



Australian Government

RIIWHS404E Implement and monitor health and hygiene management systems

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement and monitor health and hygiene management systems in the resources and infrastructure industries.

It applies to individuals who work in supervisory roles. They generally contribute to compliance processes by undertaking a varied range of activities as defined in written procedures. They typically work in a structured and familiar work environment.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify the effects and symptoms associated with workplace health and hygiene	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to implement and monitor health and hygiene management systems 1.3 Identify the causal chain and focus of common diseases 1.4 Identify the effects and symptoms of stress on employee health and effectiveness according to workplace procedures 1.5 Identify the effects and symptoms of shift work on employee health and effectiveness according to workplace procedures 1.6 Identify the effects and symptoms of alcohol and other drug and

ELEMENT	PERFORMANCE CRITERIA
	substance abuse on employee health and effectiveness according to workplace procedures
2. Identify and monitor health and hygiene standards and systems	2.1 Identify and monitor health and hygiene requirements within mine safety management plans and mine operational and planning management systems according to workplace procedures 2.2 Monitor and review work injury recording systems according to workplace procedures 2.3 Monitor and review sanitation and hygiene systems according to workplace procedures 2.4 Monitor and review chemical and hazardous substances control systems according to workplace procedures 2.5 Implement and monitor atmosphere and dust control measures in accordance with the ventilation management plan according to workplace procedures
3. Implement and monitor health and hygiene protection measures for individuals	3.1 Implement, monitor and review health and hygiene training systems and programs 3.2 Implement and monitor the effectiveness of personal protective equipment systems and measures 3.3 Resource, implement and monitor systems and procedures for manual and assisted handling according to workplace procedures
4. Identify, implement and monitor control measures for operational health and hygiene hazards	4.1 Identify, implement and monitor control measures and standards related to mine lighting according to workplace procedures 4.2 Identify, implement and monitor control measures and standards related to vibration according to workplace procedures 4.3 Identify, implement and monitor control measure and standards related to noise according to workplace procedures 4.4 Identify, implement and monitor control measures and standards associated with exposure to extremes of heat and cold according to workplace procedures 4.5 Identify, implement and monitor control measures associated with equipment and materials according to workplace procedures 4.6 Identify, implement and monitor air quantity and quality control measures according to workplace procedures 4.7 Identify, implement and monitor control measures and standards related to the handling, storage and conveyance of explosives according to workplace procedures 4.8 Identify, implement and monitor control measures and standards related to radiation and radiation sources according to workplace procedures
5. Audit and review systems in respect	5.1 Review the effectiveness and compliance of health and hygiene management, as part of both operational and safety management

ELEMENT	PERFORMANCE CRITERIA
of health and hygiene measures	systems 5.2 Investigate and respond to circumstances which give rise to or threaten the health and hygiene of individuals and refer to appropriate personnel as required 5.3 Audit and review the health and hygiene training program content for currency, relevance and compliance according to workplace procedures 5.4 Review and audit recording and reporting systems for compliance according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	Identifies and interprets complex information from workplace procedures, documentation, legislation, regulations, and team member training needs assessments
Writing	Writes job plans, organisational procedures and specifications considering available resources and time frames
Oral communication	Presents workplace procedures and technical instructions to a group using sector-specific vocabulary
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIWHS404D Implement and monitor health and hygiene management systems.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIWH5404E Implement and monitor health and hygiene management systems

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement and monitor health and hygiene management systems on at least two occasions, including:
 - identifying, communicating, and confirming job roles and responsibilities to others
 - monitoring of activity for those involved in applying health and hygiene management systems
 - implementing and monitoring health and hygiene management systems, consistently and successfully
 - accessing, interpreting and applying technical information
 - using a range of communication techniques to share ideas and information
 - planning and organising activities that maintain or improve health and hygiene systems
 - preparing and documenting systems and procedures for health and hygiene systems
 - applying risk management processes and techniques
 - conducting enquiries and investigations and preparing written reports
 - accessing, evaluating and applying data from monitoring systems and plant and equipment
 - validating training analysis results
 - applying review and audit processes and techniques.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for implementing and monitoring health and hygiene management systems
- work effectively with others to conduct implement and monitor health and hygiene management systems in a way that meets all required outcomes

- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to implement and monitor health and hygiene management systems
- key policies, procedures and documentation required to implement and monitor health and hygiene management systems, including:
 - control measures for health and hygiene
 - health and hygiene objectives and criteria
 - health and hygiene management systems information procedures
 - risk management and control theory and processes
 - recording and reporting systems
- principles and techniques on the causes, symptoms and impacts of stress on employees
- principles and techniques on the potential impacts of drug and substance abuse
- principles and techniques on the chemical information management systems
- principles and techniques regarding health hazards, including:
 - explosives
 - radiation and radiation sources
 - equipment and plant
 - lighting
 - vibration
 - noise
 - exposure to heat and cold conditions
 - controls associated with mining processes
- principles for health and hygiene training requirements and systems
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to implement and monitor health and hygiene management systems
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,

- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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