



Australian Government

Department of Education, Employment and Workplace Relations

SUGEOHS3A Monitor the implementation of occupational health and safety

Revision Number: 1

SUGEOHS3A Monitor the implementation of occupational health and safety

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This is an Elective unit. It covers the skills and knowledge required to oversee the implementation of safe work practices in the workplace.

This unit It is based on and equivalent to FDFCOROHS3A Monitor the implementation of occupational health and safety.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Monitor the implementation of safe work practices and procedures	1.1 OHS principles and procedures are demonstrated when carrying out work tasks 1.2 Hazard control and personal protective clothing and equipment is available, functional and correctly stored 1.3 Advice on OHS rights, responsibilities and procedures is communicated 1.4 Implementation of procedures to support OHS requirements is monitored 1.5 Mentoring and coaching support is provided to support individuals/groups to implement the safe work procedures
2. Contribute to continuous improvement	2.1 ACTUAL AND POTENTIAL HAZARDS ARE IDENTIFIED 2.2 Associated risks are assessed 2.3 Options for removing or controlling hazards are investigated 2.4 Procedures for controlling hazards are reviewed, developed and implemented 2.5 Resources required to support implementation are identified and secured
3. Respond to hazardous events and emergency situations	3.1 Hazardous or emergency situations are identified and reported 3.2 Emergency procedures are followed as required to ensure appropriate and timely response 3.3 Assistance requirements are determined and requested 3.4 Control measures are implemented to prevent recurrence of the hazardous event or emergency 3.5 Accident plans and emergency procedures are reviewed, developed and implemented 3.6 Workplace documentation is completed

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Maintain current, accessible workplace information on health and safety policies, procedures rights and responsibilities. This includes advice on function specific requirements and safety programs including return to work arrangements
2. Demonstrate safe work procedures to others
3. Secure necessary resources including personal protective clothing and equipment and hazard control equipment
4. Ensure that all workers have appropriate competency/licensing required by work role
5. Facilitate consultation processes on OHS issues
6. Identify hazards and emergency situations
7. Take appropriate action in response to hazardous and emergency situations. This can include requesting assistance and liaising with both internal and external emergency personnel as required
8. Apply principles of risk management and hazard control
9. Review and improve OHS procedures
10. Use communication systems and consultative processes to consult others on OHS issues
11. Participate in management of return to work arrangements in the work area

Knowledge of:

12. Location of advice on OHS issues
13. Typical hazards relating to work area
14. Safe work procedures
15. Reporting procedures
16. Legal obligations and responsibilities, including duty of care
17. Consequences of non-compliance
18. Rehabilitation options and procedures
19. Planning and resource allocation systems
20. Workplace training arrangements
21. Competency/training and licensing requirements of tasks performed in the work area
22. Emergency and evacuation procedures
23. Procedures for reviewing and updating work instructions and procedures
24. Return to work responsibilities and procedures in the workplace
25. Communication systems and consultative arrangements
26. Current technical knowledge related to OHS associated with work responsibilities
27. Problem solving techniques to identify cause and options to remedy problem(s)
28. Communication channels for providing advice on OHS requirements, rights and responsibilities
29. Procedures for developing or modifying operating procedures
30. Reporting requirements and procedures

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Standard operating procedures and related advice on specific safe work practices company policies and codes of practice relating to OHS
- Advice on relevant legislation and codes of practice relating to OHS
- Advice on industrial awards and agreements
- Work area or system in which OHS principles and procedures are to be monitored
- Relevant personal protective clothing and equipment and hazard control equipment
- Procedures for developing or modifying work instructions and procedures
- Procedures for allocating resources such as personal protective clothing and equipment as required and hazard control equipment
- Competency records and workplace training arrangements
- Emergency and/or evacuation procedures for the potential range of hazards
- Consultative forums relating to OHS
- Consultative arrangements
- Communication system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Where work is conducted in restricted or confined spaces, appropriate training/certification must be provided according to state safety requirements
- OHS rights and responsibilities relate to all workers, including injured workers
- Responsibility for monitoring health and safety relates to a whole work area or system
- Health and safety requirements as typically described in work procedures or related OHS-specific procedures
- Hazards, near misses and injuries and illnesses typically relate to own job and work area
- OHS policies and procedures are developed by management in consultation with the workforce
- Procedures for the systematic identification, removal or control of hazards may be undertaken as part of a team
- Investigation responsibilities relate to own work area and are typically carried out with support

- Reporting of emergencies can include raising an alarm and/or reporting to designated personnel in appropriate format
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Unit Sector(s)

Not applicable.