



Australian Government

MSTGN4010 Implement and monitor WHS and environmental systems in the workplace

Release: 1

MSTGN4010 Implement and monitor WHS and environmental systems in the workplace

Modification History

Release 1. Supersedes and is equivalent to LMTGN4010A Implement and monitor OHS in the workplace

Application

This unit of competency covers the knowledge and skills required to implement and monitor work health and safety (WHS) and environmental policies, procedures and programs in the relevant work area.

This unit of competency applies to implementing and monitoring WHS and environmental policies and procedures within an identified work area in an operational or production setting. Work may require discretion and judgement, for both self and others, in planning and selecting processes, procedures or outcomes.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

Work may be conducted in a variety of environments including operational workplace activities, restricted spaces, hazardous, controlled or exposed conditions, day or night operations in small to large scale enterprises and may involve individual and team activities.

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

Pre-requisite Unit

Nil

Competency Field

Generic

Unit Sector

Not applicable

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 | Prepare to implement WHS | 1.1 | Identify WHS and environmental legislative and regulatory policies and procedures relevant to workplace |
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	and environmental policies and procedures		context
		1.2	Confirm policies and codes of practice relevant to work role
		1.3	Locate sources of information on relevant WHS and environmental policies and codes of practice
		1.4	Analyse the work environment to identify hazards, assess risks and judge when intervention to control risks is necessary
		1.5	Locate or prepare information on workplace WHS and environmental policies, procedures and programs in a suitable format
2	Communicate WHS and environmental policies and procedures	2.1	Provide information to the work group about WHS and environmental policies, procedures and programs
		2.2	Provide information about identified hazards and the outcomes of risk assessment and risk control procedures
		2.3	Explain procedures to manage identified hazards and the outcomes of risk assessment and risk control procedures
		2.4	Implement and monitor workplace practices for consultation over WHS and environmental issues to ensure that all members of the work group have the opportunity to contribute
		2.5	Promptly deal with and resolve issues raised through consultation or refer to the appropriate personnel for resolution in accordance with workplace procedures
		2.6	Inform work group promptly about outcomes of consultation over WHS and environmental issues.
3	Implement and monitor practices for identifying hazards and assessing and controlling risks	3.1	Identify and report existing and potential hazards in the work area so that risk assessment and risk control procedures can be applied
		3.2	Implement work procedures to control risks and monitor work group to ensure procedures are followed
		3.3	Monitor existing risk control measures and report results regularly in accordance with workplace procedures

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| | | 3.4 | Identify any inadequacies in existing risk control measures or resource allocation in accordance with the hierarchy of control and report to designated personnel |
| 4 | Implement and monitor the practices for dealing with hazardous events | 4.1 | Assess the resources needed to apply different risk control measures and make recommendations to management |
| | | 4.2 | Implement workplace procedures for dealing with hazardous events whenever necessary to ensure that prompt control action is taken |
| | | 4.3 | Investigate hazardous events to identify their cause in accordance with investigation procedures |
| | | 4.4 | Implement control measures to prevent recurrence and minimise risks of hazardous events based on the hierarchy of control (if within scope of responsibilities and competencies) or refer to designated personnel |
| 5 | Implement and monitor practices for providing training and maintaining records | 5.1 | Identify WHS and environmental training needs and specify gaps between competencies required and those held by work group members |
| | | 5.2 | Make arrangements in consultation with relevant parties for fulfilling identified WHS and environmental training needs in both on and off the job training programs |
| | | 5.3 | Complete accurate WHS and environmental records for work area in accordance with workplace and legal requirements |
| | | 5.4 | Aggregate information from area WHS and environmental records, identify hazards and monitor risk control procedures within work area, according to workplace practices |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures (SOPs)
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Participative arrangements include, but are not limited to, one or more of the following:

- formal and informal meetings
- WHS committees
- WHS representatives
- suggestions, requests, reports and concerns put forward by employees

Identifying hazards includes, but is not limited to, one or more of the following:

- checking machinery/equipment and/or work area before and during work
- workplace inspections
- housekeeping
- audits
- job and work system assessment
- reviews of WHS records and registers
- maintenance of plant and equipment

WHS and environmental training includes, but is not

- induction training
- specific hazard training

limited to, one or more of the following:

- specific task or equipment training
- emergency or evacuation training
- safe handling of materials
- disposal of chemical and hazardous substances
- recycling

WHS practices

- WHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and includes one or more of the following:
 - manual handling techniques
 - SOPs
 - personal protective equipment (PPE)
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - other WHS practices relevant to the job and enterprise

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN4010A Implement and monitor OHS in the workplace

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTGN4010 Implement and monitor WHS and environmental systems in the workplace

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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:

- reading and following work instructions, standard operating procedures and safe work practices
- applying relevant standards
- analysing the work environment to identify hazards, assess risks and judge when intervention to control risks is necessary
- locating, interpreting and applying relevant information, including work health and safety (WHS) and environmental legislation and codes of practice
- applying organisational management systems and procedures to implement and monitor WHS and environmental policies and workplace procedures
- applying risk management procedures, including hazard identification, risk assessment and risk control
- implementing procedures to deal with hazardous events and taking action to prevent recurrence
- identifying training needs, encouraging participation and arranging for training, where required, to deal with workplace WHS and environmental issues
- providing at least three (3) examples of oral or written communication that encourages consultation, conveys information and provides feedback in written and /or oral form on WHS and environmental systems, in an identified workplace
- analysing relevant workplace data and documenting practices in an identified workplace or production operation to identify hazards, assess and mitigate risks, evaluate the effectiveness of risk control measures and implement environmental management strategies.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- the provisions of WHS and environmental legislation, regulations and codes of practice
- principles and practices of effective WHS and environmental management relevant to work context and role, such as:
 - environmental protection

- waste reduction
- waste disposal
- pollution control
- recycling
- workplace WHS and environmental management systems, policies and procedures
- the characteristics and composition of the workforce that may impact on WHS management
- WHS practices, including hazard identification and control measures
- measures to maintain healthy environment and reduce waste relevant to context (reduce, re-use and recycle)
- risks and risk control relevant to the workplace
- risk control measures, including:
 - elimination of the risk
 - engineering controls
 - administrative controls
 - personal protective equipment
- sources of information suitable for communicating WHS and environmental information
- resources for assessing and providing training in WHS and environmental practices
- forms of Information, such as:
 - printed information
 - oral presentation
 - instructions
 - diagrams
 - brochures
 - signs
 - illustrations
 - flow charts
 - film or video presentations
 - web links
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in implementing and monitoring WHS and environmental systems, at least to the level being assessed, with relevant industry knowledge and experience.

- Assessment should 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 reflecting 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.
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

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