



Australian Government

Department of Education, Employment and Workplace Relations

SFIOHS301C Implement OHS policies and guidelines

Release: 1

SFIOHS301C Implement OHS policies and guidelines

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves implementing and monitoring the enterprise's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to achieve and maintain OHS standards. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
------------------------	--

Application of the Unit

Application of the unit	This unit has application for personnel in the seafood industry with supervisory responsibilities.
--------------------------------	--

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information to the work group about OHS and the organisation's OHS policies, procedures and programs	1.1. Relevant provisions of OHS legislation and codes of practice are accurately and clearly explained to the work group. 1.2. Information on the organisation's OHS policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group. 1.3. Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group.
2. Implement and monitor participative arrangements for the management of OHS	2.1. Organisational procedures for consultation over OHS issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute. 2.2. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution according to workplace procedures for issue resolution. 2.3. The outcomes of consultation over OHS issues are made known to the work group promptly.
3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks	3.1. Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied.
4. Implement and monitor the organisation's procedures for controlling risks	4.1. Work procedures to control risks are implemented and adherence to them by the work group is monitored. 4.2. Existing risk control measures are monitored and results reported regularly. 4.3. Inadequacies in existing risk control measures are identified according to the hierarchy of control and reported to designated personnel. 4.4. Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel.
5. Implement the organisation's procedures for	5.1. Workplace procedures for dealing with hazardous events are implemented, whenever necessary, to ensure that prompt control action is taken.

ELEMENT	PERFORMANCE CRITERIA
dealing with hazardous events	5.2. Hazardous events are investigated to identify their cause according to investigation procedures. 5.3. Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control, if within scope of responsibilities and competencies, or alternatively referred to designated personnel for implementation.
6. Implement and monitor the organisation's procedures for providing OHS training	6.1. OHS training needs are identified accurately, specifying gaps between OHS competencies required and those held by work group members. 6.2. Arrangements are made for fulfilling identified OHS training needs, in both on and off-the-job training programs, in consultation with relevant parties.
7. Implement and monitor the organisation's procedures for maintaining OHS records	7.1. OHS records for work area are accurately and legibly completed according to workplace requirements for OHS records and legal requirements for the maintenance of records of occupational injury and disease. 7.2. Aggregate information from the area's OHS records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures
- analysing the entire work environment, in area of responsibility, in order to identify hazards, assess risks and judge when intervention to control risks is necessary
- assessing the resources needed to apply different risk control measures and making recommendations to management on that basis
- communicating to:
 - provide OHS information to work group

REQUIRED SKILLS AND KNOWLEDGE

- clarify OHS concerns with employees and others
- consult with work group on OHS matters
- make recommendations on risk control measures and resource allocation for risk control measures
- report to designated personnel on:
 - potential and actual hazards
 - inadequacies of existing risk control measures
 - inadequacies of resource allocation for risk control measures
- identifying training needs of work group
- maintaining OHS records
- organising skills to arrange and track training of work group members within area of responsibility
- providing feedback to work group and individual members on OHS performance.

Literacy skills used for:

- interpreting information on the organisation's policies, procedures and programs
- interpreting organisation's OHS data and records
- recording information in OHS records
- researching risk control measures and associated resource allocation.

Numeracy skills used for:

- analysing aggregate OHS data using tables and graphs to identify trends, hazards and inadequacies in risk control measures.

Required knowledge

- hazards which exist in the workplace, including:
 - considerations for choosing between different control measures, such as possible inadequacies of particular control measures
 - the range of control measures available for these hazards
- how the characteristics and composition of the workforce impact on OHS management, including:
 - communication skills
 - cultural background
 - gender
 - labour market changes
 - language, literacy and numeracy
 - part-time, casual or contract workers
 - workers with disabilities

