



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS602A Develop OHS information and data analysis and reporting and recording processes

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 design and development of a system for managing the collection, analysis and dissemination of OHS information and data, statistics and records.

In practice, developing OHS information and data analysis, reporting and recording processes 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

The unit applies to the design and development of a formal OHS management system or other systematic approaches to managing OHS.

The information and data system covers analysing workplace information and data in a systematic manner to ensure effective measurement and evaluation of OHS performance with the objective of improving the management of OHS. This includes informing management and other stakeholders about OHS performance and meeting legislative requirements regarding the use, distribution and maintenance of records under relevant statutory provisions. This unit covers system design and development and is therefore more complex than PSPSOHS502A Participate in the management of the OHS information and data systems, which addresses the management of an already developed OHS information and data system.

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 requirements for OHS information and data	1.1 Relevant legislation and standards are reviewed to identify obligations relevant to OHS information and data. 1.2 Policies and procedures are accessed to identify requirements for OHS information and data. 1.3 Priorities for OHS information and data collection and management are determined in consultation with relevant stakeholders. 1.4 Workplace factors that may impact on the design and development of OHS information and data processes are identified. 1.5 Recommendations are made for appropriate indicators of OHS performance. 1.6 Requirements for OHS information and data are drafted in consultation with relevant stakeholders.
2 Make recommendations for the design of the OHS information and data processes	2.1 Relevant sources and types of OHS information and data are identified and accessed. 2.2 Formats for, and availability of, databases are investigated to identify the most appropriate format. 2.3 Legal and ethical requirements are addressed in recommendations. 2.4 Limits of own professional expertise are recognised and advice is sought from relevant specialists as required. 2.5 Specifications are prepared for the OHS information and data processes.
3 Develop the OHS information and data, and reporting and recording processes	3.1 Tools for recording and collating information and data are identified and accessed or developed, recognising the limitations of information and data and measurement indices, and controlling for potential biases. 3.2 Links with other functional areas and management systems to ensure comprehensive information and data collection are identified and facilitated. 3.3 Relevant roles and responsibilities are identified and allocated. 3.4 Policies, procedures and tools are developed for the collection, collation and recording of workplace OHS information and data, taking account of workplace factors and system requirements. 3.5 Training needs for collection, collation and analysis of OHS information and data are identified and documented. 3.6 Resources necessary for the collection, collation, recording, analysis and distribution of OHS information and data are identified.
4 Record and analyse	4.1 Descriptive and analytical techniques for systematic

ELEMENT	PERFORMANCE CRITERIA
information and data to monitor OHS performance and evaluate methods of prevention	evaluation of OHS performance monitoring (including positive performance indicators) and areas for improvement are identified and applied. 4.2 Information and data is accessed and applied to determine potential associations between workplace hazards and their adverse effects on exposed workers. 4.3 Information and data is recorded to assist identification of patterns of occupational injury and disease within particular areas. 4.4 Information and data collection, recording, analysis and application are managed ethically. 4.5 OHS information and data is critically evaluated to ensure accuracy, reliability, relevance and validity. 4.6 Outcomes of information and data analysis are appropriately formatted and disseminated, considering the target audience and legal and ethical requirements. 4.7 Appropriate strategies for improvement are identified, and recommendations are formulated as a consequence of information and data analysis.
5 Monitor and evaluate the effectiveness of information and data collection and analysis processes	5.1 OHS information and data collection, recording, analysis and application processes are regularly reviewed to ensure relevance to the needs of the organisation in managing OHS and compliance with legislative requirements. 5.2 Frequency, method and scope of review are determined in consultation with stakeholders. 5.3 Recommendations are made for improvement to OHS information and data processes as required. 5.4 Improvement strategies arising from the review are implemented.

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
- analysing relevant workplace information and data, 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 producing graphs of workplace information and data to identify trends and recognise limitations of information and data
- carrying out simple statistical analysis e.g. mean, standard deviation, regression
- using electronic information and data systems to enter workplace information and data and produce effective graphical representations
- 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
- 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,

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
- requirements of effective records management systems including collection, filing, retention, retrieval, archiving and disposal
- standards related to OHS information and data, statistics and records management including requirements for information and data under elements of systematically managing OHS
- examples of OHS information and data management systems and tools
- 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
- methods of collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
- principles and practices of continuity and validity of evidence retention for potential legal action
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- 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
- ethics related to professional practice
- 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 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 • PSPSOHS601A Develop a systematic approach to managing OHS • 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 OHS information and data analysis and reporting and recording processes • workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when developing OHS information and data analysis and reporting and recording processes.
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 OHS information and data analysis and reporting and recording processes, including coping with difficulties, irregularities and breakdowns in routine • development of OHS information and data analysis and reporting and recording processes in a range of 2 or more contexts or occasions, over time, with at least 2 examples provided under controlled conditions to demonstrate understanding of basic statistical processes as well as the ability to use software to carry out statistical analysis.

