



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS505A Manage hazards in the work environment

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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 outcomes required to identify hazards and assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.

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

Application of the Unit

Hazards may include noise, light, radiation, hazardous substances, dangerous goods, dusts and fibres, gravity (falls from heights), thermal environment, ergonomic hazards, manual handling, biological or psychosocial hazards or hazards arising from work organisation.

In practice, managing hazards in the work environment 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, etc.

Where the use of monitoring equipment is appropriate, useful underpinning skills are provided in unit PSPSOHS406A Use equipment to conduct workplace monitoring.

This unit differs from PSPSOHS504A Apply principles of OHS risk management, which takes a generic approach to risk management and provides underpinning knowledge and skills.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a 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 required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Access sources of information and data and the work environment to identify hazardous tasks or conditions	1.1 <i>External sources of information and data</i> are accessed to assist in identifying hazardous tasks or conditions for the selected <i>hazard</i>. 1.2 <i>Workplace sources of information and data</i> are reviewed to assist in identification of hazardous tasks or conditions for the selected hazard. 1.3 <i>Appropriate tools</i> are used in identifying hazardous tasks or conditions for the selected hazard. 1.4 Workplace inspections are conducted, in consultation with stakeholders, using appropriate tools. 1.5 Input is sought from <i>stakeholders</i>, <i>key personnel</i> and <i>OHS specialists</i> if required.
2 Analyse the work environment to assess the risk	2.1 <i>Equipment and strategies</i> required for basic workplace measurement and monitoring of the selected hazard are identified and used as appropriate. 2.2 Results of workplace measurements are interpreted in accordance with <i>recognised standards</i>. 2.3 Input is sought from stakeholders to clarify and confirm issues related to the selected hazard. 2.4 Results of workplace measurements and interpretations are reported to stakeholders in a format easily understandable by the target group. 2.5 <i>Risk</i> associated with identified hazards in the work environment is assessed in consultation with stakeholders and taking account of effectiveness of existing controls. 2.6 Hazardous tasks or conditions requiring control action are identified and prioritised in consultation with stakeholders and taking account of recognised standards. 2.7 <i>Risk register</i> is established and updated as appropriate.
3 Control risk associated with hazard	3.1 Information and data on control options for the specific hazard is sought from external sources. 3.2 Information and data on control options for the specific hazard is sought from stakeholders and key personnel. 3.3 A range of control options is developed and advised in consultation with stakeholders and key personnel by applying the <i>hierarchy of control</i>, noting that <i>personal protective equipment</i> is regarded as the least satisfactory control measure. 3.4 <i>Factors with a potential to impact on the effectiveness of controls</i> are identified. 3.5 Control strategy for the selected hazard is developed in consultation with stakeholders. 3.6 Outcomes of hazard identification, workplace monitoring and analysis and the resultant control strategy are

ELEMENT	PERFORMANCE CRITERIA
4 Monitor and review effectiveness of control strategy	communicated to stakeholders and key personnel for action as appropriate. 4.1 Effectiveness of control strategy is regularly reviewed. 4.2 Frequency, method and scope of review is determined in consultation with workplace stakeholders and workplace procedures. 4.3 Input to review is obtained from stakeholders. 4.4 Areas for improvement in the control of the selected hazard are identified and recommendations made for improvement.
5 Apply professional practice	5.1 Collection of information and data, reporting of outcomes and maintenance of records are managed in an <i>ethical manner</i>. 5.2 Situations are identified where OHS specialists may be required.

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
- managing own tasks within time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- contributing to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources
- analysing relevant workplace information and data, and make observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- carrying out simple arithmetical calculations (eg % change), and produce graphs of workplace information and data to identify trends and recognise limitations
- interpreting information and data to identify areas for improvement
- using language and literacy skills appropriate to the workgroup and the task
- using basic computer and information technology skills to access internal and external information and data on OHS
- using basic measuring equipment including reading scales and dials applicable to selected hazards
- interpreting results from workplace measurements
- paying attention to detail when making observations and recording outcomes

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- roles and responsibilities under OHS legislation of employees, including supervisors and contractors
- legislative requirements for OHS information and data, and consultation
- 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
- concept of common law duty of care
- methods of providing evidence of compliance with OHS legislation

