

# GUIDELINES FOR INTEGRATING OHS INTO NATIONAL INDUSTRY TRAINING PACKAGES



**Australian Government**  
**Australian Safety and  
Compensation Council**



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## FOREWORD

The Australian Safety and Compensation Council (ASCC) leads and coordinates national efforts to prevent workplace death, injury and disease, and to improve workers' compensation arrangements.

A key role of the ASCC is to promote best practice in occupational health and safety (OHS), and to promote and implement the *National Occupational Health and Safety Strategy 2002 – 2012* (the Strategy). One of the national priorities in the Strategy is to “improve the capacity of business operators and workers to manage OHS effectively”.

Reducing work-related injury and disease is a significant challenge to business operators and workers and ongoing improvements in training and employment will enable business and workers to manage safety issues effectively.

These *Guidelines for Integrating OHS into National Industry Training Packages* aim to ensure that OHS is incorporated into all industry training.

This publication is targeted at Training Package and Training Package support material developers, to assist them with integrating OHS competencies into training materials.

Comprehensive information about the Strategy and occupational health and safety in Australia is available from the ASCC website [www.ascc.gov.au](http://www.ascc.gov.au)



## 1. INTRODUCTION

These Guidelines have been developed to assist industry to integrate OHS competencies into industry qualifications and units of competency. Getting OHS 'right' in units of competency provides a basis for ensuring that learning contributes to improving the capacity of those in the workplace to manage safety. This applies to specific OHS training and to the integration of OHS into workplace, vocational and professional training.

This document has evolved from the first edition of the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards* [NOHSC: 7025(1994)] which was updated in 1998 (second edition) to reflect changes in the vocational education and training sector since 1994.

This edition of the Guidelines has been specifically informed by:

- > A project undertaken by the ASCC to update the 'generic OHS units of competency'.
- > A trial of revised and updated 'generic OHS units of competency' by the Community Services and Health Industry Skills Council (CSHISC), as part of the review of the Health Training Package. This trial resulted in endorsement of six OHS system-focused units of competency, contextualised for the Health industry, in the HLT07 Health Training Package.
- > Inclusion of qualifications and units of competency in Occupational Health and Safety in the BSB07 Business Services Training Package.

Further research undertaken to:

- > Review the use of guideline OHS units of competency
- > Evaluate the potential for importing OHS units in order to reduce duplication of OHS units across Training Packages
- > Clarify current issues relating to rationalisation and integration of OHS in Training Packages.

The aim of these revised guidelines is to:

- > reflect the changes in the vocational education and training sector since 1998; and
- > support, promote and guide integration of OHS competencies into national industry Training Packages in order to raise the level of OHS competence of the Australian workforce in a consistent and cost-effective manner.

The first and second editions of these guidelines incorporated three 'generic occupational health and safety competencies' (also referred to as 'guideline OHS units') that provided a basis for the inclusion of occupational health and safety in industry units of competency.

Industry Skills Councils have used the generic occupational health and safety competencies from the Guidelines [NOHSC: 7025 (1998)] as the basis for developing endorsed OHS units of competency in industry Training Packages, resulting in a proliferation of units of competency addressing OHS requirements across Training Packages, many with minor variances. There are in excess of 300 endorsed units of competency with an OHS focus.



Training Package developers should consider the imperative for rationalisation, with consideration of OHS units of competency across all Training Packages, to ensure minimisation of duplication and maximisation of cross-industry skills portability.

These Guidelines provide alternatives for integrating OHS into Training Packages. This will reduce and avoid the proliferation of similar units of competency across Training Packages which resulted from adapting the 'generic/guideline OHS competencies'.

These Guidelines do not prescribe competencies that must be incorporated into industry units of competency. Rather, they build on and update previous Guidelines by:

- > providing guidance and a model for the integration of occupational health and safety in the development and review of industry Training Packages.
- > provide 'guideline units of competency' to be considered by Training Package developers – Appendix A; and
- > identifying endorsed units of competency and qualifications that have been developed to address workplace safety requirements – Appendix B and C <sup>1</sup>;

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<sup>1</sup> The units of competency and qualifications identified in Appendix B and C are current as at February 2008. Training Package developers must consult the National Training Information Service (NTIS) or the relevant Industry Skills Council (ISC) to ascertain whether these units and qualifications have been updated and/or superseded through Training Package continuous improvement processes.



