



Australian Government

Department of Education, Employment and Workplace Relations

PMAOHS502B Contribute to safety case

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This competency covers the skills and knowledge that are required to contribute to the preparation and presenting of a safety case in accordance with the OHS legislation. The safety case must specify the safety management system followed or to be followed in relation to all hazards in a major hazard facility. The worker is expected to work as part of the team that is made up of senior management, engineers, technical and safety specialists.
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Application of the Unit

Application of the unit	This unit of competency describes the requirements applicable for those with responsibilities for preparing and presenting a safety case within the enterprise. This may be as a worker or as an owner of a business. The competency is to be exhibited within the area of managerial responsibility, which may be an entire enterprise or department of an enterprise. Roles and responsibilities will vary from enterprise to enterprise.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
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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. Identify and verify issues for presentation.	1.1. Consult with the senior management as well as all relevant departments in a collaborative and objective manner 1.2. Identify and verify issues that are required for the presentation 1.3. Refer to the relevant legislation, and if necessary, clarify requirements from the relevant government departments.
2. Interpret data collected.	2.1. Interpret and analyse data collected 2.2. Use appropriate database for the enterprise to assist in the analysis 2.3. Prepare and distribute analysis and discuss with relevant personnel within the enterprise.
3. Write up a safety case as part of the safety case team.	3.1. Consolidate findings and obtain agreements from relevant personnel as to the information to be included in the case 3.2. Refer to regulatory and format requirements that are stipulated by the authority.
4. Prepare the safety case.	4.1. Prepare the case for submission in accordance with required procedures 4.2. Follow up with the relevant contact in the authority 4.3. Report response from the authority in accordance with enterprise procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- identification of hazards that can potentially cause an incident in the workplace.
- use of consultation processes.

Required knowledge

Knowledge and understanding of all relevant workplace systems sufficient to prepare and present relevant data relating to a safety case.

Knowledge of relevant acts or regulations specific to the State or Territory (eg the Victorian Gas Safety (Safety Case) Regulations 1999) in which the relevant facility(s) is located, workplace OHS procedures and other safety management systems and procedures.

Management of risks using the hierarchy of control (the preferred order of risk control measures from most to least preferred), that is:

- elimination
- substitution
- isolation
- engineering controls
- administrative controls
- use of personal protective equipment.

Hazard analysis (eg HAZOP) and hazard control methodology.

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, the Range Statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment of this unit should include demonstrated competence on actual plant and equipment in a work environment. 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 which will include disruptions to normal, smooth operation.

Simulation may be required to allow for assessment of parts of this unit. Simulation should be based on the actual plant 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 on the plant (during demonstration of normal operations and walk-throughs of abnormal operations) and off the plant.

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

It is essential that the workplace OHS system and State OHS Acts and regulations be understood and that the importance of critical procedures is known. Competence must be demonstrated in the ability to recognise and analyse potential information and then in preparing appropriate data.

Consistent performance should be demonstrated. In particular look to see if there is a working knowledge of all relevant workplace procedures. Look for knowledge and understanding in relation to:

consultation processes, either general or specific to OHS

training and assignment of staff to safety critical work,

hazard identification, risk assessment and risk control

EVIDENCE GUIDE	
	measures • the need for specific hazard policies and procedures such as housekeeping and inspections • new and relevant OHS information • incident record keeping • maintenance of plant and equipment • purchasing of supplies and equipment. 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 improbable situations which may have been generated from the past incident history of the plant, incidents on similar plants around the world, hazard analysis activities and similar sources.
Context of and specific resources for assessment	Assessment will require access to an operating plant 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/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	In all plants it may be appropriate to assess this unit concurrently with relevant teamwork and communication units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

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. 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.	
Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Context	This competency covers process manufacturing plants, which may involve working with machinery, equipment, operational procedures, products or materials that require the preparation of a safety case as prescribed by the relevant regulations.
Safety Management System Requirements	The safety management system for a facility must, where relevant, specify: - the critical equipment (including process equipment, machinery, electrical and instrumentation systems) that relate to or may effect the safety of the facility - the systems in place to ensure that the equipment is fit for the purpose: - for which it is used in normal operating conditions - to the extent that it is intended to function or be used in an emergency.
Policies and procedures	Enterprise policies and procedures include those that directly or indirectly cover issues relating to incidents, such as: - hazard policies and procedures - standard operating procedures - safety procedures - work instructions - emergency, fire and accident procedures - personal protective clothing and equipment procedures.
Participative arrangements	Participative arrangements for safety management system may involve: - following OHS procedures - information sessions on existing or new issues - meetings between employer and employees or representatives - access to relevant workplace information - use of clear and understandable language.
Safety Case	The safety case includes information regarding:

RANGE STATEMENT

	• person responsible for operation of the facility • person responsible for the safety case • a description of the facility • formal safety assessment of the facility • the safety management system • reporting of incidents • address where records are kept • safety policy • organisational structure and responsibilities • published technical standards applied to or used • the design, construction, installation, operation and maintenance of the facility, and any modifications to the facility • the control system to be used for the facility • the type of machinery and equipment used at the facility • the permit to work system • the emergency response plan in relation to incidents • the emergency communication system • the key performance indicators • the system for incident recording, investigation and reviewing training.
Health, safety and environment (HSE)	All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State or Federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between Performance Criteria and HSE requirements, the HSE requirements take precedence.

Unit Sector(s)

Unit sector	HSE
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		
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