- 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 measurement of major hazard types
- basic physiology relevant to understanding mode of action of physical, biological and chemical agents on the body and how they produce harm
- basic physiology related to temperature control of the human body, hazards or working in hot environments, and appropriate controls
- principles of human behaviour and response to interactions with human, physical and task environment to identify psychosocial hazards
- 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
- types of hazard identification tools, including JSA
- limitations of generic hazard and risk checklists and risk ranking processes
- principles and practices of systematic approaches to managing OHS
- other function areas that impact on the management of 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 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
- basic knowledge of organisational behaviour and culture as it impacts on OHS and on change
- ethics related to professional practice
- professional liability in relation to providing advice
- knowledge of organisational OHS policies and procedures
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- sources of occupational disease and their prevention
- basic knowledge of toxicology of hazardous materials and potential health effects in the workplace

- 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
- PSPSOHS504A Apply principles of OHS risk management
- PSPSOHS506A Monitor and facilitate the management of hazards associated with plant.

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.

Resources required to carry out assessment

Resources essential for assessment include:

- legislation, policy, procedures and protocols relating to management of hazards in the work environment
- workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when managing hazards in the work environment.

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 managing hazards in the work environment, including coping with difficulties, irregularities and breakdowns in routine
- management of hazards in the work environment in a range of 3 or more contexts or occasions, over time, and across at least 4 of the major hazard groups.

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.

External sources of information and data may include:

- OHS regulatory authorities
- National Occupational Health and Safety Commission (NOHSC)
- industry bodies
- employer groups
- unions
- OHS specialists
- legislation, codes of practice and standards
- databases such as national and state injury data and NICNAS (National Industrial Chemicals Notification and Assessment Scheme)
- journals and web sites
- manufacturers' manual and specifications

A ***hazard*** is:

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

Workplace sources of information and data may include:

- employees
- OHS representatives
- hazard, incident and investigation reports
- workplace inspections
- minutes of meetings
- reports and audits
- material safety data sheets (MSDSs)

Appropriate tools may include:

- checklists produced as part of codes of practice
- photographs
- notes or drawings
- tools developed for a specific work environment, situations or hazard
- tools provided by external sources or advisors

Stakeholders include:

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

- employees

- Key personnel** include:
- managers in related areas
 - people involved in OHS decision making or who are or are affected by OHS decisions
- OHS specialists may be internal or external** and include:
- ergonomists
 - engineers
 - occupational hygienists
 - toxicologists
 - organisational psychologists
 - workplace injury and return to work advisors
- Equipment** may include:
- basic instrumentation such as sound level meters, light meters, goniometer, simple gas sampling devices and temperature and humidity measuring devices
- Strategies** may include:
- questionnaire, interview, focus group
- Recognised standards** may include:
- OHS regulations
 - national and industry standards
 - codes of practice
 - exposure standards
 - guidance notes
- Risk** is:
- the chance of something happening that will result in injury or damage
 - measured in terms of consequences (injury or damage) and likelihood of the consequence
- A risk register** covers:
- a list of hazards, their location and people exposed
 - a range of possible scenarios or circumstances under which these hazards may cause injury or damage
 - the results of the risk assessment
 - and may include possible control measures and dates for implementation
- 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 the hazard from personnel
 - using engineering controls
 - using administrative controls (e.g. procedures, training)
 - using personal protective equipment (PPE)
- Personal protective equipment (PPE)** is:
- equipment designed to be worn by a person to provide protection from hazards, and may include:
 - head protection
 - face and eye protection

- Factors with a potential to impact on effectiveness of controls*** may include:
- respiratory protection
 - hearing protection
 - hand protection
 - clothing and footwear
- Ethical manner*** includes attention to:
- language
 - shift work and rostering arrangements
 - literacy and numeracy levels
 - workplace organisational structures (size of organisation, geographic, hierarchical)
 - cultural diversity
 - training required
 - workplace culture related to OHS including commitment by managers and supervisors and compliance with procedures and training
 - confidentiality
 - privacy as appropriate
 - commercial in confidence information and data as appropriate
 - own currency of knowledge

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.