



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS507A Facilitate the application of principles of occupational health to control OHS risk

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 application of principles of occupational health and implementation of strategies to control OHS risk.

In practice, facilitating the application of principles of occupational health to control OHS risk 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 managing OHS risk in the workplace to consider the impact of agents in the workplace on the health of workers, and the physical and psychosocial effects to workers' health arising from work organisation and work processes. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

It includes identifying occupational health hazards, seeking solutions and interventions to bring about change in the workplace, and facilitating risk assessment and controls to reduce exposure to the effects of hazardous materials and hazardous conditions in the workplace. Hazards of both short-term and long-term latency, including those hazards that impact on health are covered in PSPSOHS505A Manage hazards in the work environment.

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 range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify the potential for adverse effects on health from agents in the workplace	1.1 External sources of information and data are accessed to assist in identifying agents in the workplace with a potential to adversely affect health. 1.2 Workplace sources of information and data are reviewed to access information to assist in identifying agents in the workplace with a potential to adversely affect health. 1.3 The role of individual difference in susceptibility to occupational disease or injury is considered in identifying adverse effects on health. 1.4 Situations are identified where health professionals may be required.
2 Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people	2.1 Knowledge of sources of occupational disease and injury are applied to analyse job characteristics and nature of work and the context of work to identify situations with a potential for physical or psychological harm to employees. 2.2 Workplace and internal sources of information and data are accessed, taking account of privacy requirements, to assist in identifying situations with a potential for physical or psychological harm to employees. 2.3 The role of individual differences in susceptibility is considered in assessing the potential scope and impact of situations with adverse effects on health.
3 Facilitate the control of risks to health in the workplace	3.1 The hierarchy of control is applied to control risks to occupational health. 3.2 Workplace policies, procedures and schedules are examined to minimise situations with a potential to adversely cause physical or psychological harm. 3.3 Organisational communication processes are examined to maximise clarity of roles and employee involvement.
4 Participate in the development of strategies to communicate occupational health information and data	4.1 Target groups for advice are researched and identified. 4.2 Health effects that may result from work and working environment are interpreted and discussed with stakeholders. 4.3 Communication strategies are implemented in accordance with legal and ethical requirements. 4.4 The effectiveness of health communication processes is evaluated and monitored.
5 Monitor and facilitate occupational health, education training	5.1 The need for health information and data, and training is identified in consultation with workplace stakeholders. 5.2 Personnel including health professionals and resources to deliver the occupational health training are identified. 5.3 Roles and responsibilities for delivery of training are identified and allocated. 5.4 Health information and data, and education is provided to

ELEMENT

PERFORMANCE CRITERIA

- managers and workers in a manner that facilitates understanding and uptake.
- 6 Review and evaluate the occupational health program**
- 6.1 Outcomes of occupational health programs evaluated through *the evaluation plan*.
 - 6.2 The overall impact of the occupational health program is evaluated and documented.
 - 6.3 Recommendations are made for future programs as a result of the evaluation.

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
- 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 (e.g. % change), and produce graphs of workplace information and data to identify trends and recognise limitations
- 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

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- methods of providing evidence of compliance with OHS legislation
- requirements under hazard specific OHS legislation and codes of practice
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- 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
- basic knowledge of organisational behaviour and culture as it impacts on OHS and on change
- ethics related to professional practice
- 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
- 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 • PSPSOHS504A Apply principles of OHS risk management
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 the control of OHS risk • workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when facilitating the application of principles of occupational health 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 facilitating the application of principles of occupational health to control OHS risk, including coping with difficulties, irregularities and breakdowns in routine • facilitating the application of principles of occupational health to control OHS risk in a range of 3 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.

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, associated standards and guidance material
- databases such as national and state injury data, NICNAS (National Industrial Chemicals Notification and Assessment Scheme)
- journals and web sites
- manufacturers' manuals and specifications

Agents may be:

- chemical
- physical
- biological
- ergonomic
- psychosocial

Workplace sources of information and data may include:

- employees
- hazard, incident and investigation reports
- written and verbal complaints
- minutes of meetings
- reports
- audits
- material safety data sheets (MSDSs)
- questionnaires

Health professionals may include:

- occupational health physicians
- general practitioners
- occupational health nurses
- health educators

Job characteristics and nature of work may

- workplace processes and the hazards they produce

include:

- toxicology of hazardous materials
- health effects of physical hazards in the workplace such as noise, vibration, thermal extremes
- effectiveness of different control strategies
- relative costs of implementation of appropriate control strategies
- job demands such as high physical, mental or emotional demands; lack of variety; short work cycle; workload
- work load and scheduling issues such as pace; shift work, inflexible work schedules; unpredictable, long or unsocial hours
- participation in decision making and control of workload
- adequacy of or faulty equipment

Context of work may include:

- organisational factors such as communication; levels of support for problem solving and personal development; changing employment patterns; and definition of organisational objectives
- interpersonal relationships at work, including with supervisors and peers
- role ambiguity, role conflict, role responsibilities
- career issues including promotion, job security and skills

Internal sources of information and data may include:

- human resource, industrial relations, personnel management and staff
- occupational health and employee assistance staff
- supervisors
- managers
- OHS and employee representatives

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)

Organisational communication processes may include:

- formal and informal communication processes
- training
- position descriptions and performance appraisal processes

Target groups identification includes:

- characteristics such as, but not limited to:
 - size of workforce, group, team etc
 - location
 - variability of roles, responsibilities etc
 - language and literacy
 - cultural background
- characteristics influencing communication strategies, such as access to information and data and empowerment

Stakeholders may include:

- employees
- managers
- health and safety and other employee representatives
- OHS committees
- families of employees
- local community

Ethical requirements

may include:

- confidentiality
- privacy
- equity
- workplace diversity

Resources may include:

- physical
- financial

The evaluation plan may include:

- appropriate communication strategies for the workplace
- training content
- training availability including delivery schedule
- identification of relevant target groups
- impact on workforce
- impact on improvements to the workplace as a result of interventions

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety