



Australian Government

Department of Education, Employment and Workplace Relations

MTMPS5609C Manage, maintain and continuously improve OHS plans and systems

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and manage Occupational Health and Safety (OH&S) plans and systems. It includes the development of a positive workplace health and safety culture and the development of systems, procedures and controls. Improved OH&S is a priority in the meat industry. Effective management of OH&S systems produces a safe environment and reduces the financial liabilities of the enterprise. This standard is consistent with the National Guidelines for Integrating OH&S Competencies into National Industry Competency Standards [NOH&SC: 7025].
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Application of the Unit

Application of the unit	In the meat industry context, managers may have responsibility for OH&S or OH&S responsibilities within production, human resources (HR) or other roles. At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Scope the workplace health and safety program	1.1. Legal requirements and obligations for OH&S are identified and interpreted for the enterprise. 1.2. Scope of enterprise operations and requirements for OH&S systems is determined, including requirements for management of hazardous events. 1.3. Enterprise's current system is documented and performance is analysed against internal and external benchmarks.
2. Develop OH&S policies and plans	2.1. Policies documenting and defining Chief Executive Officer (CEO)/organisational commitment to OH&S are developed. 2.2. Enterprise goals and targets for OH&S performance are set for the short, medium and long term. 2.3. Resource requirements for the operation of the system are identified and committed. 2.4. Implementation plan detailing resources and strategies is prepared. 2.5. Communication strategy for informing stakeholders of policies, obligations and responsibilities is prepared.
3. Develop enterprise commitment to OH&S	3.1. OH&S responsibilities and duties are incorporated in all relevant policies, position descriptions, operating procedures and work instructions. 3.2. Enterprise OH&S policies, strategies and requirements include all enterprise personnel, contractors, suppliers and visitors on the work site. 3.3. Consultative and participative mechanisms are established to facilitate the prevention, identification and effective and prompt resolution of OH&S issues. 3.4. OH&S issues, including hazard and risk identification and control, are considered in the planning, design and evaluation of job design, procedures, technology, work/process flows, plant layout and construction.
4. Develop and maintain procedures for identifying hazards	4.1. OH&S records are analysed to determine trends. 4.2. Existing and potential hazards are correctly identified. 4.3. Hazard identification procedures are developed and integrated within enterprise procedures and systems.
5. Manage and maintain procedures for assessing risks	5.1. Risks determined by the identification of hazards are correctly assessed. 5.2. Procedures for assessment of risks are developed