## 2. MANAGING OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE

Occupational health and safety (OHS) in the workplace requires an effective management system which is consistent with OHS legislative requirements throughout Australia.

To implement effective occupational health and safety management, managers, supervising personnel and employees require a range of OHS system-focused competencies based on practices, procedures and systems that are similar in all workplaces.

OHS 'system-focused' units of competency need to address the range of skills and knowledge required within every workplace to:

- > establish, implement and monitor an OHS system;
- > address OHS legislation, regulations and codes of practice;
- > fulfil the duty of care for those in the workplace;
- > identify hazards, and assess and control risks; and
- > contribute to participative and consultative procedures for the management of OHS.

### 2.1 Establish, implement and monitor the OHS system

For a workplace OHS system to be effective, it is essential that work roles incorporate an appropriate level of involvement and functioning of staff to establish and support its operation.

Thus, at the operational level, skills and knowledge need to reflect an understanding of the system and its rationale, an ability to comply with OHS requirements and involvement in participatory arrangements as appropriate to maintain and improve the system.

At a higher, perhaps supervisory level, skills and knowledge need to focus on the ability to implement and monitor the system to maintain appropriate functioning of the system, reporting and addressing of OHS issues and appropriate participation of employees.

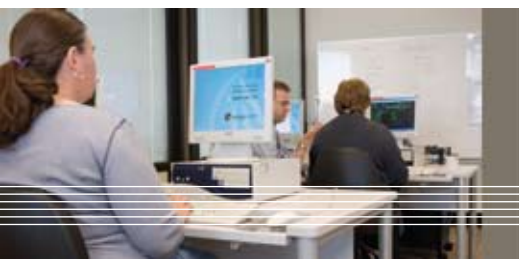
At a management level, skills and knowledge are required to establish, review and improve the OHS system to ensure it addresses ongoing and changing workplace and legislative requirements.

### 2.2 Address OHS legislation, regulations and codes of practice

The Commonwealth, states, and territories have all enacted legislation that establishes general duties for workplace parties to ensure healthy and safe working conditions.

The OHS legislative regime consists of principal OHS Acts that codify the duty of care under common law, underpinned by more detailed requirements set out in regulations. Codes of practice provide practical guidance to duty holders on how to achieve the standard of health and safety required in the Act and regulations. Codes of practice should be followed unless there is another way to get an equal or safer outcome.





## 2.3 Fulfil the duty of care for those in the workplace

A duty of care is set out in all OHS Acts and places a requirement on employers to provide:

- > a working environment that is safe and without risks to the health of employees;
- > adequate training, information and supervision to ensure the health and safety of employees; and
- > a consultation processes with employees on OHS issues.

Under OHS Acts, employees also have a duty of care in relation to occupational health and safety. Generally, they must take reasonable care of their own health and safety and that of others in the workplace, to the extent to which they are capable.

There are also duties for designers, manufacturers and self-employed persons. The relevant State and Territory or Commonwealth OHS act should be consulted to ascertain the exact duties set down for various parties in the workplace.

## 2.4 Identify hazards, assess and control risks

In order to provide a healthy and safe work environment, the duty holder should set out a process to:

- > **Identify hazards** – What hazards are present in the workplace?
- > **Assess risks** – What is the possible frequency and severity of injury or disease that may result from the identified hazards?
- > **Control risks** – How can the risk be eliminated or minimised?

The process to identify, assess and control should be the basis of all prevention activities in the workplace. To be most effective, this process should be done within appropriate participative procedures as described below.

In each jurisdiction there are regulations that prescribe duties in regard to hazard identification, risk assessment and risk control. In some cases, the regulations prescribe:

- > when identification and assessment must be carried out in relation to specific hazards; and
- > the interval between, and criteria for, assessment and re-assessment.

Relevant occupational health and safety legislation and regulations should be consulted in the development of any training materials to ascertain regulatory requirements for hazard identification, risk assessment and risk control.

