



Australian Government

Assessment Requirements for PPMWHHS401 Maintain work health and safety processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained workplace health and safety processes for a pulp or paper manufacturing work area, including:

- made at least two different presentations to work team on workplace health and safety related processes
- ensured at least two personnel are able to implement safe work practices
- consulted the team about a workplace health and safety issue and communicated the outcomes of the consultation back to the team
- reviewed at least two work procedures for clarity, accuracy and availability to work group, and reported any deficiencies to appropriate personnel
- carried out at least three hazard/risk assessments on product and production processes, and identified appropriate risk controls
- reviewed organisation's workplace health and safety records and identified any hazards and risks
- reviewed at least two emergency procedures and obtained feedback from team about their accessibility and usability
- investigated at least one emergency to determine cause, and identified and implemented or supported control measures to prevent recurrence and minimise risk.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety legislation and regulatory requirements relevant to pulp and paper manufacturing worksites
- common pulp and paper manufacturing workplace hazards, including chemicals, noise, manual handling, work postures, underfoot hazards and moving parts of machinery

- guidance material, including codes of practice/compliance codes relevant to pulp and paper manufacturing worksites
- legislative requirements for work health and safety record keeping for:
 - serious incident and injury reporting
 - registered plant
 - hazardous substances and dangerous goods
 - environmental monitoring
 - health surveillance
- workplace health and safety 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 (JSA) and Risk Assessments (RA)
 - Safety Data Sheets (SDS) 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 work health and safety information in the workplace
 - legal rights and responsibilities of the workplace parties as documented in work safety procedures
 - hazards of the particular production work environment
 - hazard identification procedures relevant to the hazards in the production work environment
 - risk controls for specific hazards
 - designated personnel for raising workplace health and safety issues
 - roles and responsibilities of employees, supervisors and managers in the workplace
 - roles and responsibilities of workplace health and safety representatives, committees and employers
 - workplace procedures related to work health and safety, 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a pulp and/or paper manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace health and safety systems and processes
- specifications:
 - workplace procedures relating to workplace health and safety requirements and processes
 - relevant workplace health and safety legislation and regulations
- relationships:
 - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>