ELEMENT	PERFORMANCE CRITERIA
	and integrated within enterprise procedures and systems.
6. Manage and maintain procedures for controlling risk	6.1. Risk control measures are developed and implemented, consistent with the hierarchy of control and regulatory requirements. 6.2. Procedures for control of risks are based on the hierarchy of control and integrated into enterprise procedures and systems. 6.3. Interim control measures are replaced with permanent measures to control risks at the source. 6.4. Resources to enable implementation of new or permanent control measures are sought and included in enterprise planning processes.
7. Maintain enterprise commitment to OH&S goals	7.1. Training is resourced, planned and delivered to support commitment to and compliance with regulatory and enterprise requirements for OH&S. 7.2. Enterprise, team and individual obligations for progress towards OH&S goals are presented clearly and are regularly updated. 7.3. Enterprise operations and procedures are monitored to ensure the effective adoption of OH&S procedures according to enterprise and regulatory requirements.
8. Manage and maintain procedures for hazardous events	8.1. Potential hazardous events are correctly identified. 8.2. Potential community health hazards are identified and notified appropriately. 8.3. Local communities, and emergency and community health services and authorities are consulted in the control of hazardous events and community health incidents.
9. Continuously improve OH&S performance	9.1. OH&S data and record keeping systems are maintained and secured. 9.2. Performance data, including team feedback, is collected and analysed against enterprise goals and targets. 9.3. Performance implications are conveyed to stakeholders. 9.4. Compliance with enterprise and mandatory OH&S requirements is monitored and reported. 9.5. Systems and procedures are updated for legislative, technical, process or operational changes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access, where appropriate, *specialist external advice* to assist in the development of OH&S systems and plans
- analyse the impact of *workforce characteristics* and enterprise communication patterns and culture on OH&S system design, implementation and operation
- apply analysis of enterprise culture, including ethical standards and values, communication systems and workforce characteristics to the development of effective OH&S consultative processes
- apply principles and procedures for hazard identification, risk analysis and hierarchy of controls in any or all areas of the workplace
- apply problem-solving strategies, such as developing practical and creative solutions, showing independence, developing a range of strategies to resolve problems, testing assumptions, and addressing customer and workplace concerns
- collect, analyse and report complex OH&S information to stakeholders using a variety of formats appropriate for the purpose and the audience
- consult with the community to develop strategies to minimise community health and safety impacts of enterprise operations (e.g. hazardous events and Q fever from stockyards)
- maintain currency of knowledge through independent research and/or professional development
- develop and monitor systems to ensure workforce ownership of and compliance with enterprise safety procedures, including establishing OH&S consultative strategies and processes, mandatory workplace safety committees and provision of training
- develop hazardous events plans in consultation with appropriate workplace personnel and external agencies, including emergency services and government agencies
- establish record management systems to monitor compliance, including mandatory notifications and reporting, mandatory licences and certificates, registers, listings and labelling of regulated materials
- identify and apply relevant communication and *mathematical skills*
- identify and apply relevant *workplace* and regulatory requirements
- identify and interpret the implications, obligations and requirements of relevant legislation, regulations, guidelines, codes of practice, Australian standards for health and safety for the enterprise's directors, management and workforce
- identify appropriate industry or enterprise benchmarks for OH&S performance
- improve health and safety performance, including developing OH&S plans and strategies, acting on performance information, developing continuous review

REQUIRED SKILLS AND KNOWLEDGE

- processes, including recommendations in the OH&S planning process
- integrate enterprise OH&S policies, systems and procedures with relevant organisational management systems and procedures, including the inclusion of OH&S responsibilities in all relevant position descriptions/procedures and work instructions, and strategies for ensuring visitor and contractor compliance with enterprise health and safety policies and procedures
 - monitor enterprise health and safety performance, including analysing **health and safety information, and reports** measuring performance against enterprise goals, targets and agreed benchmarks
 - observe standard workplace OH&S requirements during performance of duties
 - prepare action plans which identify goals, managerial responsibilities and operational strategies for OH&S
 - prepare and monitor enterprise training plan for all levels of the organisation to support workforce commitment and contribution to workplace health and safety
 - present reports according to legal and enterprise requirements
 - set enterprise health and safety goals and targets through consultation with stakeholders and analysis of enterprise OH&S data
 - systematically analyse the causes of accidents, incidents and work-related **injuries and illnesses** and take corrective action by identifying and introducing programs for reducing accidents and injuries
 - take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or technologies
 - update enterprise policies, plans and practices for changes in relevant legislation, regulation, codes of practice and guidelines
 - utilise available information and communications technology, including modelling and evaluation software, to collect, monitor, analyse and report enterprise safety data.

Required knowledge

Knowledge of:

- enterprise requirements for external expertise and assistance in the development of OH&S systems and plans
- impacts of enterprise OH&S policies, systems and procedures on all organisational management systems and operations, including processing and production, maintenance, contractors, distribution and administration
- OH&S hazards, risks and controls relevant to enterprise operations, procedures and products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

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

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a workplace with typical operating and production conditions
- enterprise system information.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace operations
- workplace projects with focus on company environment and conditions.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Specific OH&S ***obligations*** and requirements may include:

- duty of care under OH&S legislation and common law
- hazards management
- OH&S representative and consultative mechanisms and issues resolution provisions
- security and confidentiality relating to individual OH&S records
- training.

