



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS404A Contribute to the implementation of strategies to control OHS risk

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the knowledge, processes and techniques necessary to contribute to the implementation of OHS risk controls. It includes consideration of the various interactions between people and their activities, equipment, environment and work systems when controlling OHS risks in workplaces.

The unit is a companion unit to *PSPSOHS403A Identify hazards and assess OHS risks*, and they will usually be co-presented and co-assessed.

In practice, contributing to the implementation of strategies to control OHS risk may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, gathering and analysing information, delivering client services, supporting policy implementation.

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

Application of the Unit

This unit applies to individuals with supervisory responsibilities for managing OHS in the workplace who contribute to the implementation of OHS risk controls in the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Develop options for risk control	1.1 Hazard registers, outcomes of incident investigations and risk assessments are reviewed to identify hazards requiring control action. 1.2 Knowledge of OHS legislation and standards is applied to develop a range of options to control specific risks in the workplace. 1.3 The hierarchy of control is applied when developing risk control options. 1.4 Input is sought from stakeholders and key personnel. 1.5 Advice is sought from OHS specialists and technical advisors where required.
2 Select appropriate options(s) to control risks and liability	2.1 Outcomes of risk assessments are reviewed to inform the process of selecting options to control risks. 2.2 Appropriate interventions when selecting risk controls are prioritised. 2.3 Potential factors that may limit effectiveness of controls are identified. 2.4 Workplace stakeholders are consulted and involved in selection of appropriate control options. 2.5 Recommendations for risk control are communicated to stakeholders.
3 Contribute to implementation of controls	3.1 Appropriate authority and relevant resources to implement controls are sought. 3.2 Actions required to achieve change are identified and documented. 3.3 Workplace stakeholders are consulted and involved in implementation of change. 3.4 Advice is provided on the fitting, use, maintenance and storage of personal protective equipment.
4 Contribute to monitoring and evaluation of effectiveness of controls	4.1 Extent of change as a consequence of new controls is monitored and evaluated in consultation with stakeholders. 4.2 Compliance with new procedures is monitored and documented. 4.3 Workplace sources of information and data are accessed to evaluate effectiveness of risk controls and to check for new hazards introduced as a result of controls. 4.4 Areas for further improvement are identified in consultation with stakeholders and actioned as appropriate. 4.5 An improvement plan is developed and documented.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Look for evidence that confirms skills in:

- relating to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- communicating effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency service personnel
- preparing reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- managing own tasks within a time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- contributing to the assessment of resources needed to systematically manage OHS and where appropriate, accessing resources
- analysing relevant workplace information and data, making observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- using basic computer and information technology skills to access internal and external information and data on OHS
- identifying and developing links between different activity areas in the workplace

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- roles and responsibilities under OHS legislation of employees supervisors, contractors, designers, etc
- legislative requirements for OHS information and data and consultation
- requirements for record keeping that addresses OHS, privacy and other relevant legislation
- State/Territory/Commonwealth OHS legislation (Acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation etc
- difference between hazard and risk
- risk as a measure of uncertainty and the factors that affect risk
- requirements under hazard specific OHS legislation and codes of practice
- basic principles of incident causation and injury processes
- characteristics, mode of action and units of measurement of major hazard types
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- standard industry controls for a range of hazards
- requirements for individual fitting, use, maintenance and storage of a range of PPE

items

- limitations of generic hazard and risk checklists and risk ranking processes
- principles and practices of systematic approaches to managing OHS
- internal and external sources of OHS information and data
 - how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS e.g.
 - labour market changes
 - structure and organisation of workforce - part-time, casual and contract workers, shift rosters, geographical location
 - language, literacy and numeracy
 - communication skills
 - cultural background/workplace diversity
 - gender
 - workers with special needs
- knowledge of organisational OHS policies and procedures
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- key personnel, including identifying 'change agents', within workplace management structure
- formal and informal communication and consultation processes and key personnel related to communication
- language, literacy and cultural profile of the work group
- organisational culture as it impacts on the workgroup

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, The range statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV402B Deliver and monitor service to clients
- PSPGOV406B Gather and analyse information
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV422A Apply government processes
- PSPPOL404A Support policy implementation
- PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS
- PSPSOHS403A Identify hazards and assess OHS risks
- PSPSOHS407A Ensure compliance with OHS and other relevant laws.

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- knowledge requirements of this unit
- skill requirements of this unit
- application of employability skills as they relate to this unit.

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the implementation of strategies to control OHS risk
- case studies and workplace scenarios to capture the range of situations likely to be encountered when contributing to the implementation of strategies to control OHS risk.

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when contributing to the implementation of strategies to control OHS risk, including coping with difficulties, irregularities and breakdowns in

routine

- contribution to the implementation of strategies to control OHS risk in a range of three or more contexts or occasions, over time.

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include a combination of two or more of:

- workplace projects
- simulation or role plays
- case studies and scenarios
- portfolios.

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Range Statement

The range statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The range statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance criteria is explained here.

Hazard register includes:

- a list of hazards
- their location
- a range of possible scenarios or circumstances under which they may cause injury or damage
- the results of the risk analysis related to the hazards

A ***hazard*** is:

- a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these

Risk is:

- the chance of something occurring that will result in injury or damage
- measured in terms of consequences (injury or damage) and likelihood of the consequence

Hierarchy of control means developing risk controls within the following priority order:

- eliminate hazards
- and where this is not practicable, minimise risk by:
 - substitution
 - isolating hazard from personnel
 - using engineering controls
 - using administrative controls (e.g. procedures, training)
 - using personal protective equipment (PPE)

Stakeholders may include:

- managers
- supervisors
- health and safety and other employee representatives
- OHS committees
- employees

Key personnel may include:

- managers from other areas
- people involved in OHS decision making or who are impacted by decisions

OHS specialists may be internal or external and may include:

- ergonomists
- occupational hygienists
- health professionals
- injury management advisors

Technical advisors may

- engineers (design, acoustic, safety, mechanical, civil)

include:

- legal practitioners
- workplace trainers and assessors
- maintenance and trades people

Factors that may limit effectiveness of controls may include:

- language
- shift work and rostering arrangements
- literacy and numeracy
- workplace organisational structures (e.g. geographic, hierarchical)
- cultural diversity
- training required
- workplace culture related to OHS, including commitment by managers and supervisors and compliance with procedures and training

Actions required to achieve change may include:

- development of new procedures or revision of existing procedures
- purchase of equipment or modification of equipment
- training

Personal protective equipment is:

- equipment designed to be worn by a person to provide protection from hazards, and may include:
 - head protection
 - face and eye protection
 - respiratory protection
 - hearing protection
 - hand protection
 - clothing and footwear

Workplace sources of information and data may include:

- hazard and incident reports
- workplace inspections
- incident investigations
- minutes of meetings
- reports
- audits
- material safety data sheets (MSDSs) and registers
- OHS legislation
- Australian standards
- manufacturers' manuals and specifications

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.