



Australian Government

MEACOM0021 Establish, maintain and evaluate the organisations work health and safety system

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA134 Establish, maintain and evaluate the organisation's work health and safety system.

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate a work health and safety (WHS) system in an aviation maintenance organisation. The WHS system must apply required WHS legislation and principles and ensure that the workplace is, as far as practicable, safe and without risks to the health of employees. Work may be performed individually or as part of a team.

The unit is used in workplaces that operate under the airworthiness regulatory systems of the Civil Aviation Safety Authority (CASA) and the Defence Aviation Safety Authority (DASA).

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Work health and safety

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish and maintain the framework for the WHS system	1.1 Develop WHS policies that clearly express the organisation's commitment to WHS in the area of managerial responsibility and how required WHS legislation will be implemented, consistent with organisational policies 1.2 Clearly define and allocate WHS responsibilities and duties that allow implementation and integration of the WHS system, and include them in job descriptions and duty statements for all relevant positions

Elements	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.3 Identify and seek financial and human resources required to operate the WHS system in a timely and consistent manner 1.4 Provide information on the WHS system and procedures for the area of managerial responsibility, and explain it to employees in a readily accessible form
2. Establish and maintain participative arrangements for managing WHS	2.1 Establish required consultative processes, and maintain them in consultation with employees and their representatives and according to WHS legislation and the organisation's process for consultation 2.2 Deal with and resolve issues raised through participation and consultation in a timely and effective manner and according to organisational issue-resolution procedures 2.3 Provide information about the outcomes of participation and consultation to employees in an accessible manner
3. Establish and maintain procedures for identifying hazards	3.1 Identify and confirm existing and potential hazards in area of managerial responsibility according to WHS legislation, codes of practice, and trends identified from WHS records system 3.2 Develop a procedure for ongoing identification of hazards and integrate it into work systems and procedures 3.3 Monitor activities to ensure that developed procedure is adopted effectively throughout area of managerial responsibility 3.4 Address hazard identification at planning, design and evaluation stages of any workplace change to ensure that new hazards are not created
4. Establish and maintain procedures for assessing risks	4.1 Assess risks presented by identified hazards according to WHS legislation and codes of practice 4.2 Develop a procedure for ongoing assessment of risks and integrate it into work systems and procedures 4.3 Monitor activities to ensure that developed procedure is adopted effectively throughout area of managerial responsibility 4.4 Address risk assessment at planning, design and evaluation stages of any change in managerial responsibility to ensure that risk from hazards is not increased

Elements	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
5. Establish and maintain procedures for controlling risks	5.1 Develop and implement measures to control assessed risks according to the hierarchy of control, WHS legislation, codes of practice, and trends identified from WHS records system 5.2 Implement interim solutions when measures that control a risk at its source are not immediately practicable, until a control measure is developed 5.3 Develop a procedure for ongoing control of risks, based on the hierarchy of control, and integrate it into general work systems and procedures 5.4 Monitor activities to ensure that developed risk control procedure is adopted effectively throughout area of managerial responsibility 5.5 Address risk control at planning, design and evaluation stages of any change in managerial responsibility to ensure that adequate risk control measures are included 5.6 Identify inadequacies in existing risk control measures according to the hierarchy of control, and seek and/or provide resources enabling implementation of new measures according to organisational procedures
6. Establish and maintain organisational procedures for dealing with hazardous events	6.1 Identify potential hazardous events 6.2 Develop procedures that control the risks associated with hazardous events and that meet legislative requirements as a minimum, in consultation with required emergency services 6.3 Provide information and training to employees to enable implementation of correct procedures in all required circumstances
7. Establish and maintain WHS systems	7.1 Develop and implement a WHS training program to identify and fulfil employees' WHS training needs as part of organisation's general training program 7.2 Establish and monitor system for keeping WHS records to allow identification of patterns of occupational injury and disease in area of managerial responsibility
8. Evaluate the organisation's WHS system and related policies, procedures, and	8.1 Assess effectiveness of WHS system and related policies, procedures, and programs according to organisation's WHS aims

Elements	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
programs	8.2 Develop and implement improvements to WHS system to ensure effective achievement of organisation's WHS aims 8.3 Assess compliance with WHS legislation and codes of practice to ensure that legal WHS standards are maintained as a minimum

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret maintenance information.
- Writing skills to document procedures and report on systems.
- Numeracy skills to interpret and communicate technical information.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA134 Establish, maintain and evaluate the organisation's work health and safety system.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>

Assessment Requirements for MEACOM0021 Establish, maintain and evaluate the organisations work health and safety system

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Performance Evidence

There must be evidence the candidate has completed all the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- establish, maintain and evaluate one work health and safety (WHS) management system that complies with applicable federal and state or territory WHS legislation described in the knowledge evidence.

