



Australian Government

PPMWH501 Manage work health and safety processes

Release: 1

PPMWS501 Manage 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 skills and knowledge required to manage systemic processes for work health and safety and risk control for a pulp and/or paper manufacturing facility.

The unit applies to those managers of several work groups or areas within a pulp or paper manufacturing facility, responsible for maintaining, managing, recording and training in established work health and safety processes.

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. Manage work health and safety information and records	1.1 Identify and access relevant workplace health and safety legislation, standards, codes of practice, compliance codes, organisational procedures, guidance material and other sources of information and evaluate their relevance to pulp and paper manufacturing work context 1.2 Collect and collate and provide information on workplace health and safety requirements, trends and 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>
	1.3 Implement and monitor processes to ensure the accurate completion, collection and storage of workplace health and safety records
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures 2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable 2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety 2.4 Evaluate processes for addressing workplace health and safety issues to ensure prompt resolution of issues raised through consultation 2.5 Provide information about the outcomes of consultations in a format readily accessible to employers
3. Manage work health and safety risk management processes	3.1 Review processes for hazard, incident and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies 3.2 Monitor processes to ensure that hazard identification and risk assessments occur 3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements 3.4 Identify and address any workplace health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work 3.5 Recognise limits of own professional expertise and consult expert advisors as required
4. Manage work health and safety training program	4.1 Undertake workplace health and safety training needs assessment for work group members that takes account of existing skills of work group members and risk control requirements 4.2 Implement and monitor training programs to ensure identified workplace health and safety training requirements are addressed 4.3 Implement and monitor processes to ensure that all new employees receive workplace health and safety induction

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.4 Access and consult workplace health and safety and training specialists as required, in the development and implementation of the workplace health and safety training program
5. Manage work health and safety continuous improvement process	5.1 Consider input from individuals and work group in identifying and implementing workplace health and safety improvement 5.2 Determine workplace health and safety priorities in consultation with appropriate managers and stakeholders 5.3 Develop workplace health and safety action plans, taking account of priorities and training needs 5.4 Monitor achievements against the workplace health and safety plans and update plans as required

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 own capabilities for interpreting and applying workplace health and safety information and procedures
Oral communication	Adjust language and communication style to communicate with personnel in the work teams, management and expert advisers about workplace safety
Reading	Interpret workplace health and safety legislation, standards, guidance material and organisational procedures
Writing	Complete workplace records accurately and legibly, using correct, clear language and industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
--------------------------------	---------------------------------	----------	--------------------

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWS501 Manage work health and safety processes	PPMWS420 Manage WHS processes	Changes to unit title, 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 PPMWS501 Manage 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.

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 managed the work health and safety processes for at least one work group, including:

- identified the required workplace health and safety legal requirements for the pulp or paper manufacturing area
- reviewed and monitored workplace health and safety hazard identification and risk management processes to ensure consistency with legal requirements
- monitored work group members to ensure that they complied with workplace health and safety requirements
- managed a participative process for work group members, and identified how issues raised by members will be addressed
- implemented at least one workplace health and safety induction or training program for work group members.

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:

- sources of information on workplace health and safety legislation, standards, compliance codes and guidance material relevant to the pulp and paper manufacturing industry
- legal and regulatory requirements and organisational procedures for workplace health and safety processes, including:
 - managing workplace health and safety information, records and reporting
 - managing consultation and participative opportunities and incident investigation
 - undertaking workplace health and safety training needs assessment
 - managing workplace health and safety employee induction and training
 - managing workplace health and safety risk
 - developing a workplace health and safety action plan

- common pulp and paper industry workplace hazards, including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards, slips and trips, moving parts of machinery, mobile plant, fatigue, stress, bullying and occupational violence
- techniques and procedures for identifying and addressing hazard and risk in the work environment, including:
 - hazard identification procedures
 - principles of risk assessment
 - the hierarchy of control and its application.

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:
 - work health and safety systems and processes
- specifications:
 - workplace procedures relating to work health and safety requirements and processes
 - work health and safety legislation and regulatory requirements
- relationships:
 - team members.

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>