



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS503A Assist in the design and development of OHS participative arrangements

Release: 3

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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 identifying participative needs and designing, developing and reviewing formal and informal processes to enable people to participate in OHS decision making. This process will result in stakeholders having real opportunities to participate in OHS processes. In practice, assisting in the design and development of OHS participative arrangements may overlap with other generalist or specialist public sector work activities such as promoting ethical practice, using complex communication strategies, undertaking research and analysis, coordinating resource usage, promoting compliance with legislation. 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 managerial responsibility for identifying, designing, developing and reviewing formal and informal processes to enable people to participate in OHS decision making. The unit also addresses influencing others from an OHS perspective and takes account of the responsibilities for managing OHS.

The requirements outlined in this unit to assist the design, development and review of OHS participative processes are underpinned by those in PSPSOHS402A Contribute to the implementation of the OHS consultation process.

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 <i>bold italicised</i> text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify the need for OHS participative arrangements	1.1 OHS legislation is reviewed to identify legal requirements for participative arrangements. 1.2 Factors that may impact on the design of the participative arrangements are identified. 1.3 Organisational policies and procedures are reviewed to identify requirements and opportunities for OHS consultation and communication. 1.4 Effectiveness of existing workplace arrangements for OHS consultation and communication are reviewed in consultation with stakeholders. 1.5 Information and consultation requirements for specific roles and groups are defined in consultation with stakeholders and key personnel.
2 Assist in the design of participative arrangements	2.1 Processes for providing required OHS information and data are designed in consultation with stakeholders. 2.2 Processes to enable individuals and groups to be consulted regarding workplace OHS issues and to have input to OHS decision making are designed in consultation with stakeholders. 2.3 Training needs to enable effective participation are identified and documented. 2.4 Recommendations for participative arrangements are reviewed, in consultation with stakeholders, to ensure they meet legislative requirements and are realistic, practical and acceptable in the workplace.
3 Assist in developing participative arrangements	3.1 Policies and procedures for participative arrangements are developed. 3.2 Key personnel in the introduction and maintenance of the participative arrangements are identified. 3.3 Strategies for the delivery of training are developed. 3.4 Resources necessary to introduce and maintain the participative arrangements are identified and documented.
4 Participate in supporting the implementation of participative arrangements	4.1 Priorities for action are determined in consultation with stakeholders. 4.2 Action plans are developed with allocated responsibilities and time lines. 4.3 Advice and support is provided to key personnel. 4.4 Implementation is monitored, in consultation with stakeholders, to ensure that participatory arrangements are effective in providing information and data to all groups and providing opportunity for participation in OHS decision making. 4.5 Recommendations are made for adjustment to the implementation as required.
5 Participate in	5.1 The evaluation protocol is designed in consultation with

ELEMENT	PERFORMANCE CRITERIA
evaluating the design and development of participative arrangements	stakeholders. 5.2 A plan is developed for collection of <i>information and data</i>. 5.3 Information and data is analysed and evaluated. 5.4 Recommendations are made for improvement in the participatory arrangements as a result of the evaluation findings. 5.5 A report is provided to stakeholders and key personnel on the outcomes of the evaluation and the recommendations for further development and improvement. 5.6 Feedback is obtained from stakeholders and an action plan developed for ongoing improvements.

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 organisation and OHS specialists and, as required, emergency service personnel
- preparing more detailed reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- applying continuous improvement and action planning processes
- employing project management skills to achieve change
- managing own tasks within time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- using a range of communication media
- conducting effective formal and informal meetings
- using language and literacy skills appropriate to the workgroup and the task
- undertaking basic research to access relevant information and data

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- legislative requirements for OHS information and data, and consultation
- rights of OHS inspectors
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- 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
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- difference between common law and statutory law
- concept of common law duty of care
- methods of providing evidence of compliance with OHS legislation
- 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 e.g. 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
- benefits, limitations and use of a range of communication strategies and tools appropriate to the workplace
- ethics related to professional practice
- professional liability in relation to providing advice
- principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items
- knowledge of organisational OHS policies and procedures
- 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 workgroup
- 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: • PSPETHC501B Promote the values and ethos of public service • PSPGOV512A Use complex workplace communication strategies • PSPLEGN501B Promote compliance with legislation in the public sector • PSPSOHS501A Participate in the coordination and maintenance of a systematic approach to managing OHS • PSPSOHS502A Participate in the management of the OHS information and data systems.
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 design and development of OHS participative arrangements • workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when assisting in the design and development of OHS participative arrangements.
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 assisting in the design and development of OHS participative arrangements, including coping with difficulties, irregularities and breakdowns in routine • assistance in the design and development of OHS

participative arrangements 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
- observation
- 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.

Participative arrangements:

- are designed so that stakeholders are able to be involved in decision making that affects their health and safety. Participatory processes may include:
 - OHS and other consultative/planning committees
 - health and safety and other representatives
 - employee and supervisor involvement in OHS activities, such as inspections and audits
 - procedures for reporting hazards, and raising and addressing OHS issues
 - OHS included in management, staff and employee meetings

Factors that may impact on the design of participative arrangements include:

- language
- shift work and rostering arrangements
- timing of information and data provision
- literacy and numeracy levels
- workers with special needs
- workplace organisational structures (for example, size of organisation, geographic, hierarchical)
- cultural diversity
- management approach
- workplace culture and approach to OHS by managers, supervisors and employees

Stakeholders may include:

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

Key personnel may include:

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

Training needs should be defined for:

- managers
- supervisors
- health and safety representatives

- Resources*** may include:
- OHS committees
 - other key personnel
 - employees generally
 - financial requirements for implementation
 - personnel including time allocation
 - equipment
 - access to sources of information and data, such as OHS journals, web sites and guidance material to circulate to stakeholders and key personnel
- Evaluation protocol*** includes:
- criteria for evaluation, how the criteria will be measured, how the information and data will be collected, time period for collection of information and data
- Information and data for evaluating participation arrangements*** may include:
- feedback from individuals and representatives, minutes of meetings, questionnaires, workshops and OHS management audits

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.