order to identify hazards, assess risks and judge when intervention to control risks is necessary
- analyse relevant workplace data to identify hazards, assess risks and evaluate the effectiveness of risk control measures
- assess the resources needed to apply different risk control measures and make recommendations to management on that basis
- read, interpret and follow information on work specifications, standard operating procedures and work instructions and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Employability Skills Statement, Elements and Performance Criteria, Range Statement and Assessment Guidelines for this Training Package.

Critical aspects of evidence to be considered	Demonstrates skills and knowledge to: • locate, interpret and apply relevant information, including OHS legislation and codes of practice • apply organisational management systems and procedures to OHS • apply risk management procedures, including hazard identification, risk assessment and risk control • maintain relevant workplace records • convey information in written and oral form
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks • identifying improvements • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment used and work processes • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions • completing work systematically with attention to detail without damage to goods and equipment
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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. 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.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Risk control may include:	• elimination of the risk • engineering controls • administrative controls • personal protective equipment
Participative arrangements may include:	• formal and informal meetings • OHS committees • health and safety representatives • suggestions, requests, reports and concerns put forward by employees
Identifying hazards may include:	• checking machinery/equipment and/or work area before and during work • workplace inspections • housekeeping • audits • job and work system assessment • reviews of OHS records and registers • maintenance of plant and equipment
OHS training may include:	• induction training • specific hazard training • specific task or equipment training • emergency or evacuation training
OHS practices	OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include: • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces

- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector	All
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