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.

Relevant legislation may include:

- OHS, including serious injury and incident reporting
- workers compensation
- equity and workplace diversity
- privacy
- freedom of information
- trade practices

Standards may include:

- standards developed by OHS authorities
- National Occupational Health and Safety Commission (NOHSC) standards
- international, Australian or industry standards

Stakeholders may include:

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

Workplace factors may include:

- size of organisation and industry type
- organisational structure
- management commitment
- management style and OHS knowledge and skills of organisation
- workplace culture, including industrial relations and safety culture
- other management systems requiring interface or integration with the information and data processes for OHS
- resources available
- nature of hazards and level of risk
- staff profile including language, literacy and numeracy, cultural diversity
- required level of security for OHS system, including prevention of theft and fraud; access security; prevention of interruption of services; inadvertent release of material; and information and data destruction, corruption and alteration

Relevant sources of OHS

- external sources such as:

information and data may include:

- OHS legislation, codes of practice and guidance material
- Australian and industry standards
- Australian Bureau of Statistics (ABS)
- OHS authorities
- unions and industry bodies
- OHS professional bodies
- internet, journals and magazines
- technical information and data
- research literature
- manufacturers' manuals and specifications
- National Occupational Health and Safety Commission (NOHSC)
- internal sources such as:
 - employees
 - OHS policies and procedures
 - work instructions, job and work system analysis (JSAs)
 - risk assessments (past and present)
 - material safety data sheets (MSDSs) and registers
 - manufacturers' manuals
 - OHS positive performance indicators
 - insurance and incident investigation records
 - workers compensation data
 - safety handbooks
 - employee information papers, brochures, notes and newsletters
 - OHS reports including, workplace inspections, hazard and incident reports, technical reports, consultations and observations

Types of OHS information and data may include:

- risk management records
- OHS positive performance indicators
- incident reports, including reports on near misses, hits, incidents, injuries, first aid reports, illness, disease and dangerous occurrences
- enforcement notices and actions
- lost time reports and summaries
- sickness absence records
- workers' individual histories of exposure to specific substances, such as lead, asbestos, benzene and vinyl chloride
- medical records, including results of medical tests
- results of workplace environmental monitoring such as occupational, industrial hygiene monitoring, health screening and surveillance
- rehabilitation information, including case management
- workers compensation records
- performance appraisal and training records, including instruction and supervision logs, diaries and workbooks
- certification, registration and licensing
- reports for committees
- reports from OHS consultants
- research results
- rectification action reports and plans, inspections, plant maintenance and servicing records, and records of plant stoppages
- correspondence with agencies
- reports of proposed changes that may affect OHS
- safety manuals for plant and tools
- workplace procedure manuals
- registers, such as hazards, risk, hazardous substances, Dangerous Goods, MSDSs, confined spaces
- results of tests, measurements and analyses, for example noise and air
- risk assessments
- training records, including records of competencies to operate plant, and records of load shifting equipment and tools, such as EWP and explosive powered tools
- occupational health information and data
- ergonomic information and data, such as job and task analysis

Formats may include:

- electronic information and data management systems, where system refers to computer software, hardware, users and other elements
- paper-based systems such as cards, files, registers and spreadsheets

Ethical requirements may include:

- privacy
- confidentiality
- access to personal records

Relevant specialists may include in-house and external OHS personnel such as:

- ergonomists
- occupational hygienists
- health professionals
- legal practitioners
- injury management advisors
- emergency services personnel who may need to access hazardous substances and dangerous goods information and data
- medical and first aid personnel who may need to access relevant medical records and hazardous substances information and data
- information and data technology and database management support

Tools may be electronic or paper-based and may include:

- registers
- software for information and data recording and analysis
- performance monitoring charts and checklists
- handbooks
- available system of backup/archiving/storage/disposal

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 include:

- financial requirements
- personnel, including time allocation
- equipment
- specialised resources, such as electronic information and

- Descriptive and analytical techniques*** may include:
- data management system, communications media and information/data technology equipment
 - statistical tests and methods such as:
 - mean, standard deviation, regression analysis and percentage change
 - making comparisons using basic tests of significance
 - broad analytical studies to determine estimates of risk
- Positive performance indicators*** are:
- a means of focusing on assessing how successfully a workplace is performing through measuring OHS processes
- Information and data*** may include:
- organisational information and data
 - industry information and data
 - epidemiological studies such as:
 - descriptive studies examining who, what, where, when, why - distribution and frequency
 - analytical studies attempting to analyse cause or determinants of disease by testing a hypothesis
 - experimental or intervention approaches such as clinical and community trials
 - evaluation of particular occupational health programs
- Validity*** is:
- a reflection of the true state of a test result and includes tests for systematic distortions such as:
 - information/data bias
 - observational bias
 - selection bias
 - confounding bias
 - recall bias

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.