

RTC5701A**Establish and maintain the enterprise OHS program****Unit Descriptor**

Establish and maintain the enterprise OHS program

Unit Sector

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Develop OHS policies and procedures | 1.1 An OHS business plan and program is developed for the enterprise in consultation with designated personnel and/or management.
1.2 OHS responsibilities and duties are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions.
1.3 Financial and human resources for implementation of OHS policies and procedures are identified, sought and/or provided as required.
1.4 Information on the OHS system and procedures for the area of responsibility is provided and explained in a form which is readily understood by employees. |
| 2. Establish and maintain processes to ensure the participation of all employees in the application of OHS | 2.1 Consultation processes are established and maintained with employees and their representatives in accordance with relevant legislation and according to enterprise guidelines.
2.2 Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with enterprise procedures for issue resolution.
2.3 Information about the outcomes of participation and consultation is provided in a manner readily accessible to employees. |
| 3. Establish and maintain procedures for identifying hazards | 3.1 Existing and potential hazards within the area of responsibility are identified and confirmed in accordance with legislation, Codes of Practice, and trends identified from the OHS records system.
3.2 A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures.
3.3 Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout areas of managerial responsibility.
3.4 Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created. |

- | | |
|---|---|
| 4. Establish and maintain procedures for assessing risks | 4.1 Risks associated with identified hazards are assessed in accordance with safe work practices, with information derived from workplace OHS records and industry wide information, and with relevant OHS legislation and Codes of Practice.
4.2 A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures.
4.3 Activities are monitored to ensure that risk assessment procedures are adopted effectively throughout the area of managerial responsibility.
4.4 Risk assessment is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from hazards is not increased.
4.5 Accident and dangerous occurrences are investigated and recorded according to enterprise and OHS procedures. |
| 5. Interim risk control measures are implemented until a better or permanent control measure is developed | 5.1 Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant OHS legislation, Codes of Practice, and trends identified from the OHS records system.
5.2 When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a permanent control measure is developed.
5.3 A process of ongoing hazard identification and risk assessment, and review of effectiveness of control programs is developed and integrated into enterprise management arrangements.
5.4 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility.
5.5 Risk control is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that adequate risk control measures are included.
5.6 Systems are designed to reduce risk and administrative arrangements to ensure safe OHS work practices are put in place where elimination of a hazard is not possible.
5.7 Effective OHS risk management measures are set in place during any modification of the buildings and structures, machinery and work activities.
5.8 Inadequacies in existing risk control measures are identified and resources enabling implementation of new measures are sought and/or provided according to appropriate workplace procedures. |

- | | |
|---|--|
| 6. Plan and manage enterprise procedures for dealing with hazardous events | 6.1 Potential emergencies posing risk to health and safety of workers and the public are correctly identified.
6.2 Plans and procedures which control the risks associated with hazardous events and meet any legislative requirements as a minimum, are developed in consultation with appropriate emergency services.
6.3 Appropriate information and training is provided to employees to enable implementation of correct emergency procedures.
6.4 Adequate numbers of workers are trained in First Aid to ensure that first aid is applied to preserve life and minimise injury. |
| 7. Establish and maintain an OHS safety induction and training program | 7.1 An OHS induction program is developed to meet the occupational health and safety needs of new employees.
7.2 An OHS training program is developed as part of supervisors and employee's general training. |
| 8. Establish and maintain a system for OHS records | 8.1 A system for keeping OHS records is established and monitored to allow identification of patterns of occupational injury and disease in the enterprise.
8.2 Records are regularly updated and used to evaluate the effectiveness of the enterprise OHS program. |
| 9. Evaluate the enterprise OHS system and related policies, procedures and programs | 9.1 The effectiveness of the OHS system and related policies, procedures and programs is assessed according to enterprise aims with respect to OHS.
9.2 Improvements to the OHS system are developed and implemented to ensure more effective achievement of enterprise aims.
9.3 Compliance with OHS legislation and Codes of Practice is assessed to ensure that legal OHS standards are maintained as a minimum. |

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	By establishing and maintaining participative processes for the management of OHS.	3
Collecting analysing and organising information	By evaluating the enterprise OHS system.	3
Planning and organising activities	By ensuring compliance with OHS legislation and codes.	3
Working with others and in teams	By providing information and training to staff.	3
Using mathematical ideas and techniques	By calculating costs, setting priorities and developing OHS business plan.	3
Solving problems	By determining best possible options, setting priorities and overcoming difficulties to reduce injury risk.	3
Using technology	By using a computer to communicate and record OHS activities.	3

RANGE STATEMENT

What processes for consultation are relevant to this standard?

OHS committees, consultation with health and safety representatives, issue resolution procedures and participative/consultative procedures conducted by supervisory staff within the area of managerial responsibility.

Which hazards may be relevant to this unit?

Hazards in the workplace, risks associated with plants and animals, risks associated with bystanders/public, levels of health and fitness, OHS emergencies in land-based workplaces.

What methods to control a risk may be included?

General duty of care, following regulations and Codes of Practice, use of protective clothing or equipment, handling hazardous substances carefully.

What procedures for dealing with hazardous events may be associated with this unit?

Provision of clear directions to the location of an emergency using relevant National, State and local references.

How can training of adequate number of workers be determined?

By completion of recognised first aid training and maintaining skill levels to ensure that injured workers receive effective treatment while awaiting medical attention.

What records may be included in this standard?

OHS audits and inspections, action taken to control OHS risk, OHS induction and training of workers, registers of hazardous substances (including pesticides), use of hazardous substances and health surveillance results, workers occupational injury and illness, and Material Safety Data Sheets (MSDS) of hazardous substances.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

- Significant hazards in the workplace.
 - All relevant OHS legislation and Codes of Practice consistent with the elements of competence, the hierarchy of OHS risk control and its implementation for hazards in land-based industries.
 - Risk control measures.
 - Hierarchy of control.
 - Relevant management systems and procedures.
 - Public safety issues.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Develop OHS policies and procedures which demonstrate enterprise commitment to OHS.
- Establish and maintain arrangements to ensure the involvement of all employees in the management of OHS.
- Establish and maintain procedures for identifying hazards.
- Establish and maintain procedures for assessing risks.
- Establish and maintain procedures for controlling risks
- Establish and maintain enterprise procedures for dealing with hazardous events.
- Establish and maintain an OHS safety induction and training program.
- Establish and maintain a system for OHS records.
- Evaluate the enterprise OHS system and related policies, procedures and programs.
- Analyse recorded data to determine where the OHS program can better meet enterprise and employee needs.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is essential information about **assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.