



Australian Government

PPMWHIS320 Maintain WHS processes

Release: 1

PPMWS320 Maintain WHS processes

Modification History

Release	Comment
1	Replaces equivalent unit FPPOHS320A Maintain OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to perform at a supervisory level in the work group, in maintaining and ensuring work health and safety.

The unit applies to production operators and technicians with supervisory or team leader responsibilities, who maintain work health and safety (WHS) in the workplace, in a pulp or paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Provide information to the work group	1.1. Clearly and accurately explain to the work group relevant provisions of work health and safety (WHS) standards, codes of practice/compliance codes, guidance material and safe working procedures and practices.

ELEMENTS	PERFORMANCE CRITERIA
	1.2. Provide information on organisational policies and procedures in a readily accessible manner and clearly explain to the work group. 1.3. Explain the roles and responsibilities of workplace WHS representatives and WHS committees. 1.4. Provide information to the work group, in an accessible and understandable format, on hazards, the outcomes of risk assessments, and required risk controls.
2. Ensure others are able to implement safe work practices	2.1. Ensure personal protective equipment appropriate to the work is available and functional. 2.2. Implement processes to confirm that others in the work group can identify specific hazards and required risk controls and are following safe work practices, and organisational policies and procedures. 2.3. Identify WHS training needs and either address or report these needs to those with control.
3. Implement WHS participative processes	3.1. Consult with the work group and provide advice in relation to WHS matters relevant to their work. 3.2. Ensure WHS issues raised are dealt with promptly, and in line with organisational procedures and legislative requirements, or referred to appropriate personnel. 3.3. Record outcomes of consultation regarding WHS and promptly communicate these outcomes to the work group.
4. Monitor compliance with work procedures	4.1. Check the work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate persons. 4.2. Identify and address any deviations from procedures or report to appropriate persons. 4.3. Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies or report to appropriate persons. 4.4. Monitor WHS housekeeping practices to ensure that workplace standards are maintained, and take action to address any deficiencies. 4.5. Ensure own behaviour is consistent with organisational safe working procedures and practices.
5. Implement hazard identification, risk	5.1. Ensure hazards are identified and eliminated with residual risk reported in line with organisational procedures.

ELEMENTS	PERFORMANCE CRITERIA
assessment and risk control procedures	5.2. Conduct risk assessments. 5.3. Develop control measures, taking account of the hierarchy of control. 5.4. Implement and support outcomes of risk assessments and identified risk control. 5.5. Identify and address and/or report deficiencies in WHS risk controls in line with organisational procedures. 5.6. Identify personal professional limitations and seek expert advice as required.
6. Implement organisational procedures for maintaining WHS records	6.1. Obtain feedback to ensure that work group is aware of organisational reporting requirements. 6.2. Review WHS records to confirm that they are completed in an accurate, thorough and timely manner in line with legislative and organisational requirements. 6.3. Use aggregate information and data from records to identify hazards and monitor risk controls.
7. Implement emergency procedures	7.1. Obtain feedback to ensure that emergency procedures are available and known by the work group. 7.2. Implement processes to ensure that emergency equipment is available and routinely checked for functionality. 7.3. Implement processes to ensure that others in the work group are able to respond appropriately to emergencies. 7.4. Conduct or contribute to investigations to identify cause of emergencies. 7.5. Identify and implement or support control measures to prevent recurrence and minimise risk of emergencies.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Learning skills to:	assess and identify own limitations in relation to WHS knowledge.
Oral communication skills to:	communicate with personnel in the work team, other work teams, managers and expert advisers about workplace safety.

Reading skills to:	• read and interpret graphical and written safety information.
Writing skills to:	• complete workplace records accurately and legibly, using correct technical vocabulary.
Problem solving skills to:	• identify and action problems regarding implementing safety practices, within level of responsibility.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPOHS320A Maintain OHS processes

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMWS320 Maintain WHS processes

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1	Replaces equivalent unit FPOHS320A Maintain OHS processes, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- maintain work health and safety (WHS) processes in the workplace, at least twice in line with required enterprise intervals, in a pulp and paper manufacturing facility, by:
 - using and ensuring others use personal protective equipment (PPE) including head protection, face and eye protection, respiratory protection, hearing protection, hand protection and clothing and footwear
 - supporting others in the work group and presenting information on procedures, roles and responsibilities, hazards and risks in a clear and concise way
 - providing advice and feedback in a constructive and supportive manner to the work group
 - implementing participative processes, directing staff and conducting team meetings on safety issues
 - participating by making contributions to WHS meetings and consultative activities on eliminating hazards and reducing risks
 - consulting with the work group and recording outcomes from consultations
 - monitoring compliance with work safety procedures and identifying and correcting any deviations from procedures
 - implementing hazard identification, risk assessment and risk control procedures reporting WHS issues to designated personnel and completing records according to organizational procedures and legislative requirements
 - implementing emergency response procedures according to organizational requirements

- using emergency equipment as part of emergency response including first aid equipment, eye wash shower or portable eye washes, fire extinguishers and equipment, communication equipment, torches/emergency lighting and items of clothing including coloured hats and vests
- reporting safety performance and compliance through the workplace communication system, through written and verbal means.
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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- general duty requirements of WHS legislation and regulatory requirements relevant to the particular industry/type of work site
- procedures related to common workplace hazards including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- guidance material including codes of practice/compliance codes relevant to the particular industry/type of work site
- procedures to implement legislative requirements for WHS record keeping for:
 - serious incident and injury reporting
 - registered plant
 - hazardous substances and dangerous goods
 - environmental monitoring; and
 - health surveillance
- workplace WHS records and their appropriate use including:
 - hazard, incident and investigation reports
 - workplace inspection reports
 - incident investigation reports
 - first aid reports
 - minutes of meetings
 - Job Safety Analysis (JSAs) and Risk Assessments (RAs)
 - safety data sheets (MSDS) and registers
 - employee handbooks
 - plant and equipment operation records including those relevant to registered plant
 - maintenance and testing reports
 - training records
 - environmental monitoring records
 - health surveillance records
- workplace specific information including:
 - sources of WHS information in the workplace
 - legal rights and responsibilities of the workplace parties as documented in work safety procedures
 - hazards of the particular work environment

- hazard identification procedures relevant to the hazards in their workplace
- risk controls for specific hazards
- designated person(s) for raising WHS issues
- roles and responsibilities of employees, supervisors and managers in the workplace
- roles and responsibilities of WHS representatives, WHS committees and employers
- organisational procedures related to WHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
- potential emergency situations, alarms and signals, and required response.
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Assessment Conditions

The following resources must be made available:

- access to workplace WHS systems and processes in a pulp or paper manufacturing facility
- personal protective equipment required to be worn when working in a pulp and paper manufacturing facility
- relevant personnel for the purposes of communicating information
- sample workplace documentation, procedures and reports relevant to WHS in the workplace.

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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