



Australian Government

PSPINM005 Conduct situational workplace assessments

Release: 1

PSPINM005 Conduct situational workplace assessments

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPIM404A Conduct situational workplace assessments. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform a situational assessment of the workplace from the viewpoint of suitability for a worker being rehabilitated. This may be initial or ongoing assessment as the injured worker's capacity changes. It includes conducting workplace and job analyses and negotiating work duties.

This unit applies to those working in the area of assessing suitability of the workplace for the worker being rehabilitated.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in a range of contexts.

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

Competency Field

Injury management

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 section.
1. Conduct workplace and job analyses	1.1 Consult workplace supervisor to obtain access to the workplace and information on work demands and duties. 1.2 Assess injured worker's capacity to perform tasks in accordance with current physical ability and medical certification. 1.3 Assess workplace environment in relation to the injured worker's capacity and obtain expert advice if required. 1.4 Gather information regarding the operation of the workplace. 1.5 Conduct a risk assessment of the work site in relation to the injured worker including the potential for exacerbating the injury or further injury.
2. Negotiate work duties	2.1 Liaise with the employer and other parties to identify suitable duties, alternative duties or job redesign and a staged return to normal duties whenever necessary. 2.2 Analyse alternative duties if necessary and make recommendations. 2.3 Assess the need for modifications to the workplace or the use of adaptive equipment and make recommendations. 2.4 Apply results of workplace assessment to the return to work process, taking into account long-term and short-term needs of the injured worker. 2.5 Obtain offers of suitable duties in writing.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPIM404A Conduct situational workplace assessments.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPINM005 Conduct situational workplace assessments

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to situational workplace assessments
- assessing workplaces
- liaising and negotiating with employers for alternative duties
- reading and applying complex information
- using communication including establishing rapport with a diverse range of people, engaging the injured worker
- applying results to the return to work process

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation, including work health and safety, and environment
- regulations, policies, procedures and guidelines relating to injury management
- privacy legislation
- freedom of information legislation
- procedures to ensure confidentiality and security of information
- physiology, biomechanics and ergonomic principles
- Australian standards relating to workplace assessments
- risk assessment in the context of workplace safety and worker capacity
- safety and ergonomic guidelines

- equal employment opportunity, equity and diversity principles

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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