



Australian Government

SITXWHS003 Implement and monitor work health and safety practices

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices and coordinate consultative arrangements, risk assessments, work health and safety training, and the maintenance of records.

The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

It applies to those people who operate independently or with limited guidance from others. This includes supervisors and departmental managers.

This unit incorporates the requirement, under state and territory work health and safety (WHS) legislation, for businesses to take a systematic approach to managing the safety of their workers and anyone else in the workplace.

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

Pre-requisite Unit

Nil

Competency Field

Work Health and Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Provide information on health,

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1.Explain relevant WHS information to personnel.

- safety and security.
- 2. Monitor safe work practices.
 - 1.2. Make all current WHS information readily accessible to staff.
 - 2.1. Monitor adherence to organisational WHS procedures.
 - 2.2. Monitor ongoing compliance with safe work practices.
 - 2.3. Take prompt action to address non-compliance with procedures and safe work practices.
 - 2.4. Monitor day-to-day effectiveness of WHS practices in maintaining the health, safety and security of personnel.
- 3. Coordinate consultative arrangements for the management of health, safety and security issues.
 - 3.1. Coordinate the operation of all consultative processes.
 - 3.2. Provide opportunity for staff members to contribute their views on current and future WHS management practices.
 - 3.3. Resolve or refer issues raised through WHS consultation to the appropriate person.
 - 3.4. Provide timely staff and own feedback on WHS management practices to the designated person.
- 4. Implement and monitor procedures for identifying hazards, and assessing and controlling risks.
 - 4.1. Coordinate scheduled hazard identification activities, ensuring hazards are identified at times designated by legislation.
 - 4.2. Identify any hazards on an ongoing basis during own day-to-day workplace operations.
 - 4.3. React to reports of hazards by other workers, and coordinate and participate in risk assessments.
 - 4.4. Implement any risk control methods or refer to appropriate person if control is outside scope of responsibility.
 - 4.5. Monitor effectiveness of control measures, promptly identify any inadequacies, and resolve or report them to the appropriate person.
- 5. Implement and monitor health, safety and security training.
 - 5.1. Identify WHS training needs based on regular staff monitoring.
 - 5.2. Make arrangements for fulfilling training needs.
 - 5.3. Monitor effectiveness of training and make required adjustments.
- 6. Maintain WHS records and reports.
 - 6.1. Complete WHS records and reports accurately and legibly and store according to organisational and legal requirements.
 - 6.2. Use data and reports to provide reliable and timely input into the management of workplace

health, safety and security.

6.3.Minimise use of printed materials and maximise electronic transmission and filing of all documents to reduce waste.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret unfamiliar and complex materials describing regulatory requirements for WHS management and organisational policies and procedures.
Writing skills to:	write high level reports about the effectiveness of WHS management practices, making recommendations for change and complete accurate records for regulatory compliance.
Oral communication skills to:	- discipline non-compliant personnel - conduct sometimes complex WHS consultation activities - explain all WHS procedures and information on safe work practices.
Problem-solving skills to:	- incorporate the views of other people consulted in the workplace - analyse WHS system deficiencies and recommend required change.
Teamwork skills to:	monitor staff members' daily compliance with WHS management practices and counsel on non-compliance.

Unit Mapping Information

SITXWHS401 Implement and monitor work health and safety practices

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXWHS003 Implement and monitor work health and safety practices

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement and monitor adherence to workplace health and safety procedures in three of the following real or simulated situations:
 - evacuation of staff and customers
 - security management of cash, documents, equipment, keys or people
 - handling chemicals and hazardous substances
 - hazard identification and reporting
 - incident and accident reporting
 - risk assessment and reporting
- coordinate consultative processes for managing the above workplace health, safety and security issues
- coordinate risk assessments, WHS training, and the maintenance of records relating to above situations
- monitor the effectiveness of the WHS system and identify:
 - required adjustments
 - staff training needs
- demonstrate management practices that must be implemented for compliance with state or territory occupational health and safety (OHS) or WHS legislation during above situations.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- primary components of relevant state or territory OHS or WHS legislation:
 - actions that must be taken for legal compliance
 - employer responsibilities to provide a safe workplace
 - requirement to consult, and acceptable consultation mechanisms
 - requirements for the use of WHS representatives and committees, and their roles and responsibilities
 - requirements for hazard identification, risk assessment, risk control and acceptable mechanisms

- requirements for record keeping and acceptable record keeping mechanisms
- requirement to provide information and training
- employee responsibilities to ensure safety of self, other workers and other people in the workplace
- employee responsibility to participate in WHS practices
- ramifications of failure to observe OHS or WHS legislation and organisational policies and procedures
- specific organisation:
 - full content of WHS policies and procedures; and consultation, hazard identification, risk assessment and reporting documents
 - methods used for WHS consultation, hazard identification and risk assessment
 - options for the provision of training:
 - coaching or mentoring in safe work practices
 - formal training programs in safe work practices
 - hazard identification, risk assessment and control
 - WHS policy and procedure induction
 - WHS representative or committee
 - provision of information, fact sheets and signage to ensure safe work practices
- WHS information:
 - consultative arrangements for WHS
 - employee roles and responsibilities in WHS management practices
 - legal obligations and ramifications of failure to comply
 - location of first aid kit and emergency evacuation plan
 - WHS training information and updates
 - policies:
 - overall approach of organisation to WHS
 - participation of personnel in WHS management practices
 - responsibilities of employees to ensure safety
 - procedures
 - specific risk control measures relevant to the workplace
 - specific regulations and codes of practice
 - use of:
 - hazard identification reporting documents
 - risk assessment template documents
- consultative processes:
 - a diary, whiteboard or suggestion box used by staff to report issues of concern
 - fact sheets to fully inform personnel about WHS rights and responsibilities
 - formal WHS representatives and committees
 - formal meetings with agendas, minutes and action plans
 - informal meetings with notes

- WHS discussions with employees during the course of each business day
- recording issues in a management diary
- regular staff meetings that involve WHS discussions
- seeking staff suggestions for content of WHS policies and procedures
- special staff meetings or workshops to specifically address WHS issues
- staff handbook containing WHS information
- surveys or questionnaires that invite staff feedback on WHS issues
- time requirements for hazard identification:
 - when changes to the workplace are implemented:
 - before the premises are used for the first time
 - before and during the installation or alteration of any plant
 - before changes to work practices are introduced
 - when any new information relating to health and safety risks becomes available
- required WHS records and reports:
 - consultation
 - hazard identification
 - incident and accident notifications to WHS regulatory authorities
 - incident or accident, near miss reports and related statistics
 - monitoring reports and recommendations for change:
 - agendas for and minutes of meetings
 - committee members
 - consultation decisions and follow-up actions
 - consultation processes
 - diaries of meetings
 - WHS information provided to personnel
 - risk controls
 - safe work practices
 - risk assessments
 - risk control actions
 - training action plans
 - training undertaken.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation where WHS management practices are implemented and monitored. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, software programs, printers and communication technology used to administer the implementation and monitoring of a WHS system
- relevant state or territory WHS legislation
- current plain English regulatory documents distributed by the local WHS government regulator
- codes of practice and standards issued by government regulators or industry groups
- WHS information and business management manuals issued by industry associations or commercial publishers
- current commercial WHS policies and procedures
- operational team for which the individual coordinates WHS management practices; this can be:
 - teams in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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