



Australian Government

Department of Education, Employment and Workplace Relations

SFIOHS501C Establish and maintain the enterprise OHS program

Release: 1

SFIOHS501C Establish and maintain the enterprise OHS program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves effectively establishing, maintaining and evaluating the organisation's occupational health and safety (OHS) system in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees and others within area of managerial responsibility. 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.
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Application of the Unit

Application of the unit	This unit has application for personnel in the seafood industry with managerial responsibilities.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish and maintain the <i>framework for the OHS system</i> in the area of managerial responsibility	1.1.OHS policies are developed which clearly express the organisation's commitment with respect to OHS within the area of managerial responsibility and how relevant OHS legislation will be implemented, consistent with overall organisational policies. 1.2.OHS responsibilities and duties which will allow implementation and integration of the OHS system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions. 1.3.Financial and human resources for the operation of the OHS system are identified, sought and/or provided in a timely and consistent manner. 1.4.Information on the OHS system and procedures for the area of managerial responsibility is provided and explained in a form which is readily accessible to employees.
2. Established and maintain <i>participative arrangements for the management of OHS</i>	2.1.Appropriate consultative processes are established and maintained in consultation with employees and their representatives according to relevant OHS legislation and consistent with the organisation's overall process for consultation. 2.2.Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution. 2.3.Information about the outcomes of participation and consultation is provided in a manner accessible to employees.
3. Establish and maintain <i>procedures for identifying hazards</i>	3.1.Existing and potential hazards are correctly identified and confirmed according to OHS legislation, codes of practice and trends identified from the OHS records system. 3.2.A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures. 3.3.Activities are appropriately monitored to ensure that procedures are adopted effectively throughout the area of managerial responsibility. 3.4.Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not

ELEMENT	PERFORMANCE CRITERIA
	created.
4. Establish and maintain <i>procedures for assessing risks</i>	4.1.Risks presented by identified hazards are correctly assessed according to OHS legislation and codes of practice. 4.2.Procedure for ongoing assessment of risks are developed and integrated within systems of work and procedures. 4.3.Activities are monitored to ensure that procedures are adopted effectively. 4.4.Risk assessment is addressed at the planning, design and evaluation stages of any change to ensure that risks from hazards are not increased.
5. Establish and maintain <i>procedures for controlling risks</i>	5.1.Measures to control assessed risks are developed and implemented according to the hierarchy of control, relevant OHS legislation, codes of practice and trends identified from the OHS records system. 5.2.When measures, which control a risk at its source, are not immediately practicable, interim solutions are implemented until a control measure is developed. 5.3.Procedure for ongoing control of risks, based on the hierarchy of control, are developed and integrated within general systems of work and procedures. 5.4.Activities are monitored to ensure that risk control procedures are adopted effectively. 5.5.Risk control is addressed at the planning, design and evaluation stages of any change to ensure that adequate risk control measures are included. 5.6.Inadequacies in existing risk control measures are identified according to the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures.
6. Establish and maintain organisational <i>procedures for dealing with hazardous events</i>	6.1.Potential hazardous events are correctly identified. 6.2.Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services. 6.3.Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances.
7. Establish and maintain an <i>OHS</i>	7.1.An OHS training program is developed and implemented to identify and fulfil employees' OHS

ELEMENT	PERFORMANCE CRITERIA
<i>training program</i>	training needs as part of the organisation's general training program. 7.2.OHS training needs are identified and recommendations for delivery formulated.
8. Establish and maintain a <i>system for OHS records</i>	8.1.A system for keeping OHS records is established and monitored to allow identification of patterns of occupational injury and disease. 8.2.Sources of workplace information and data are accessed as part of regular monitoring of the OHS management system to identify hazards and monitor risk control procedures within the workplace.
9. <i>Evaluate the organisation's OHS system</i> and related policies, procedures and programs	9.1.The effectiveness of the OHS system and related policies, procedures and programs is regularly assessed according to the organisation's aims with respect to OHS. 9.2.Improvements to the OHS system are developed and implemented to ensure more effective achievement of the organisation's aims with respect to OHS. 9.3.Compliance with OHS legislation and codes of practice is assessed to ensure that legal OHS standards are maintained as a minimum.

