



Australian Government

PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

Release: 1

PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to implementing and monitoring Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies, procedures and safety awareness programs in the work place.

The unit is applicable to personnel who perform legislated or delegated roles within a public safety organisation and who are required to ensure WHS/OHS policy and procedures are implemented in specific teams and/or work groups.

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

Pre-requisite Unit

Not applicable

Competency Field

Work, Health and Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Provide WHS/OHS information to work

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Relevant provisions of Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice are accurately and clearly explained to team and/or work group

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| | 1.2 | Information on organisational WHS/OHS policies, procedures and safety awareness programs are provided and are clearly explained to the team and/or work group |
| | 1.3 | Existing hazard information, risk assessment and control procedures are provided and is clearly explained to the team and/or work group |
| 2 Implement and monitor participative arrangements for management of WHS/OHS | 2.1 | WHS/OHS procedures for team and/or work group consultation are implemented and monitored to ensure all members have an opportunity to contribute |
| | 2.2 | Issues raised through consultation resolved promptly or are referred to appropriate personnel for resolution, in accordance with organisational procedures |
| | 2.3 | Outcomes of consultations are communicated to the team and/or work group promptly |
| 3 Implement and monitor organisational procedures for controlling risks | 3.1 | Existing and potential hazards in the workplace or area are identified and reported, in accordance with organisational procedures |
| | 3.2 | Organisational procedures to control risks are implemented and monitored by team and/or work group |
| | 3.3 | Existing risk control measures are monitored, and results are reported, in accordance with organisational procedures |
| | 3.4 | Existing risk control measures are reviewed, in accordance with the hierarchy of risk control and any variations are reported to designated personnel |
| | 3.5 | Inadequate resource allocation for implementation of risk control measures are identified and reported to designated personnel |
| 4 Implement organisational procedures for dealing with hazardous events | 4.1 | Organisational procedures for dealing with hazardous events are implemented, as required, to ensure prompt control action is undertaken |
| | 4.2 | Hazardous events are investigated to identify cause of the event, in accordance with organisational procedures |
| | 4.3 | Control measures to prevent recurrence and minimise risk of hazardous events are implemented based on the |

		hierarchy of risk control or are referred to designated personnel for implementation
5 Implement and monitor organisational procedure for providing safety awareness training	5.1	Safety awareness training needs are identified from specified WHS/OHS competencies currently held by team and/or work group members
	5.2	WHS/OHS training needs are identified, and training arrangements are implemented, in consultation with relevant personnel
6 Implement and monitor organisational procedures for maintaining WHS/OHS records	6.1	WHS/OHS records for work place or area are accurately completed, in accordance with organisational requirements
	6.2	Information from WHS/OHS records is used to identify hazards and monitor risk control procedures within work place or area, in accordance with organisational procedures and duty of care responsibilities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOHS003B Implement and monitor the organisation's occupational health and safety policies, procedures and programs.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information orally and in writing
- completing organisational documentation
- implementing and monitoring participative arrangements for the management of WHS/OHS organisational requirements
- implementing safety awareness programs
- providing WHS/OHS information and organisational policies, procedures and safety awareness programs to team and/or work group
- working with organisational policies and implementing and monitoring organisational procedures for identifying hazards and assessing risks, controlling hazards and risks, dealing with hazardous events, providing safety awareness training and maintaining WHS/OHS records

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- duty of care obligations and responsibilities
- emergency services including contact details and availability
- hazardous events
- hierarchy of risk control including elimination of hazards, substitute hazard with something safer, isolate hazard from people, reduction of risk through engineering controls, reduction of exposure to hazard using administrative actions and use of personal protection clothing and equipment
- organisational documentation, policies and procedures including implementing accident investigations, completing accident reporting and dealing with hazardous event procedures
- principles and procedures relating to organisational Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies and procedures

- provisions of WHS/OHS legislated requirements
- root cause analysis requirements
- safety awareness programs
- work place or area layout

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies and procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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