



Australian Government

Department of Education, Employment and Workplace Relations

SITXOHS005A Establish and maintain an OHS system

Revision Number: 1

SITXOHS005A Establish and maintain an OHS system

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.

A systematic management approach is central to compliance with OHS legislation which, in all Australian States and Territories, imposes obligations on businesses whether small, medium or large to manage the safety of their workers and anyone else in the workplace.

No occupational licensing or certification requirements apply to this unit at the time of endorsement.

This unit is one of three hierarchical units describing varying levels of participation in OHS management practices:

- SITXOHS001B Follow health, safety and security procedures
- SITXOHS004B Implement and monitor workplace health, safety and security practices
- SITXOHS005A Establish and maintain an OHS system.

The processes necessary to control specific workplace safety risks are covered in:

- SITXOHS003B Identify hazards, and assess and control safety risks.

Application of the Unit

Application of the unit

This unit describes a complex business management skill for those working within the service industries and applies to the full range of industry sectors and environments.

Under OHS law, all organisations are responsible for providing and maintaining a safe workplace. Whether micro, small, medium or large, they must ensure the health, safety and welfare at work of all employees and the safety of people, other than their workers, who may be present in the workplace. In the service industries, the workplace would include any location where the business operates and 'others' would include customers. In large organisations, the responsibility for establishing and maintaining the OHS system might be undertaken by a specialist OHS practitioner. In the service industries, the majority of businesses are small to medium and OHS management is undertaken by managers who fulfil a range of diverse business management duties.

This unit applies equally to both specialist and generalist personnel. It applies to senior personnel who operate autonomously, have responsibility for others and are responsible for making strategic decisions regarding establishing and reviewing OHS management practices in the organisation. This would include senior managers and owner-operators.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

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 required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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| 1 | Establish and maintain a framework for health, safety and security. | 1.1 Access and interpret key legislative documents to ensure that OHS systems comply with regulatory requirements, standards and codes.

1.2 Design an <i>OHS management system</i> to suit the characteristics and needs of the organisation, in consultation with appropriate personnel.

1.3 Identify and provide adequate financial, human and specialist external resources to address OHS management practices.

1.4 Develop and clearly articulate <i>OHS policies and procedures</i> in a format readily accessible to all personnel.

1.5 Define and allocate health, safety and security responsibilities clearly, including relevant information in job descriptions and duty statements.

1.6 Consult with key personnel, and determine, develop and |
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ELEMENT	PERFORMANCE CRITERIA
	implement a plan for all <i>OHS training requirements</i> .
	1.7 Establish and monitor a system for keeping <i>OHS records</i> .
	1.8 Establish and maintain systems to ensure communication of information to personnel, including information on policies, procedures and their roles and responsibilities in OHS management practices.
2 Establish and maintain consultative arrangements for the management of health, safety and security.	2.1 Establish and maintain appropriate <i>consultative processes</i> to suit the characteristics and needs of the organisation. 2.2 Plan for and ensure that <i>consultation is conducted at times designated and required by legislation</i>. 2.3 Resolve issues raised through consultation and participation promptly and effectively. 2.4 Provide information about the outcomes of consultation and participation in a manner accessible to employees.
3 Establish and maintain practices for identifying hazards, and assessing and controlling risks.	3.1 Develop or access a <i>hazard identification and risk assessment tool or template document</i> that incorporates <i>assessment criteria</i> for assessing risks and consequences. 3.2 Plan for and ensure that <i>hazards are identified at times designated and required by legislation</i>. 3.3 Develop procedures for the ongoing identification of hazards, especially <i>types of hazards designated by legislation</i>. 3.4 Develop procedures for the assessment of risks associated with identified hazards. 3.5 Develop procedures for the control of risks and the ongoing monitoring of controls. 3.6 Nominate the roles and responsibilities of personnel for hazard identification, risk assessment and risk control within procedures. 3.7 Take a lead role in assessing and controlling risks, including implementing interim or emergency solutions according to consultative requirements of OHS legislation. 3.8 Manage the response to any incident or accident and follow legislative requirements for notifying and

ELEMENT**PERFORMANCE CRITERIA**

cooperating with OHS regulatory authorities.