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 for the purpose of incident and environmental monitoring, to identify hazards, assess risks and evaluate the effectiveness of the OHS management system
- analysing the entire working environment in order to identify hazards, assess risks and design and implement appropriate OHS management systems
- assessing the resources needed to establish and maintain OHS management systems, including a range of risk control measures
- communicating to:
 - consult with and convey information to staff
 - gain commitment for:

REQUIRED SKILLS AND KNOWLEDGE

- OHS system
- financial and human resources
- facilitating change, implementing continuous improvement and promoting compliance
- delegating roles and responsibilities, and implementing and monitoring the OHS system
- developing a systematic approach to OHS management
- problem solving skills to determine solutions to control risks.

Literacy skills used for:

- designing and documenting policies and procedures
- interpreting OHS legislation, regulations and codes of practice
- presenting information
- researching hazards and risk controls.

Numeracy skills used for:

- analysing workplace data
- determining required financial resourcing.

Required knowledge

- hazards and associated risks that exist in the organisation, including:
 - considerations for choosing between different control measures, such as possible inadequacies with particular control measures
 - how to identify when expert advice is needed
 - the range of control measures available for these risks
- how the characteristics and composition of the workforce impact on OHS management, including:
 - communication skills
 - cultural background
 - gender
 - literacy
 - part-time, casual and contract workers
 - workers with disabilities
- management arrangements relating to regulatory compliance, for example, arrangements for:
 - allocating financial, technical and human resources for OHS
 - assessing risks
 - collection and use of OHS related data

REQUIRED SKILLS AND KNOWLEDGE

- communicating to the organisation about OHS
- consulting about, and participating in, OHS management
- controlling risks
- identifying and reporting on hazards, for example, through audits and inspections
- keeping the organisation abreast of developments in OHS, for example, law, control measures and hazards
- mandatory licences and certificates
- mandatory notifications and reporting
- monitoring risk control measures
- OHS record keeping
- OHS training
- registers, listings and labelling of regulated materials (e.g. hazardous substances and dangerous goods)
- responding to, and dealing with, hazardous events
- principles and practices of effective OHS management, including:
 - appropriate links to other management systems (e.g. contractors, maintenance and purchasing)
 - elements of an effective OHS management system
 - incident and accident investigation
 - participation and consultation over OHS
 - risk management
 - the hierarchy of control measures
 - the role of technical information and experts in designing control measures, monitoring systems and health surveillance
- the provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, manufacturers, suppliers, employees and other parties with legal responsibilities
- the relevance to OHS management of other organisational management systems, policies and procedures, including:
 - business planning (especially plans relating to technological change, organisational change and workplace design)
 - consultation
 - contractors
 - equal employment opportunity
 - finance
 - human resource management
 - maintenance
 - materials transport and storage

REQUIRED SKILLS AND KNOWLEDGE

- 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

Competence may be demonstrated working individually, under the guidance of, or as a member of, a team with specialist OHS staff, managers or consultants.

Assessment must confirm ability to:

- establish and/or maintain the organisation's OHS management system
- identify when expert advice is needed, obtain that advice and act on it appropriately.

Assessment must confirm knowledge of:

- how the characteristics of the workforce impact on the design and maintenance of OHS management systems, and an ability to apply that understanding
- relevant OHS Acts, regulations and codes of practice and how they will be implemented within the area of managerial responsibility
- the principles and practice of effective OHS, including the significance of organisational management systems and procedures for OHS, and an ability to establish and maintain appropriate arrangements for OHS within those systems and procedures.