The most effective approach to controlling risks at work is based on the hierarchy of control. This hierarchy recognises that the best controls act on the environment, not on the people in it.

## 2.5 Contribute to participative procedures for OHS management

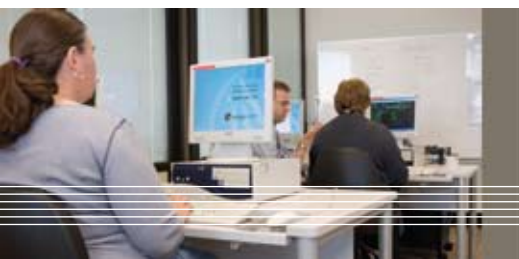
Effective occupational health and safety management relies on using the skills and knowledge of everyone in the workplace. OHS laws support the establishment of consultative mechanisms to address occupational health and safety.



In all jurisdictions the employer has obligations and responsibilities to consult with employees and their representatives over OHS matters. Consultation in small organisations may consist of ongoing discussion and review of OHS issues with all staff, whereas larger organisations may require health and safety representatives and occupational health and safety committees.

Regardless of the legal form of consultation required, everyone in the workplace from the senior manager to the newest employee must have the opportunity to contribute to occupational health and safety management if the best outcomes are to be achieved.

Information about occupational health and safety management is available from the OHS Authorities in each jurisdiction and the ASCC website [www.ascc.gov.au](http://www.ascc.gov.au)



### 3. INTEGRATING OCCUPATIONAL HEALTH AND SAFETY INTO TRAINING PACKAGES

OHS may be integrated into qualifications through the use of stand alone units of competency and/or through incorporating OHS content into industry units of competency.

Incorporating occupational health and safety into industry Training Packages involves four key steps:

#### **Step 1: Identify industry-specific occupational health and safety issues**

This involves defining industry-specific competencies in relation to particular:

- > hazards
- > occupational health and safety management strategies, and
- > structural characteristics of the industry.

This can be accomplished as part of information collection during the development process, using appropriate Training Package development methodologies.

Comprehensive OHS statistical data and reports are available from the ASCC website [www.ascc.gov.au](http://www.ascc.gov.au) to support this information collection.

#### **Step 2: Determine work role OHS requirements**

Competence in occupational health and safety, like other types of competence, should reflect the specific skills and knowledge required of an individual for effective performance in their work role.

The content of OHS units of competency should ensure that the nature and level of knowledge, skill and workplace responsibility aligns with the work role(s) addressed by the qualification in which they are packaged.

#### **Step 3: Determine the most effective way to integrate OHS into qualifications**

Training Package developers must determine the most effective approach to meet the needs of the industry and their associated occupations, by considering the following:

##### **OHS management system requirements**

This involves the need for OHS system-focused units of competency to ensure that employees at all levels are skilled appropriately to support the management of an effective OHS system. This includes OHS units of competency that are relevant to an individual's work role, for example knowledge of OHS legislation, hazard control or communication of OHS issues.



This may be achieved by either:

- > using existing system-focused OHS stand alone units of competency with appropriate contextualisation, or possibly
- > developing new units of competency if industry identifies specific need.

### **Function-specific OHS requirements**

This involves OHS units of competency for OHS roles such as OHS advisors, OHS auditors or OHS managers. This may be achieved by either:

- > using existing function-specific OHS units of competency where workplace requirements are similar across industries, or
- > developing new units of competency to address industry-specific requirements

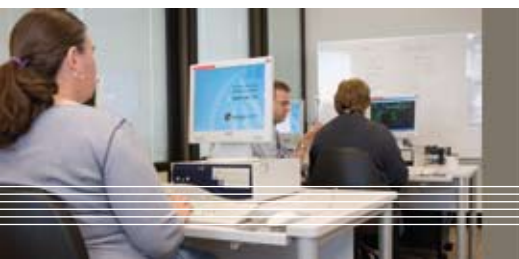
### **Specific OHS requirements related to technical competence**

OHS references may need to be embedded in relevant industry-specific technical units of competency (eg. in Performance Criteria, Range Statements and/or Evidence Guides) to clarify specific workplace OHS applications.

