



Australian Government

MSS027019 Implement and maintain the site health and safety management system

Release: 1

MSS027019 Implement and maintain the site health and safety management system

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to implement and maintain the work health and safety (WHS) management system for a site or work group. Personnel work in accordance with health and safety management policies, plans and procedures which incorporate all relevant aspects of WHS legislation and the codes, guidelines, regulations and Australian Standards that apply to the site.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in all industry sectors who have access to a workplace manager and internal or external expert WHS advice.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

MSL944002 Maintain laboratory or field workplace safety

Competency Field

Management

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Confirm requirements for | 1.1 | Check WHS responsibilities and duties are documented and accountability processes are in place |
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	WHS management system	1.2	Check WHS policies and procedures are documented and that documents are accessible to all relevant personnel
		1.3	Recognise limits of own expertise and consult manager and WHS specialists
2	Implement and maintain participative arrangements for WHS management	2.1	Implement and maintain participative processes with site personnel and their representatives in accordance with WHS legislation and standards
		2.2	Provide information to site personnel in a format that is accessible and readily understood
		2.3	Address issues raised through participation and consultation promptly and effectively
		2.4	Provide information about the outcomes of participation and consultation to site personnel
3	Implement and maintain WHS risk management processes	3.1	Check hazard, incident and injury reporting and investigation processes are in place to meet prevention and legislative requirements
		3.2	Implement a process of hazard identification and risk assessment
		3.3	Check risk controls and hazard specific procedures for risk control comply with legislation and the hierarchy of control
4	Implement and maintain WHS training programs	4.1	Conduct a training needs assessment for site personnel that takes account of legislative requirements, workplace policies and procedures and risk control requirements
		4.2	Develop and implement training programs to meet the WHS training needs of site personnel
5	Implement and maintain WHS	5.1	Identify and address the legal requirements for record keeping

	record keeping system	5.2	Ensure that records are accurately completed, collected and stored
		5.3	Identify and access sources of WHS information
6	Initiate and maintain WHS management system improvements	6.1	Collect and analyse information to regularly evaluate WHS management system performance
		6.2	Recognise instances of non-conformance or non-compliance and identify opportunities for improving performance
		6.3	Initiate authorised improvements in consultation with relevant personnel and update system documentation
		6.4	Monitor the effectiveness of improvements in consultation with site personnel
7	Keep management informed about WHS performance	7.1	Provide regular reports about WHS performance, instances of potential and actual non-conformance and incidents and the actions taken in each case
		7.2	Report opportunities and recommendations for system improvements in accordance with workplace procedures
		7.3	Report implementation and effectiveness of system modifications

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.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS027012 Implement and maintain the site health and safety management system.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS027019 Implement and maintain the site health and safety management system

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Performance Evidence

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

- implemented and maintained the health and safety management system for at least 1 site or work group, including:
 - consulting with employees and other stakeholders on at least 1 occasion about safety issues, hazard identification, risk assessment, selection and implementation of control measures and their review
 - developing and implementing at least 1 improvement in work practices and procedures to reduce the risk of illness and injury and meet WHS legislative requirements
 - developing and implementing at least 1 training program to meet the identified WHS training needs of site personnel
 - preparing reports for WHS committee, WHS representatives, managers and supervisors.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- terminology, principles and practices of effective WHS management
- nature of site safety hazards and hazard identification processes
- risk assessment, risk control and hierarchy of control processes, including:
 - analysing the effectiveness of existing controls
 - determining the likelihood of each consequence considering exposure and hazard level
 - combining these in some way to obtain a level of risk
 - comparison of the determined risk with pre-established tolerance criteria and ranking of risks requiring control.
- procedures, standards, legislation and regulator's guidelines relating to WHS management systems, record keeping, reporting and consultation
- key personnel identified in workplace management structure and WHS management systems
- sources of WHS management information, including specialist advisors
- workplace WHS and management policies and procedures, plans, housekeeping, inspections and audits

- roles and responsibilities of employers and employees under WHS legislation, including managers, supervisors and contractors
- characteristics and composition of the workforce and how they impact on WHS management
- participative consultation processes relating to WHS management systems
- workplace purchasing policy and procedures for safety related supplies and equipment.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
 - WHS legislation and regulations, codes of practice
 - workplace WHS policies, management plans, procedures and tools.

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

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