



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMOHS400A Contribute to OHS management system

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

On completion of this unit, the worker will be able to contribute to the workplace occupational health and safety (OHS) management system and ensure that the workplace is, so far as is practicable, safe and without risks to the health of workers.

Application of the Unit

Application of this unit

This competency applies to personnel who are required to implement, monitor and improve the OHS management system. It typically applies to an OHS expert, or a supervisor or manager who has OHS particular responsibilities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has the prerequisite of *MSAOHS300A Facilitate the implementation of OHS for a work group*.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Establish and review procedures for identifying hazards, and assessing and controlling risk.	1.1 Access current, relevant information on legislative and industry requirements for hazard identification and risk assessment and control. 1.2 Identify gaps in procedures. 1.3 Develop workplace procedures to meet requirements. 1.4 Involve relevant stakeholders in procedures development. 1.5 Review the procedures on a regular basis by consulting stakeholder groups for feedback. 1.6 Inform relevant stakeholders and other work groups of any changes and implement changes in the procedures.
2. Establish and review incident procedures	2.1 Identify legal and organisation requirements. 2.2 Identify gaps in procedures. 2.3 Develop workplace procedures for dealing with incidents. 2.4 Review the procedures by consulting stakeholder groups for feedback. 2.5 Inform relevant stakeholders and other work groups of any changes and implement changes in the procedures.
3. Implement and review training program from an OHS perspective.	3.1 Identify the legal, organisational and practical requirements for OHS training. 3.2 Evaluate the workplace training program for OHS gaps. 3.3 Review the program on a regular basis by consulting stakeholders and work groups for feedback. 3.4 Take appropriate action to incorporate relevant feedback into the revised program. 3.5 Inform relevant work groups of any changes and implement changes in the OHS training program.
4. Implement and review OHS recording system.	4.1 Identify the legal and organisational requirements for OHS records. 4.2 Evaluate the workplace OHS recording system for gaps.

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
	4.3 Review the system on a regular basis by consulting stakeholders and work groups for feedback. 4.4 Incorporate relevant feedback into the revised system in consultation with stakeholders. 4.5 Inform relevant work groups of any changes and implement changes in the management of OHS record.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Knowledge and understanding of the workplace OHS system and State OHS legislative requirements, codes of practice and relevant industry standards sufficient to contribute to the workplace OHS management system for a work group or area within the scope of their responsibilities and competencies.

In these industries which are characterised by high potential hazard, team leaders and supervisors must be aware that employees need to exercise their duty of care responsibilities. This will be not only within the general OHS Acts and regulations, but also within those State and national standards applying to hazardous substances, dangerous goods and major hazards. Competence includes the ability to apply and describe the:

- identification of hazards common to the industry and standard controls
- rights and responsibilities of employees under OHS legislation
- obligations of employers under the OHS legislation
- legislative requirements for information and consultation
- legislative requirements for record keeping and reporting
- appropriate consultation arrangements for the industry
- numeracy, literacy and other communication skills of work group(s)
- duty of care of employers and employees
- hierarchy of control.

Competence also requires the ability to:

- access and use the current OHSMS
- access and interpret training records
- identify and communicate with all key personnel in the organisation
- identify and access relevant sources of information.

Knowledge of related management systems, eg purchasing and IT, is also required.

Language, literacy and numeracy requirements

This unit requires the ability to interpret and apply complex documents with specific technical jargon.

Writing is required to the level of drafting policy and procedures.

Numeracy is required to the level of interpreting statistics and hazard data and setting up appropriate safety measurements.

Evidence Guide

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

Overview of assessment

The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations that will include disruptions to normal, smooth operation.

Where the assessee does not currently possess evidence of competency in *MSAOHS300A Facilitate the implementation of OHS for a work group*, it may be co-assessed with this unit.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- identify/describe the workplace OHS system and State OHS legislative requirements as well as the importance of critical procedures
- recognise and analyse potential situations that require action
- implement appropriate corrective action.

There should be an underpinning understanding of the duty of care responsibilities of employer and employees.

Consistent performance should be demonstrated. For example, demonstrated knowledge and understanding of:

- all relevant workplace procedures
- the requirements that the workplace procedures should meet
- the consultation processes, either general or specific to OHS
- training and assessment of training needs
- hazard identification, risk assessment and risk control methods
- the need for specific hazard management policies and procedures
- types and sources of OHS information
- OHS record keeping systems
- the system for and process of maintenance of plant and equipment
- OHS issue resolution processes.

These aspects may be best assessed using a range of scenarios/case studies/what ifs as the stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and extreme situations that may have been generated from the past incident history of the workplace, incidents on similar plants around the world, hazard analysis activities and similar sources.

Assessment method and context

Assessment for this unit of competency will be on a processing plant or in a manufacturing environment.

Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk throughs of the relevant competency components. Simulations may also include the use of case studies/scenarios and role plays.

This unit of competency requires a significant body of knowledge which will be assessed through questioning and the use of 'what if' scenarios both in the workplace (during demonstration of normal operations and walk throughs of abnormal operations) and off the job.

It is expected that this competency may be applicable in combination with other industry, occupation or workplace-specific competencies. In all cases it may be appropriate to assess this unit concurrently with relevant teamwork and communication units.

Specific resources for assessment

Assessment will require access to an operating plant or manufacturing environment over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies and 'what ifs' will be required as will a bank of questions that will be used to probe the reasoning behind the observable actions.

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. 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This unit covers live, real time and ongoing routine hazard identification and risk assessment. This unit describes OHS requirements applicable for those with responsibilities for contributing to the workplace OHS management system within a work group or area. This may be as a team leader or as a supervisor. Roles and responsibilities will vary from organisation to organisation.

Review of activities may include review of written reports, performance appraisal or auditing procedures.

Competence is demonstrated in the context of an organisation where the OHS system with related policies, procedures and programs is already established. The role will relate to the maintenance and upkeep of the system.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Hazards

Typical hazards include:

- handling chemicals and hazardous materials
- chemical and or hazardous materials spillage
- gases and liquids under pressure
- moving machinery
- materials handling
- working at heights, in restricted or confined spaces, or environments subjected to heat, noise, dusts or vapours
- fire and explosion.

OHS Information

Sources of relevant OHS information include:

- OHS legislation and codes of practice
- industry standards for materials, process, equipment etc
- SA/ISO standards
- OHS authorities
- unions and industry associations

- Internet, journals, magazines
- manufacturer/supplier manuals/specifications
- policies and procedures
- JSA, risk assessments, HAZOPs
- hazard, incident and injury records
- training resources
- employee information brochures, newsletters etc
- OHS reports such as inspections, technical reports.
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Unit Sector(s)

Not applicable.