



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS601A Develop a systematic approach to managing OHS

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 the knowledge and skills required to effectively design and develop a systematic approach to managing OHS for a specific workplace to ensure it is, as far as practicable, safe and without risks to the health of employees and others. This includes the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace and may include development and implementation of an OHS Management System (OHSMS).

In practice, developing a systematic approach to managing OHS may overlap with other generalist or specialist public sector work activities such as promoting ethical practice, applying government systems, influencing opinion, fostering leadership, managing resources, managing 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 who are required to effectively design and develop a systematic approach to managing OHS for a specific workplace to ensure it is, as far as practicable, safe and without risks to the health of employees and others.

It includes analysing the workplace to clarify needs, selecting an appropriate standard, developing systematic approaches and associated documentation, and planning, supporting and monitoring the systematic approach.

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

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 Analyse the workplace to identify needs	1.1 External motivators for development of systematic approaches to managing OHS are identified in consultation with managers and other stakeholders. 1.2 Internal motivators for development of systematic approaches to managing OHS are identified. 1.3 Workplace factors that may impact on the design and development of systematic approaches to managing OHS are identified.
2 Design integrated approaches to managing OHS	2.1 Relevant standards, codes of practice and guidance material that provide a basis for systematic approaches to managing OHS are reviewed, in consultation with managers and other stakeholders. 2.2 Elements of systematic approaches to managing OHS are defined to suit the workplace in consultation with stakeholders. 2.3 Elements are evaluated for compliance with legal obligations. 2.4 Situations are identified where OHS specialists and technical advisors may be required.
3 Plan and develop integrated approaches to managing OHS	3.1 Policies and procedures are developed to support systematic approaches to managing OHS, taking account of workplace factors. 3.2 Links with other functional areas and management systems are identified and incorporated. 3.3 Relevant roles and responsibilities are identified and allocated. 3.4 Training needs for the introduction and ongoing maintenance of systematic approaches to managing OHS are identified and documented. 3.5 Resources necessary to introduce and maintain systematic approaches to managing OHS are identified and documented. 3.6 A strategic implementation plan is developed to manage OHS.
4 Support planning and implementation of integrated approaches to managing OHS	4.1 Priorities for action are determined in consultation with managers and employee representatives. 4.2 Action plans are developed with allocated responsibilities and time lines. 4.3 Advice and support are provided to managers and other key personnel. 4.4 Implementation is monitored, in consultation with stakeholders, to ensure practicality, compatibility with other management systems and management practices, and acceptance of systematic approaches and support of

ELEMENT**PERFORMANCE CRITERIA**

- programs by all levels of the organisation.
- 4.5 Regular reports and feedback including recommendations for adjustment in the implementation are provided to key personnel.
- 5 Evaluate the design and development of integrated approaches to managing OHS**
- 5.1 The ***evaluation protocol*** is designed in consultation with stakeholders.
- 5.2 A plan is developed for collection of ***information and data***.
- 5.3 Information and data is analysed and evaluated
- 5.4 Recommendations are made for improvement in the systematic management of OHS as a result of the evaluation findings.
- 5.5 A report is provided to management on the outcomes of the evaluation and the recommendations for further development and improvement.

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 reports for a range of target groups including OHS committee, OHS representatives, managers, supervisors and other stakeholders
- advanced written communication including development of policies and procedures, plans
- applying continuous improvement and action planning processes
- contributing effectively to the strategic OHS performance of the organisation
- achieving change using project management 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
- interpreting information and data to identify areas for improvement
- conducting effective formal and informal meetings
- using information and data gathering techniques such as brainstorming, polling, interviews
- using language and literacy skills appropriate to the workgroup and the task
- using 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:

- roles and responsibilities under OHS legislation of employees including supervisors, contractors, OHS inspectors etc
- principles of duty of care including concepts of causation, foreseeability, preventability
- legislative requirements for OHS information and data, and consultation
- 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
- requirements for recordkeeping that address OHS, privacy and other relevant legislation
- nature and use of information and data that provides valid and reliable results on performance of OHS management processes (including positive performance indicators (PPIs) and limitations of other types of measures
- development of tools such as PPIs in assessment of OHS performance
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- principles of incident causation and injury processes
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- principles and practices of a systematic approach to managing OHS
- requirements of OHS and standards related to systematically 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
- organisational behaviour and culture as it impacts on OHS and on change
- ethics related to professional practice
- methods of providing evidence of compliance with OHS legislation
- professional liability in relation to providing advice
- principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items
- 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:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPGOV605A Persuade and influence opinion
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPSOHS602A Develop OHS information and data analysis and reporting and recording processes
- PSPSOHS608A Conduct an OHS audit.

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 development of a systematic approach to managing OHS
- workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when developing a systematic approach to managing OHS.

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 developing a systematic approach to managing OHS, including coping with difficulties, irregularities and breakdowns in routine
- development of a systematic approach to managing OHS in a range of 2 or more contexts or occasions, over time., including examples of development activities to suit a specific organisational context across at least 4 areas of an OHS system.

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 motivators may include:

- legal obligations
- customer/contract demand
- corporate image/reputation

A systematic approach to managing OHS:

- is part of the organisation's overall management system that covers developing, implementing, reviewing and maintaining the activities for managing OHS
- is not a commercial package or folders on the shelf
- may involve use of OHS management systems developed in the workplace to meet the OHS situation in that particular workplace

Internal motivators may include:

- injury and illness prevention (ethical)
- industrial relations
- financial

Workplace factors may include:

- whether certification is required
- organisational structure
- management commitment
- management style, and OHS knowledge and skills of organisation
- workplace culture, including industrial relations and safety culture
- consultation and communication processes
- other management systems requiring interface or integration with systematic approaches to managing OHS
- resources available
- nature of hazards and level of risk
- staff profile including language, literacy and numeracy, cultural diversity and special needs for employees

Relevant standards may include:

- Australian standards
- standards developed by OHS authorities
- industry standards

Stakeholders may include:

- managers
- supervisors
- employees

- health and safety and other employee representatives
- OHS committees

Elements of systematic approaches to managing OHS are:

- a list of key requirements or major principles that are combined in a methodical and ordered manner to minimise the risk of injury or ill health in the workplace, and may include for example:
 - processes of OHS planning
 - allocation of resources
 - communication and consultation
 - hazard management
 - record keeping and reporting
 - training and competency
 - review and evaluation for ongoing improvement of OHS

Legal obligations include those under legislation relating to:

- OHS
- equity
- workplace diversity
- privacy
- freedom of information
- trade practices
- industrial relations

OHS specialists may be internal or external and include:

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

Technical advisors may include:

- legal practitioners
- engineers (such as design, acoustic, safety, mechanical, civil)
- workplace trainers and assessors
- maintenance and trade persons

Policies and procedures may include:

- policies and procedures underpinning OHS
- purchasing and contracting procedures
- documents describing how tasks, projects, inspections, jobs and processes are to be undertaken
- standard operating procedures
- job/task statements
- quality system documentation

Other functional areas and management systems may include:

- strategic planning
- purchasing, procurement and contracting
- logistics
- human resource, industrial relations and personnel management, including payroll
- engineering and maintenance
- information, data and records management
- finance and auditing
- environmental management
- quality management

Resources may include:

- financial requirements
- personnel, including time allocation
- equipment
- specialised resources

Key personnel are:

- those people who have a key role in OHS including managers, supervisors, OHS representatives and other functional areas

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 may include:

- minutes of meetings
- workplace inspections
- feedback from questionnaires
- workshops
- audit reports

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.