REQUIRED SKILLS AND KNOWLEDGE

- organisational OHS management systems, policies and procedures necessary to support organisational compliance with legal requirements, including procedures for:
 - assessing risks
 - communicating about OHS issues
 - consulting and allowing participation over OHS issues
 - controlling risks
 - identifying and reporting on hazards (e.g. through inspection reports)
 - monitoring risk control measures
 - OHS record keeping
 - OHS training
 - reporting budgetary and resource needs
 - responding to, and dealing with, hazardous events
- principles and practices of effective OHS management, such as:
 - accident and incident investigation
 - elements of an effective OHS safety management system
 - participation and consultation over OHS
 - risk management (i.e. hazard identification, risk assessment and risk control)
 - the hierarchy of control
- the provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities
- the relevance of OHS management to other organisational systems, policies and procedures, including:
 - budgeting
 - business planning (especially new technology and organisational change)
 - consultation
 - contractors
 - equal employment opportunity
 - human resource management
 - maintenance
 - purchasing
 - training.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment evidence required to demonstrate competence in this unit	Assessment must confirm ability to: • apply, organisational management systems and procedures to OHS • apply risk management procedures (i.e. undertake hazard identification, risk assessment and risk control in accordance with the hierarchy of control). Assessment must confirm knowledge of: • how characteristics of the workforce impact on the management of OHS, and an ability to apply that understanding • the elements of competence, of all applicable OHS Acts, regulations and codes of practice.
Context of and specific resources for assessment	Assessment is to be conducted at the workplace or in a simulated work environment. Resources may include: • enterprise OHS policies and procedures • PPE • relevant OHS Acts, regulations and codes of practice • relevant work areas for identification of hazards and control measures.
Method of assessment	The following assessment methods are suggested: • case studies • demonstration • interview • projects (work and/or scenario based) • written or oral questions.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

Range Statement

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information may include:

- hazards and risk management procedures
- the nature of work, tasks and procedures
- providing direct supervision, for example, to inexperienced workers
- consultation with OHS representatives and OHS committees
- induction of new workers
- assisting in work tasks
- communicating legislation and codes of practice, for example, relating to hazards in the work area.

Organisation's OHS policies, procedures and programs may include:

- codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector
- enterprise-specific OHS procedures, policies or standards:
 - general to the management of the enterprise, such as:
 - counselling or disciplinary processes
 - job procedures and work instructions
 - maintenance of plant and equipment
 - purchasing of supplies and equipment
 - specific to OHS, such as:
 - assessing risks
 - consultation and participation
 - controlling risks
 - emergency response
 - housekeeping
 - identifying hazards (e.g. inspections)
 - incident investigation
 - OHS issue resolution

RANGE STATEMENT	
	• OHS record keeping • OHS training and assessment • personal protective equipment (PPE) • providing OHS information • reporting OHS issues • specific hazards
<i>Participative arrangements</i> may include:	• formal and informal meetings which include OHS • OHS representatives • OHS committees • other committees (e.g. consultative, planning and purchasing) • suggestions, requests, reports and concerns put forward by employees to management.
<i>Identifying hazards and assessing risks</i> may include:	• audits • checking work area and/or equipment before and during work • consultative processes as may be used with work group, subcontractors, suppliers and customers • housekeeping • identifying employee concerns • job and work system assessment • maintenance of plant and equipment • purchasing of supplies and equipment, for example, review of material safety data sheets (MSDS) and manufacturer/supplier information • reviews of OHS records, including registers of hazardous substances and dangerous goods • workplace inspections.
<i>Control risks</i> may include:	• application of the hierarchy of control, namely: • eliminate the hazard • substitute the hazard with a lesser hazard or risk • isolate the hazard • use engineering controls • use administrative controls • use PPE • consultation with workers and their representatives

RANGE STATEMENT	
	• measures to remove the cause of a hazard at its source.
Workplace procedures may include:	• accident/incident reporting and investigation • chemical containment • evacuation • first aid.
Hazardous events may include:	• accidents • bomb scares • emergencies (e.g. chemical spills) • fires and explosions • violent incidents (e.g. armed robberies).
OHS training may include:	• emergency and evacuation training • induction training • specific hazard training • specific task or equipment training • training as part of broader programs (e.g. equipment operation).
OHS records may include:	• first aid/medical post records • hazardous substances registers • health surveillance and workplace environmental monitoring records • maintenance and testing reports • manufacturer and supplier information, including MSDS and dangerous goods storage lists • OHS audits and inspection reports • records of instruction and training • workers' compensation and rehabilitation records.

Unit Sector(s)

Unit sector	Occupational health and safety
--------------------	--------------------------------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--