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| 4 | Evaluate the organisation's health, safety and security system. | 4.1 | Assess ongoing compliance with OHS legislation and regulatory requirements, standards and codes to ensure that OHS legal requirements are maintained. |
| | | 4.2 | Consult with a range of personnel to elicit feedback on OHS policies, procedures and practices. |
| | | 4.3 | Assess the effectiveness of OHS management practices, including a review of any incidents or accidents, near misses, OHS reports and statistics held by the organisation. |
| | | 4.4 | Develop, implement, document and communicate improvements and changes to the OHS system. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

The following skills must be assessed as part of this unit:

- high-level literacy skills to:
 - read and interpret complex materials describing regulatory requirements that relate to OHS management
 - develop and write comprehensive OHS systems inclusive of detailed yet easily accessible policies, procedures and template documents
- high-level communication skills to consult with different personnel
- critical thinking skills to allow for a rational and logical evaluation of the characteristics and needs of the organisation in order to design a tailored OHS system, and to evaluate and review it.

The following knowledge must be assessed as part of this unit:

- in-depth and comprehensive knowledge of relevant state or territory OHS legislation as it affects specific workplace operations
- in-depth knowledge of associated OHS codes of practice and standards
- components of policies and procedures
- alternative presentation formats for special needs groups
- consultative and communication mechanisms used by organisations to develop and implement procedural systems
- main types of safety hazards that may be found in the industry sector or organisation
- acceptable control methods for identified hazards
- the way systems and procedures on health, safety and security issues link with other management systems
- other legal issues that impact on health and safety, in particular industry contexts such as responsible service of alcohol, responsible conduct of gambling, public liability and duty of care to customers.

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, the range statement and the Assessment

EVIDENCE GUIDE

Guidelines for this Training Package.

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

Evidence of the following is essential:

- project or work activities that show the candidate's ability to establish, implement, evaluate and make ongoing improvements to a complete OHS system for a given service industry operation and in line with regulatory requirements
- development of comprehensive OHS system documents inclusive of policies, procedures, hazard identification and risk assessment documents
- knowledge of specific relevant OHS legislative requirements
- project or work activities conducted over a commercially realistic period of time so that the implementation and evaluation aspects of this unit can be assessed, i.e. an OHS system can be established, evaluated and reviewed.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure:

- that the candidate has accessed a fully equipped office environment using appropriate computers, printers, communication technology, information programs and publications to facilitate the processes involved in developing an OHS system
- access to an operation for which an OHS system would be developed or access to comprehensive and sufficient information about that operation to allow the candidate to fully develop a tailored OHS system
- use of the appropriate state or territory legislation, codes of practice and standards issued by regulatory authorities or industry groups
- use of OHS information, such as manuals issued by industry associations or commercial publishers
- access to current organisation policies and procedures, and hazard identification and risk assessment template documents
- involvement of a team operating in a specified workplace for which the candidate establishes OHS management practices.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess the practical skills and knowledge required to establish and maintain an OHS system. The following examples are appropriate for this unit:

- evaluation of a portfolio which incorporates an entire written OHS system for an organisation, including policies, procedures, hazard identification and risk assessment template documents, information fact sheets for workers, job descriptions incorporating OHS roles, training plans and a communication strategy
- evaluation of reports prepared by the candidate detailing how OHS policies, systems and procedures were established for a given project or work activity
- evaluation of project or work activities conducted in conjunction with an industry operator to allow the candidate to develop systems for a particular workplace
- evaluation of the implementation and review processes through interviews with key stakeholders or review of reports
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- case studies and problem-solving exercises to establish systems, policies and procedures for different workplace sizes and types
- written and oral questioning or interview to test knowledge of the legislative requirements
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SITXADM003A Write business documents
- SITXGLC001A Develop and update legal knowledge required for business compliance.

EVIDENCE GUIDE

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

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 in the performance criteria is detailed below.

