



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS603A Analyse and evaluate OHS risk

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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 conduct a formal risk assessment comprising analysis and evaluation of OHS risk. It has been designed to be consistent with Australian Standard AS/NZS 4360: Risk Management (1999), or as revised.

In practice, analysing and evaluating OHS risk 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 addresses the knowledge, processes and techniques necessary to analyse and evaluate OHS risk as part of the risk management process.

OHS risk analysis involves defining the range of consequences, assessing the effectiveness of existing controls and deciding the likelihood of each consequence - and combining these in some way to obtain a level of risk. Risk evaluation is the comparison of pre-established criteria for tolerance and the subsequent ranking of risks requiring control.

The situation to be analysed and evaluated may involve a single task or a process comprising a series of tasks.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills 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. Define parameters of the OHS risk study	1.1 Information and data on the hazard identification process and the context of the OHS risk are accessed. 1.2 The scope of the OHS risk study is established. 1.3 The activity to be analysed is divided into logical and manageable elements. 1.4 The method of OHS risk analysis is defined and documented.
2. Analyse the OHS risk of a task or process	2.1 The nature of the hazard including the process of injury or damage is clarified. 2.2 The need for further information such as monitoring activities is identified. 2.3 Information and data about the OHS risk are communicated to stakeholders . 2.4 A range of stakeholders is consulted and involved in the analysis. 2.5 Existing controls are identified and their effectiveness evaluated, taking account of relevant standards . 2.6 Specific scenarios to be considered are determined. 2.7 From the various scenarios possible consequences and the likelihood of their occurrence are determined. 2.8 Steps are undertaken to ensure comprehensive analysis of information, data and techniques . 2.9 The OHS risks are ranked in order of level of risk. 2.10 OHS specialist advisers are consulted if required.
3. Evaluate OHS risk of a task or process	3.1 Relevant legislation, codes of practice and standards are accessed and referenced. 3.2 Stakeholders are consulted in determining criteria for OHS risk evaluation . 3.3 Outcomes of OHS risk analysis are compared with criteria to identify risks requiring further risk control and risks deemed as low as reasonably achievable. 3.4 Process and outcomes of analysis and evaluation are documented in a manner that is accessible and facilitates understanding by the stakeholders. 3.5 Documentation of outcomes includes explanation of the legal ramifications of decision making based on risk prioritisation.

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
- 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, make observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- carrying out simple arithmetical calculations (eg % change), and producing graphs of workplace information and data to identify trends and recognise limitations of information and data
- using a range of communication media
- conducting effective formal and informal meetings
- 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
- undertaking basic research to access relevant information and data
- 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 hazard and risk
- risk as a measure of uncertainty and the factors that affect risk
- principles of incident causation and injury processes
- principles of human behaviour and response to interactions with human, physical and task environment to identify psychosocial hazards
- knowledge of a range of risk analysis/assessment techniques and tools and the application and limitations of those techniques and tools
- 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
- pertinent sections of relevant Australian and other standards such as AS/NZS 4360: Risk management, National Standard for the Storage and Handling
- requirements for control of work permits/written authorities in workplace monitoring activities
- principles and practices of a systematic approach to managing OHS
- range of risk analysis/assessment techniques and tools and their application and limitations
- 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 eg
 - labour market changes
 - structure and organisation of workforce eg 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
- organisational behaviour and culture as it impacts on OHS and on change
- ethics related to professional practice
- 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
- knowledge of toxicology of hazardous materials and potential health effects in the workplace
- 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

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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
- PSPSOHS604A Apply ergonomic principles to control OHS risk
- PSPSOHS605A Apply occupational hygiene principles to control OHS risk.

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 analysis and evaluation of OHS risk
- workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when analysing and evaluating 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 analysing and evaluating OHS risk, including coping with difficulties, irregularities and breakdowns in routine
- analysis and evaluation of 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

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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

• 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.

<i>A hazard is</i>	a source or situation with a potential for harm in terms of human injury or ill health, damage to property or the environment, or a combination of these
<i>Context includes description of</i>	- workplace - activities - internal and external factors that impact on OHS risk - stakeholders - level of documentation required - controls currently in place
<i>Risk is</i>	- 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
<i>Scope of OHS risk study covers</i>	- why it is being done - who will use the output and for what purpose - activities, job role, area, location to be analysed
<i>Method of OHS risk analysis</i>	may be agreed by the parties or may be defined by standards or legislation
<i>Monitoring activities may include but not be limited to</i>	- air monitoring - noise monitoring - medical monitoring
<i>Information and data about the OHS risk includes</i>	- the outcomes of OHS risk analysis - mode/s of action of the hazard causing injury or damage
<i>Stakeholders include</i>	- managers, including boards of management - employees and their representatives - customers/users of the product or process - the community
<i>Controls are</i>	actions implementing risk management decisions, programs or policies; may involve monitoring, re-evaluation and compliance with decisions

• RANGE STATEMENT

<i>Effectiveness of controls</i>	• may be determined by detailed investigation; alternatively, consideration of the hierarchy of control may be sufficient
<i>Relevant standards include</i>	• legislation • codes of practice and guidance material • Australian and industry standards • current practice • current knowledge • common law duty of care
<i>Consequence is</i>	• the injury or damage outcome of an event which may be expressed quantitatively or qualitatively; there may be a range of possible outcomes for a specific event or scenario
<i>Likelihood refers to</i>	• the likelihood of the occurrence of the consequence; not the likelihood of the hazard or the particular scenario
<i>Comprehensive analysis of information and data may include</i>	• past records • experience with enterprise, own/other industries • published literature • research within exposed groups • engineering modelling • specialist and expert groups
<i>Comprehensive analysis of techniques may include</i>	• broad consultation • multidisciplinary focus groups • structured interviews • questionnaires • processes and techniques used by specialists, such as modelling, fault tree and Hazard and Operability Studies (HazOps)
<i>Risk ranking is</i>	• a process of rating risks according to their severity and likelihood; common systems are based on matrices or nomograms
<i>OHS specialist advisors may include</i>	• engineers • ergonomists • occupational hygienists • safety professionals • occupational health practitioners • toxicologists • psychologists • people skilled in applying advanced risk analysis processes, such as modelling, fault tree, HazOps and Management Oversight and Risk Tree (MORT)

• RANGE STATEMENT

Risk evaluation is

- the comparison of risk with pre-established criteria for tolerance (or as low as reasonably achievable) and the subsequent ranking of risks requiring control

Criteria may be established by

- reference to established codes and standards
- consultation

Documentation of risk analysis should include

- methods used
- groups involved/consulted
- description of consequences and their likelihood
- information and data used in estimates
- assumptions
- effectiveness of existing controls
- uncertainty in analysis
- factors affecting level of risk
- further information/data and/or investigation required

Documentation of risk evaluation should include

- method used to determine the criteria
- groups consulted/involved
- criteria determined
- list of risks and schedule for action
- statement of the legal ramifications of decision making based on risk prioritisation

Unit Sector(s)

Not applicable.

Competency field

Competency field

Specialist Occupational Health&Safety