Hazardous events and community health hazards may include:

- lairage of livestock carrying Q fever and other zoonotic diseases
- refrigerant leaks
- seepage from holding ponds.

Measuring of ***OH&S performance*** may include:

- average time lost rate, and days lost per reporting period
- costs, including preventative, rehabilitation and compensation
- reported incidents, accidents, incident rates, and reports by types of accidents and incidents.

Communication may:

- be inclusive of the cultural, ethnic and social diversity of individuals and groups
- involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data
- involve reading and interpreting workplace

RANGE STATEMENT

	documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • may be formal or informal and involve face to face and technological/electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
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RANGE STATEMENT	
<i>Stakeholders</i> may include:	• company owners, directors, shareholders and financiers • competitors • emergency services (e.g. ambulance, hospital, fire, police and rescue) • insurance agencies, brokers and underwriters • local community • management and employees • OH&S agencies and government departments • suppliers, customers and consumers • unions and employer associations.
<i>Consultative and participative</i> processes may include:	• continuous improvement and review • inclusion of OH&S in other consultative processes and forums (e.g. consultative committee or maintenance meetings) • involvement of workforce at all levels in problem solving, management and monitoring of OH&S, including inspections, audits, risk assessment and risk control • OH&S representatives and/or committees • procedures for reporting hazards, risks and issues.
<i>OH&S records</i> may include:	• audit and inspection reports • environmental monitoring and health surveillance records • first aid and sick room records • information from suppliers and agencies, including stock handling, equipment and machinery usage and maintenance • maintenance reports • mandatory requirements: compensation and rehabilitation, Material Safety Data Sheets (MSDS), accident, injury and illness notifications, certificates and licences, hazardous substances registers and driver's log books • training.
<i>Regulatory requirements</i> may include:	• animal welfare • commercial law, including fair trading and trade practices • compliance, including AS 3806:2006 Compliance programs

RANGE STATEMENT

- consumer law
- corporate law, including registration, licensing and financial reporting
- current NOH&SC Codes of Practice, including noise management and protection of hearing at work, preparation of MSDSs, and prevention of occupational overuse
- environmental and waste management legislation and regulations
- Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment
- Export Control Act
- industrial awards and agreements
- OH&S management systems including:
 - AS/NZS 4581:1999 Management System Integration - Guidance to Business Government and Community Organisations
 - AS/NZS 4801:2001 Occupational Health&Safety Management Systems - Specification with Guidance for Use
 - ASNZS 4804:2001 Occupational Health&Safety Management Systems - General Guidelines on Principles, Systems and Supporting Techniques
- relevant regulations
- risk management, including:
 - AS/NZS 4360:2004 Risk Management
- state and territory regulations regarding meat processing
- taxation.

RANGE STATEMENT	
<i>Training</i> may include:	• first aid training • OH&S training for all levels and areas of enterprise • safety committee training.
<i>OH&S requirements</i> may include:	• enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Specialist external advice</i> may be:	• provided by health and safety professionals (e.g. ergonomists, rehabilitation specialists and occupational therapists) • provided by technical experts (e.g. ergonomists) • utilised in the design of control measures, monitoring systems and health surveillance.
<i>Workforce characteristics</i> may include:	• age • cultural and language background • education and training experience • employment history and work experience • gender • individual ethical standards and values • literacy, numeracy, communication skills • part time, casual, contract and permanent employment.

RANGE STATEMENT	
Mathematical skills may relate to:	• technical and financial modelling • calculations • interpretation and analysis • complex actual and hypothetical mathematical information, such as: • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
Workplace requirements may include:	• enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Health and safety information and reports may include:	• audit reports, accident investigation reports, and financial reports relating to premiums, costs and claims • detailed, summarised, expanded or synthesised information • oral, written, graphic, technical or statistical information • sketches, photographs, video or audio taped information.
Occupation injuries and illnesses may include:	• cuts, sprains and strains • substance abuse • zoonotic diseases.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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