OHS management system must include:

- safe premises, including the provision of entrances and exits that are safe
- safe machinery, equipment and materials
- safe systems of work
- safe working environment
- information, instructions, training and supervision that ensure employees' health and safety
- adequate facilities for the welfare of employees
- appropriate management of incidents or accidents and notification to OHS regulatory authorities.

RANGE STATEMENT

OHS policies and procedures may cover:

- organisation's overall approach to OHS
- consultation
- incident and accident management and notification to OHS regulatory authorities
- participation of personnel in OHS management practices
- hazard identification
- risk assessment
- risk control
- ongoing monitoring of risks
- responsibilities of employees to ensure safety
- particular safe work practices in regard to:
 - handling of hazardous substances
 - manual handling
 - wearing or using protective equipment
- retail supply of hazardous substances
- security issues
- emergency evacuation and responses.

OHS training requirements may include:

- OHS policy and procedures
- induction training
- coaching or mentoring in safe work practices
- formal training programs in safe work practices
- provision of information, fact sheets and signage to ensure safe work practices
- OHS representative or committee training
- hazard identification, and risk assessment and control training.

RANGE STATEMENT

OHS records may include documentation of:

- policies and procedures
- training plans and training undertaken
- consultation records, such as:
 - diaries of meetings
 - agendas for and minutes of meetings
 - committee members
 - consultation decisions and follow-up actions
- hazard identification records
- risk assessments
- risk control actions
- incident, accident and near miss reports and related statistics
- incident or accident notifications to OHS regulatory authorities.

RANGE STATEMENT

Consultative processes may involve:

- consultation with all employees during the course of each business day
- diary, whiteboard or suggestion box used by staff to report concerns
- recording of concerns in a management diary
- regular staff meetings that involve OHS discussions
- special staff meetings or workshops to specifically address OHS issues
- staff handbook with OHS information
- survey or questionnaire that invites feedback on OHS issues
- informal meetings with notes
- fact sheets to fully inform personnel about OHS rights and responsibilities
- formal meetings with agendas, minutes and action plans
- formal OHS representatives
- formal OHS committees
- participation in OHS management practices, such as involving personnel in:
 - conducting hazard identification and risk assessment
 - making decisions on how to eliminate or control risks
 - writing parts of OHS policies and procedures.

Times designated and required by legislation for consultation will vary but may include when the organisation:

- makes initial and ongoing decisions on how best to consult with personnel
- is proposing to make changes to the premises, equipment, materials and systems of work that might affect the health and safety of personnel
- conducts hazard identification and risk assessment or reviews hazard identification and risk assessment practices
- makes decisions about actions to eliminate or control risks
- introduces or alters procedures for monitoring workplace risks
- introduces or alters facilities for the welfare of personnel.

RANGE STATEMENT

Hazard identification and risk assessment tool or template document may include:

- self-designed tools developed for the organisation as part of an OHS management system
- tools and templates developed:
 - by external consultancy services
 - by industry associations for use of member businesses
 - for public use by and found within business management publications, including those developed by OHS regulatory authorities.

Assessment criteria may include:

- criteria developed by external consultancy services
- criteria outlined in Australian standards
- criteria suggested by industry associations for use by member businesses
- self-determined criteria for the organisation as part of an OHS management system.

Times designated by legislation for systematic hazard identification may include:

- when changes to the workplace are implemented, including:
 - 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 new information relating to health and safety risk becomes available.

RANGE STATEMENT

Types of hazards designated by legislation may include:

- physical environment, for example:
 - working space of any workers
 - lighting
 - hot and cold environments
 - prevailing noise levels
 - electrical items
 - flooring
 - equipment designed to assist with or replace manual handling
- plant, for example:
 - machinery
 - tools
 - appliances
 - equipment
- working practices, for example:
 - opening and closing procedures and security procedures
 - any standard operating procedures for work-related tasks
 - rostering of staff and shift allocation
 - length of time spent at certain tasks and allocation of breaks.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Occupational Health and Safety