In the course of the above work, the candidate must:

- analyse working environment and design appropriate WHS management system
- analyse relevant data and evaluate WHS system effectiveness
- assess resources to establish and maintain WHS management system
- establish required consultative processes
- identify hazards and identify and control associated risks
- establish and maintain the framework for the WHS system, including:
 - developing and updating related policy
 - determining the ways in which WHS functions will be managed, which may include distinct WHS management activities, or inclusion of WHS functions within a range of management functions and operations, such as maintenance of plant and equipment, and purchasing of materials and equipment
 - designing operations, workflow and materials handling; planning or implementing alterations to site, plant, operations or work systems; mechanisms for review and allocation of human, technical and financial resources needed to manage WHS, including defining and allocating WHS responsibilities for all relevant positions
 - developing mechanisms for keeping up to date with relevant information and updating WHS management arrangements, including information on health effects of hazards, technical developments in risk control and environmental monitoring, and changes to legislation
 - developing mechanisms to assess and update WHS arrangements relevant to legislative requirements, including a system for communicating WHS information to employees, supervisors and managers within the organisation
- evaluate the effectiveness of the established WHS management system, including by:
 - regularly reviewing operating procedures
 - regularly analysing WHS records

- conducting audits against WHS legislative requirements.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key provisions of WHS legislation applicable to the WHS system developed and existing or potential hazards present in the workplace, including:
 - federal and state or territory WHS Acts, regulations, and codes of practice
 - general duty of care under WHS legislation and common law, and requirements for the maintenance and confidentiality of occupational injury and disease
 - requirements for provision of WHS information and training
 - provisions relating to health and safety representatives and/or WHS committees
 - provisions relating to WHS issue resolution
 - relevant aviation safety regulations
- key features of the hierarchy of control
- key features of, and methodology for, establishing consultative processes for managing WHS, including:
 - WHS committees and other committees, including consultative, planning and purchasing
 - health and safety representatives; employee and supervisor involvement in WHS management activities, including WHS inspections, audits, environmental monitoring, risk assessment, and risk control
 - procedures for reporting hazards, risks and WHS issues by managers and employees
 - inclusion of WHS in consultative or other meetings and processes
- organisational policy and procedures relating to hazards, risks and control measures, including:
 - procedures for identifying hazards, including:
 - WHS audits and workplace inspections, including of plant and equipment
 - maintaining and analysing WHS records, including environmental monitoring and health surveillance reports
 - maintaining plant and equipment
 - reviewing materials and equipment purchases, including manufacturer and supplier information
 - employee reporting of WHS issues
 - procedures for assessing risks, including:
 - determining the likelihood and severity of adverse consequences from hazards
 - WHS audits and workplace inspections
 - maintaining plant and equipment
 - purchasing materials and equipment
 - planning or implementing alterations to site, operations, or work systems

- analysing records and reports, including those relating to injuries and incidents, hazardous substances inventories/registers, audit and environmental monitoring reports, and WHS committee records
- procedures for controlling risks, including:
 - assessing WHS consequences of materials, plant or equipment prior to purchase
 - obtaining expert advice
 - applying measures according to the hierarchy of control
 - designing safe operations and systems of work
 - including new WHS information in procedures
 - checking enterprise compliance with regulatory requirements
- procedures for hazardous events, including:
 - making inventories of, and inspecting, high risk operations
 - inspecting systems and operations associated with potentially hazardous events, including emergency communications, links to emergency services and firefighting, chemical spill containment, bomb alerts, and first aid services
- principles and practices of effective WHS management
- management arrangements relating to regulatory compliance
- characteristics and composition of workforce and their impact on WHS management
- relevance of organisational management systems to WHS management.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (DASA and CASA) and maintenance stakeholders and must be rigorously observed.

Skills must have been demonstrated under routine supervision in the workplace or in a simulated environment that reflects workplace conditions and contingencies encountered in establishing, maintaining and evaluating an organisation's work health and safety system, or a combination of on- and off-the-job assessment. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials relevant to establishing, maintaining and evaluating an organisation's work health and safety system
 - equipment and materials required to demonstrate the performance evidence above.

Evidence of tasks demonstrating competency must be recorded in a log of industrial experience and achievement.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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