Context of and specific resources for assessment

This unit should be assessed by a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management component (ability to deal with irregularities and breakdowns) of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques, such as interviews and simulations. Conditions for simulations should:

- accurately simulate the range of operations and circumstances that managers or owners could be

EVIDENCE GUIDE	
	expected to manage in the workplace • allow for discussion • ensure the relevant information and documents are available. Resources may include: • relevant OHS Acts, regulations and codes of practice • information relevant to the management of the enterprise (e.g. planning, operations, maintenance, purchasing and budgeting) • enterprise OHS management information, including policies and procedures • work areas in the area of managerial responsibility.
Method of assessment	The following assessment methods are suggested: • case studies • demonstration of skills in workplace or simulated work environment • interviews • portfolio of workplace OHS documents, such as policy, procedures, minutes of meetings, checklists, risk control plans, incident reports and OHS records • projects (work or scenario based) • written tests.
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.	
<i>Framework for the OHS</i> may	• a system for communicating OHS information to employees, supervisors and managers

RANGE STATEMENT	
include:	within the enterprise - determining the ways in which OHS will be managed. This may include distinct OHS management activities, or inclusion of OHS functions within a range of management functions and operations, such as: - designing operations, work flow and materials handling - maintenance of plant and equipment - planning or implementing alterations to site, plant, operations or work systems - purchasing of materials and equipment - mechanisms for keeping up-to-date with relevant information and updating the management arrangements for OHS, for example, information on health effects of hazards, technical developments in risk control and environmental monitoring and changes to legislation - mechanisms for review and allocation of human, technical and financial resources needed to manage OHS, including defining and allocating OHS responsibilities for all relevant positions - mechanisms to assess and update OHS management arrangements relevant to legislative requirements - policy development and updating.
<i>Participative arrangements for the management of OHS</i> may cover:	- employee and supervisor involvement in OHS management activities, such as OHS inspections, audits, environmental monitoring, risk assessment and risk control - OHS representatives - inclusion of OHS in consultative or other meetings and processes - OHS committees (e.g. consultative, planning and purchasing) - procedures for reporting hazards, risks and OHS safety issues by managers and employees.
<i>Procedures for identifying hazards</i> may include:	- audits - employee reporting of OHS issues - maintaining and analysing OHS records,

RANGE STATEMENT	
	including environmental monitoring and health surveillance reports • maintenance of plant and equipment • reviews of materials and equipment purchases, including manufacturer and supplier information • workplace inspections, including plant and equipment.
<i>Procedures for assessing risks</i> may include:	• analysis of relevant records and reports (e.g. injuries and incidents, hazardous substances inventories/registers, audit and environmental monitoring reports and OHS committee records) • determining the likelihood and severity of adverse consequences from hazards • maintenance of plant and equipment • OHS audits • planning or implementing alterations to site, operations or work systems • purchasing of materials and equipment • workplace inspections.
<i>Procedures for controlling risks</i> may include:	• appropriate application of measures according to the hierarchy of control, namely: • administrative controls • elimination of the risk • engineering controls • PPE • assessing the OHS consequences of materials, plant or equipment prior to purchase • checking enterprise compliance with regulatory requirements • designing safe operations and systems of work • inclusion of new OHS information into procedures • obtaining expert advice.
<i>Organisational procedures for hazardous events</i> may include:	• inspecting systems and operations associated with potentially hazardous events (e.g. emergency communications, links to emergency services, fire fighting, chemical spill containment, bomb alerts and first aid services) • making inventories of, and inspecting, high

RANGE STATEMENT	
	risk operations.
<i>OHS training program</i> may include:	• allocation of resources for OHS training, including acquisition of training resources, development of staff training skills and purchase of training services • arrangements for ongoing assessment of training needs, for example, relating to: • emergencies and evacuations • specific hazards • specific tasks or equipment • supervisors and managers • training required under OHS legislation • induction training • training for new operations, materials or equipment.
<i>OHS records</i> may cover:	• first aid/medical post records • identifying records required under OHS legislation, for example: • worker's compensation and rehabilitation records • hazardous substances registers • material safety data sheets (MSDS) • major accident/injury notifications • investigation reports • certificates and licences • maintenance and testing reports • manufacturer and supplier OHS information • minutes of meetings • OHS audits and inspection reports • records of instruction and training • workplace environmental monitoring and health surveillance records.
<i>Evaluate the organisation's OHS system</i> may include:	• audits against OHS legislative requirements • regular analysis of OHS records • regular review of operating procedures • reviewing the effectiveness of the OHS management system.

Unit Sector(s)

Unit sector	Occupational health and safety
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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