



Australian Government

Department of Education, Employment and Workplace Relations

PUAOHS004B Establish and maintain the occupational health and safety system

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers how to establish, maintain and evaluate an occupational health and safety system in the work environment.

This unit is based on the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 (1994)].

Application of the Unit

This unit applies to workers who have either a legislated or delegated responsibility to implement OHS systems to meet the organisation's policy requirements. These roles require significant role or delegated authority to allow effective implementation and review. While designed for public safety workers, this unit could be applied in a range of industries. This unit does not cover the broader implementation of organisation wide OHS policy.

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. Organise consultation process	1.1 Relevant personnel or other representative personnel are identified and invited into the development and maintenance processes. 1.2 Issues raised through consultation are effectively handled according to issue resolution 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 Occupational Health and Safety framework	2.1 Hazards and risks are correctly identified and confirmed according to occupational health and safety legislation, codes of practice and prevailing trends. 2.2 Procedure for ongoing identification of hazards and risks is developed and integrated within work systems and procedures. 2.3 Occupational health and safety policies are developed in line with relevant legislation. 2.4 Occupational health and safety responsibilities and duties are clearly defined and incorporated into job descriptions/statements. 2.5 Adequate resources are sourced and provided in a timely and consistent manner. 2.6 Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practice and trends. 2.7 Interim solutions are implemented until a permanent control measure is developed. Details are recorded clearly and efficiently according to organisation policy and procedures and relevant legislation.
3. Design and implement an Occupational Health and Safety awareness training program	3.1 Educational information on the occupational health and safety system is made available to all relevant personnel. 3.2 Appropriate training is provided to all relevant personnel to enable the implementation of safety procedures.
4. Establish, monitor and maintain Occupational Health and safety system	4.1 A system for keeping occupational health and safety records is established in accordance with legislative requirements. 4.2 Work activities are monitored to ensure that hazard identification and risk assessment and control procedures are effectively adopted.

ELEMENT**PERFORMANCE CRITERIA**

- 4.3 Inadequacies in ***hazard identification, risk assessment*** and established risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel.
- 4.4 Amendments to procedures are undertaken through appropriate consultation methods.
5. **Establish and maintain a system for accident investigation**
- 5.1 A system is developed and implemented for reporting and investigation of all accidents/incidents in accordance with the policies and procedures.
- 5.2 Training is provided to employees responsible for accident investigation for effective implementation of accident investigation policy.
- 5.3 Policies and procedures for reporting and investigating all accidents/incidents are reviewed and updated as required.
6. **Evaluate the organisation's Occupational Health and Safety system and related policies procedures and programs**
- 6.1 The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organisation's occupational health and safety policy.
- 6.2 Improvements to the occupational health and safety system are developed and implemented.
- 6.3 Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- attention to detail
- high level interpersonal skills
- high level skills in clear written and oral communication
- procedures and personnel
- skills in management of systems

Required Knowledge

- details of all relevant Occupational Health and Safety legislation and its relevance to organisation operations
- details of codes of practice and their relevance to organisation operations
- hierarchy of control (the preferred order of risk control measures from most to least preferred that is:
 - elimination
 - substitution
 - engineering control
 - administrative controls
 - and personal protective equipment)
- literacy levels and communication skills of work group members
- knowledge of current principles and practices used to implement and monitor organisational OH&S policies
- procedures and programs
- suitable communication techniques to address needs of work group members

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Demonstrated understanding of principles and practices for Occupational Health and Safety.

Demonstrated understanding of the significance of other management systems and procedures for occupational health and safety.

Consistency in performance

Evidence will need to be gathered over time across a range of variables.

Context of and specific resources for assessment

Context of assessment

Evidence must include observation of performance in the work environment or a simulation. Written and verbal tests may be used as supporting evidence.

Competence may be demonstrated working individually or under the guidance of or as a member of a team with specialist occupational health and safety staff or managers.

Specific resources for assessment

No special requirements.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- | | |
|---|--|
| <i>Occupational Health and Safety</i> policies may: | <ul style="list-style-type: none">• express the organisation's commitment to OHS, and demonstrate consistency of application across the organisation's policies |
| <i>Resources</i> may include: | <ul style="list-style-type: none">• financial and human |
| <i>Information</i> should be: | <ul style="list-style-type: none">• clear• concise• written in plain English where possible• in suitable format for particular target group• timely |
| <i>Consultative process</i> may include: | <ul style="list-style-type: none">• meetings• workshops• reports |
| <i>Persons involved in consultation</i> may include: | <ul style="list-style-type: none">• employer• employee• representative body (regulator, unions)• independent advisor |
| <i>Occupational Health and Safety trends:</i> | <ul style="list-style-type: none">• occupational health and safety trends may be identified from the occupational health and safety records system |
| <i>System used to record safety details</i> may: | <ul style="list-style-type: none">• allow the recording and identification of patterns of occupational injury and disease |
| <i>Occupational Health and Safety training program</i> may be: | <ul style="list-style-type: none">• internal or external• fulfil employees' occupational health and safety needs as identified• as part of the organisation's general training program |
| <i>Hazard identification and risk assessment</i> may include: | <ul style="list-style-type: none">• visual inspections• reports• notices• situational analyses |
| <i>Hazards</i> may be: | <ul style="list-style-type: none">• existing or potential |
| <i>Hazardous procedures</i> may include: | <ul style="list-style-type: none">• work practices• equipment• situations |
| <i>Hazardous events</i> may | <ul style="list-style-type: none">• accidents |

include:

- fires
- emergencies such as chemical spills and bomb scares

Procedures for dealing with hazardous events may include:

- evacuation
- chemical containment
- first aid procedures
- PIN notice
- ceasing activity

Interim measures may be necessary when:

- measures that control a risk at its source are not immediately practicable

Processes for consultation may include:

- occupational health and safety committees
- consultation with health and safety representatives
- resolution procedures
- participative/consultative procedures conducted by supervisory staff within the area of managerial responsibility
- union/association and management meetings

Monitoring of activities may include:

- review of written reports
- performance appraisal
- auditing procedures
- observation of work task

Relevant personnel may include:

- managers
- supervisors
- occupational health and safety officer/manager
- permanent and part time workers
- representative personnel
- suppliers
- staff organisation

Unit Sector(s)

Not applicable.