



Australian Government

Assessment Requirements for MEM13020 Supervise work health and safety in an industrial work environment

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM13010 Supervise work health and safety in an industrial work environment.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting information on work health and safety (WHS) legislation, workplace practices and procedures, specifications, charts, lists and other applicable reference documents used in the workplace
- establishing consultation mechanisms in sections of the work site
- scheduling meetings and keeping records of discussions with consultative forums on WHS matters
- supervising the allocation of personal protective equipment (PPE) to staff
- establishing safety and housekeeping practices and procedures
- rectifying WHS legislative requirement non-conformances
- keeping records for monitoring the effectiveness of work practices and procedures with respect to the safety of the working environment
- identifying hazards and assessing risks and implementing risk control measures on at least two occasions
- assessing control measures for effectiveness in controlling the risk
- monitoring hazards, and determining the need for expert advice in the identification and control of workplace hazards
- investigating accidents in accordance with procedures to determine the cause
- supervising communication of WHS matters
- identifying training needs for a particular work section
- maintaining records in accordance with SOPs.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of PPE
- legislative requirements for the workplace and supervisory responsibilities

- relevant consultative forums and required frequency of discussions
- procedures for initiating discussions with the relevant consultative forums
- organisational WHS communication requirements
- WHS training practices, procedures and options available
- work practices and procedures developed in conjunction with the relevant consultative forums
- effect of work practices and procedures on the safety of the working environment
- the application of the hierarchy of control step in the management and control of risk control:
 - elimination
 - substitution
 - isolation
 - engineering control measures
 - using safe work practices
 - personal protective equipment (PPE)
- procedures for monitoring the success of the work practices and procedures developed
- procedure for rectifying non-compliances linked to WHS legislative requirement
- variables to be recorded during the monitoring process
- sources of information and expertise on WHS issues and procedures for accessing expertise external to the workplace
- procedures for conducting accident investigations
- principles and hierarchy of hazard control measures, reasons for progressively implementing the hierarchy of control of hazards and the mechanisms for controlling hazards
- likely causes of accidents investigated
- procedures for recording accidents and incidents
- probable causes of trends or problem areas.

Assessment Conditions

- Assessors must:
 - have vocational competency in supervising work health and safety in an industrial work environment at least to the level being assessed, with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>