



Australian Government

PPMWHHS401 Maintain work health and safety processes

Release: 1

PPMWS401 Maintain work health and safety processes

Modification History

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

Application

This unit of competency describes the outcomes required to maintain work health and safety and risk control processes for a pulp and/or paper manufacturing work environment.

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

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide information to work group	1.1 Explain relevant requirements of workplace health and safety standards, legislation, codes of practice, compliance codes, guidance material and safe working procedures and practices 1.2 Provide clear information on workplace policies and procedures in a readily accessible and understandable format 1.3 Explain roles and responsibilities of workplace health and safety representatives and committees 1.4 Provide information on hazards, outcomes of risk assessments and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	required risk controls to work group in an accessible and understandable format
2. Support others to implement safe work practices	2.1 Make required personal protective equipment available and functional for work 2.2 Implement processes to confirm that others in work group can identify hazards, assess required risk controls, follow safe work practices and observe workplace policies and procedures 2.3 Identify workplace health and safety training needs, and either address or report these needs to those with control
3. Implement work health and safety participative processes	3.1 Consult with and provide advice to work group in relation to workplace health and safety matters relevant to their work 3.2 Deal with work health and safety issues raised promptly or refer to appropriate personnel 3.3 Record and communicate outcomes of consultation regarding workplace health and safety to 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 personnel 4.2 Identify and address any deviations from procedures or report to appropriate personnel 4.3 Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies or report to appropriate personnel 4.4 Monitor workplace health and safety housekeeping and hygiene practices to ensure that workplace standards are maintained, and take action to address any deficiencies 4.5 Assess own behaviour for consistency with workplace safe working procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1 Identify, assess, eliminate and report hazards with residual risk 5.2 Conduct risk assessments according to workplace processes 5.3 Develop control measures, taking account of the hierarchy of control 5.4 Implement outcomes of risk assessments and support identified risk controls

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.5 Identify deficiencies in workplace health and safety risk controls, and address or report them 5.6 Identify personal professional limitations and seek expert advice as required
6. Implement workplace procedures for maintaining work health and safety records	6.1 Obtain feedback to ensure that work group is aware of workplace reporting requirements 6.2 Review workplace health and safety records to confirm their accurate, thorough and timely completion 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 language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	Assess and identify own limitations in relation to workplace health and safety knowledge
Oral communication	- Adjust communication with personnel in the work team, other work teams, managers and expert advisers about workplace safety - Use clear language and industry terminology to explain workplace health and safety requirements to work team

Skill	Description
Reading	Interpret graphical and written safety information
Writing	Complete workplace records accurately and legibly, using clear language and industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWS401 Maintain work health and safety processes	PPMWS320 Maintain WHS processes	Changes to unit title, elements, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions revised	Not equivalent

Links

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

Assessment Requirements for PPMWHWS401 Maintain work health and safety processes

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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

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