



Australian Government

PUAWHS004 Establish and maintain the work, health and safety system

Release: 2

PUAWHS004 Establish and maintain the work, health and safety system

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to establish, maintain and evaluate a work, health and safety system in the work environment. This may require significant role or delegated authority to allow for implementation and review. It does not cover the broader implementation of an organisational wide Work, Health and Safety (WHS) /Occupational Health and Safety (OHS) policy.

The unit is applicable to personnel who have either a legislated or delegated responsibility to implement systems to meet organisational WHS/OHS policy requirements. While designed for public safety personnel this unit may be applied in a range of industries.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Organise consultation process

- 1.1** Personnel are identified and invited into the development and maintenance process
- 1.2** Issues raised through consultation are handled, in accordance with organisational procedures
- 1.3** Results from the consultation process are verified and made available to relevant personnel
- 1.4** Consultative processes are flexible and consistent with representatives' requirements

2 Design WHS/OHS framework

- 2.1** Hazards and risks are identified and confirmed, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice
- 2.2** Procedures for ongoing identification of hazards and risks are developed and integrated within the organisational WHS/OHS framework
- 2.3** WHS/OHS policies are developed, in accordance with legislative requirements
- 2.4** WHS/OHS responsibilities and duties are defined and incorporated into job/role descriptions and/or statements
- 2.5** Resources are sourced and provided in a timely and consistent manner
- 2.6** Measures to control risks are developed and implemented, in accordance with the hierarchy of risk control, WHS/OHS safety legislation and code of practice
- 2.7** Interim solutions are implemented until a permanent control measure is developed
- 2.8** Details of interim solutions are clearly recorded, in accordance with organisational policies and procedures and WHS/OHS legislation

3 Design and implement a WHS/OHS awareness training program

- 3.1** Educational information about the WHS/OHS system is made available to all personnel
- 3.2** Appropriate training is provided to all personnel to enable the implementation of safety procedures

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| 4 Establish, monitor and maintain WHS/OHS | 4.1 A system for keeping WHS/OHS records is established, in accordance with legislative requirements |
| | 4.2 Work activities are monitored to ensure that hazard identification, risk assessment and risk control procedures are adopted |
| | 4.3 Hazard identification, risk assessment and risk control measures are reviewed, in accordance with the hierarchy of risk control and are reported to designated personnel |
| | 4.4 Amendments to organisational procedures are undertaken through appropriate consultation |
| 5 Establish and maintain a system for accident investigation | 5.1 A safety management system is developed and implemented for reporting and investigating accidents and/or incidents, in accordance with organisational policies and procedures |
| | 5.2 Training is provided to personnel responsible for accident investigation |
| | 5.3 Organisational policies and procedures for reporting and investigating accidents and/or incidents are reviewed and updated, as required |
| 6 Evaluate organisational WHS/OHS system and related policies, procedures and programs | 6.1 Effectiveness of the WHS/OHS system and related policies, procedures and programs are assessed, in accordance with organisational safety policy |
| | 6.2 Improvements to the WHS/OHS system are developed and implemented |
| | 6.3 Compliance with WHS/OHS legislation and codes of practice is assessed to ensure legal requirements and organisational standards are maintained |

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 PUAOHS004B Establish and maintain the occupational health and safety system.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAWHS004 Establish and maintain the work, health and safety system

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Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information designing a WHS/OHS framework
- developing and implementing WHS/OHS awareness training programs
- establishing, monitoring and maintaining WHS/OHS systems including accident investigation
- evaluating organisational WHS/OHS systems and related policies, procedures and programs
- organising consultation processes
- using management systems.

Knowledge Evidence

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

- communication methods and techniques
- consultative processes
- details of Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice and their relevance to organisational operations
- hierarchy of control
- interim solutions
- management of system
- organisational documentation, policies and procedures
- relevant personnel
- resources

- types of WHS/OHS training programs
- WHS/OHS organisational framework and policies
- WHS/OHS organisational requirements including risk mitigation and hazard identification
- WHS/OHS trends.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

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

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