



Australian Government

Department of Education, Employment and Workplace Relations

PSPSOHS609A Evaluate an organisation's OHS performance

Revision Number: 3

PSPSOHS609A Evaluate an organisation's OHS performance

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 make judgments as a consequence of an OHS audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.

In practice, evaluating an organisation's OHS performance 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 focuses on evaluation of the effectiveness of an organisation's management of OHS. Aspects of the integration with other organisational management systems, the appropriateness of participative arrangements and OHS improvements are some components of the evaluation. The scope may cover OHS performance measures and outcomes, strategies, policies, programs, procedures and the organisation's resources.

This unit applies to the auditing of systematic approaches to managing OHS, which may or may not be formalised as part of an OHS management system, and can apply to internal or external benchmarks. The scope and benchmark criteria for the OHS audit will be agreed before the commencement of information and data gathering, and may address all areas of the organisation or an identified function, business or geographical area.

This unit is a companion unit to PSPSOHS608A Conduct an OHS audit, which together address the knowledge and skills required to conduct an OHS audit and to evaluate an organisation's OHS performance. People with overall responsibility for OHS audit will require both units.

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 Evaluate effectiveness of systematic approaches to identifying OHS hazards	1.1 Workplace <i>hazard</i> identification activities being undertaken are identified and compared with organisational policies and procedures. 1.2 Products, processes and systems are examined to determine whether <i>hazards of long latency</i> and <i>low frequency/high consequence</i> are included and minimised. 1.3 Products, processes and systems are examined to determine whether <i>risks to persons other than employees</i> are identified and minimised. 1.4 <i>Organisational factors</i> that impact on OHS are identified. 1.5 Outcomes of the evidence gathering are reviewed with <i>specialist personnel</i>, if required.
2 Evaluate the effectiveness of systematic approaches to OHS risk management	2.1 Appropriateness of the organisation's risk assessment tool/s and processes are evaluated. 2.2 Outcomes of the risk assessment process are assessed for validity, reliability and inclusion of all major OHS risks, in particular demonstrated use of risk assessment methods in the organisation. 2.3 Risk controls are evaluated for suitability and effectiveness in relation to the organisation's systematic management of OHS.
3 Evaluate the effectiveness of systematic OHS monitoring processes	3.1 The scope of organisational processes to monitor the implementation and status of systematic approaches to managing OHS is evaluated. 3.2 The quality of information and data obtained from the monitoring processes is evaluated. 3.3 The managerial level of response to the issues raised in the monitoring process is evaluated in relation to the level of risk.
4 Assess whether the OHS management approaches have produced improved performance	4.1 Performance indicators (including <i>positive performance indicators</i>) are evaluated to determine whether they provide a true, reliable and timely measure of the effectiveness of the OHS management approaches to reducing OHS risk. 4.2 Reported performance is compared with evidence gathered, and differences are documented. 4.3 Outcomes of evaluation of performance are documented in a clear and objective manner.
5 Assess and advise on organisational OHS compliance against agreed benchmarks	5.1 Systematic analysis is undertaken to identify areas of OHS compliance and non-compliance with <i>benchmarks</i>. 5.2 Advice on the impact of legislation and standards on the selection, suitability and implementation of a range of OHS performance interventions is provided. 5.3 Outcomes of evaluation of compliance are documented and

ELEMENT

PERFORMANCE CRITERIA

reported to *key personnel and stakeholders*.

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
- contributing effectively to the strategic OHS performance of the organisation
- managing own tasks within time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- analysing relevant workplace information and data, make observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- analysing and evaluating a range of information and data carrying out simple statistical analysis eg mean, standard deviation, regression formats including graphs, maps, matrices, technical reports
- 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
- using a range of communication media
- 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
- responsibilities of designers etc under OHS legislation
- 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
- standards related to OHS information and data, statistics and records management including requirements for information and data under elements of systematically managing OHS
- 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
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- 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
- principles of incident causation and injury processes
- characteristics, mode of action and units of measurement of major hazard types
- 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
- 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
- sampling methodologies, application and related statistical measures
- 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 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
- auditing methods and techniques
- 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
- 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
- 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 • PSPMNGT602B Manage resources • PSPMNGT611A Manage evaluations • 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 evaluation of organisational OHS performance • workplace documentation, case studies and workplace scenarios to capture the range of situations likely to be encountered when evaluating an organisation's OHS performance.
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 evaluating an organisation's OHS performance, including coping with difficulties, irregularities and breakdowns in routine • evaluation of an organisation's OHS performance in a range of 3 or more contexts or occasions, over time, with at least 1 evaluation of broad scope. 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.

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| A <i>hazard</i> is: | <ul style="list-style-type: none">• 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>Hazards of long latency</i> include: | <ul style="list-style-type: none">• conditions, illnesses and other health risks that result from longer term exposure to specific triggers such as chemicals, noise, radiation and psychosocial factors |
| <i>Low frequency/high consequence hazards</i> are: | <ul style="list-style-type: none">• high impact events that occur rarely such as explosions, fires and building collapses but may result in very serious injury, death or multiple death situations |
| A <i>risk</i> is: | <ul style="list-style-type: none">• the chance of something occurring that will result in injury or damage• measured in terms of consequences (injury or damage) and likelihood of the consequence |
| <i>Persons other than employees</i> may include: | <ul style="list-style-type: none">• neighbourhood or local community members• contractors• visitors to premises• customers/clients |
| <i>Organisational factors</i> may include: | <ul style="list-style-type: none">• geographical spread of sites• roster and shift arrangements• supervision structure• participatory arrangements• authority and reporting structure• workforce structure such as labour hire, contractors, part-time and casual workers• cultural diversity• workplace culture including industrial relations and safety culture• other management systems requiring interface or integration with management of OHS• nature of hazards and level of risk |
| <i>Specialist personnel</i> may include: | <ul style="list-style-type: none">• external consultants specialising in specific areas of OHS such as safety engineering, ergonomics, hygiene, toxicology, psychology, occupational health• specialist staff within government agencies offering |

	assistance in specialist or problem areas within OHS
Positive performance indicators are:	• a means of focusing on assessing how successfully a workplace is performing through measuring OHS processes
Benchmarks may include:	• specific legislation • OHS management system standards • industry specific standards • organisation's business plan
Key personnel and stakeholders may include:	• boards of management and shareholders • management, persons in control of the workplace, supervisors • employees and other parties across a range of levels and roles including health and safety representatives and OHS committee members • customers/clients

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety.