



Australian Government

MEM13020 Supervise work health and safety in an industrial work environment

Release: 1

MEM13020 Supervise work health and safety in an industrial work environment

Modification History

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

Application

This unit of competency defines the skills and knowledge required to supervise implementation of work health and safety (WHS) practices and procedures in a section of a workplace in manufacturing, production, engineering and related industry environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: 4

Pre-requisite Unit

MEM13019 Undertake work health and safety activities in the workplace

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine job requirements	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times
2. Implement WHS procedures for work site or section	2.1 Identify legislative requirements for the work section and work supervisor 2.2 Establish consultation mechanisms for the work section and maintain records of consultation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Allocate personal protective equipment (PPE) to all staff in line with their work responsibilities 2.4 Establish safety and housekeeping practices and procedures for the worksite or section 2.5 Check tools and equipment for suitability and serviceability 2.6 Establish safety monitoring procedures 2.7 Rectify non-conformances with WHS legislative requirements
3. Assess risks and apply risk management strategies for work site or section	3.1 Identify hazards and assess risks in the work site or section 3.2 Implement appropriate risk control measures 3.3 Assess control measures for effectiveness in controlling the risk 3.4 Monitor hazards and identify any action required 3.5 Determine the need for expert advice to manage risks 3.6 Conduct accident investigations to determine cause, as required, in accordance with SOPs
4. Supervise others in the implementation of WHS procedures in the worksite or section	4.1 Supervise communication on WHS matters according to scope of own work role 4.2 Identify WHS training needs for the work section 4.3 Coordinate, evaluate and document WHS training and communication activity according to legislative requirements and organisational procedures 4.4 Coordinate statutory WHS training requirements and document according to legislative requirements and organisational procedures
5. Maintain records and statistics	5.1 Maintain accident and/or incident records in accordance with SOPs 5.2 Analyse records for trends and identify problem areas for further action

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Consultation mechanisms include one or more of the following:	• WHS committees • WHS representation • toolbox meetings • safety meetings • record-keeping systems.
PPE includes one or more of the following:	• safety boots • gloves • goggles • glasses • earmuffs • hard hats • clothing • respirators or masks • reflective vests.
Safety and housekeeping practices and procedures include one or more of the following:	• emergency and/or evacuation procedures • tool and equipment cleaning • maintenance and storage procedures • safety reporting and documentation procedures • barricades and signage • procedures for managing hazardous chemicals and materials.
Hazards include one or more of the following:	• tools and equipment • lighting • gases • electricity and water • toxic and hazardous substances • flammable materials and fire hazards • lifting practices • working in confined spaces • working at height • spillage • waste and debris • noise • mobile plants including forklifts and front-end loaders • moving parts of machinery

	• gravity (falls from heights) • dusts.
Communication includes one or more of the following:	• signage and labelling • hazard identification notices • access to policies • procedures • SOPs • meeting notices • documentation procedures • reporting procedures • meetings.
Supervision includes one or more of the following:	• coordinating • implementing • referring • delegating • facilitating • monitoring • documenting.
Training needs include one or more of the following:	• induction programs • technical training • coaching and mentoring • supervision • specialist training • on site and/or off-site • involvement of training specialists • organisational training requirements • referral to training personnel.

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

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

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

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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.

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