This may involve, for example, identifying specific hazards, risks and workplace practices in relation to applying the skills and knowledge described in the unit.

### **Step 4: Field test OHS coverage**

Industry Training Package developers should validate occupational health and safety units of competency as part of consultation processes to ensure that they appropriately reflect the needs of the industry.



## 4. OPTIONS FOR INTEGRATING OHS IN TRAINING PACKAGES

### 4.1 Stand alone units of competency

#### 4.1.1 Use existing OHS units of competency

Existing units of competency are continually being refined through Training Package continuous improvement processes. As a result, there are many updated units of competency available for importing into qualifications. To reduce duplication, appropriate existing units should be accessed and contextualised rather than creating new units where possible.

Whilst there may be some industry concerns with using units of competency from different Training Packages, Industry Skills Councils (ISC) recognise the importance of rationalisation.

Rationalisation of units of competency involves the identification of common or transferable skills and knowledge across units. These units can be contextualised, to provide the specific industry/sector context, however any contextualisation must not change the original outcome of the unit. For more information on contextualisation see [www.tpguide.dest.gov.au](http://www.tpguide.dest.gov.au)

A number of Training Packages include OHS units of competency that could be customised to meet the needs of a range of industries, including:

- > OHS system-focused units of competency
- > Function-specific OHS units of competency
- > Qualifications for OHS-specific work roles.

For examples of units of competency please see Appendix B.

#### 4.1.2 Address OHS regulatory and licensing requirements

The ASCC, in February 2008, endorsed specific units of competency that will be required for licensing persons who perform high risk work. Details of these units of competency are available via the ASCC website [www.ascc.gov.au](http://www.ascc.gov.au)

These units of competency align with various relevant Commonwealth, state and territory OHS regulatory requirements and should be imported into Training Packages where the industry requires these high risk occupations to be performed.

Industry OHS experts should be consulted for all other OHS requirements, and developers should gain advice from OHS authorities from all states and territories on:

- > Legal and licensing requirements
- > Industry-specific hazards and risk assessment processes
- > Technical matters associated with OHS management.

Some OHS authorities have allocated personnel who provide advice on incorporating OHS into Training Packages.



### 4.1.3 Develop OHS units of competency to address specific industry needs

Where possible, existing system-focused OHS units of competency should be contextualised in line with contextualisation guidelines. In some cases it may be necessary to develop new units of competency to address industry-specific strategies relating to occupational health and safety management.

Where competencies are required to address industry-specific needs, developers should seek input from people with current OHS expertise for the industry. This may involve establishing an expert panel or including an industry OHS expert on Training Package Project Steering Committees or reference groups. OHS expertise may come from industry or employer associations, trade unions or enterprise personnel.

Industry OHS experts should be able to assist with:

- > Identifying OHS issues and hazards for the industry, including industry characteristics impacting on OHS
- > Identifying OHS specialist occupations or duties
- > Advising on OHS legal requirements
- > Advising on OHS components in the units of competency
- > Ensuring quality with the accurate incorporation of OHS into the endorsed components.

The ASCC has developed a number of 'guideline units of competency' that should also be considered by Training Package developers. These Guideline units cover a range of workplace occupations/job roles – see Appendix A.

## 4.2 OHS embedded in industry units of competency

In addition to providing stand alone system-focused and function-specific OHS units of competency to address OHS requirements, individual industry units of competency should include content to:

- > Reflect and reinforce specific application of OHS requirements in relation to hazard identification, risk assessment and risk control.
- > Address requirements of any industry-specific OHS management strategies.
- > Ensure OHS coverage reflects any specific industry characteristics.

### 4.2.1 Hazards

Training Package developers need to ensure the incorporation of occupational health and safety competencies in industry qualifications adequately addresses requirements relating to industry-specific and function-specific hazards.

Depending on the level of authority and control, as well as the nature of particular jobs, specific competencies may be necessary in relation to particular hazards.

The following examples identify some common hazards and suggest potential solutions for addressing related OHS competencies.



## Machine operation

Machine operators need specific competencies to identify the hazards of the machinery they operate. Such competencies may include the ability to determine whether the machine is adequately guarded, to implement preventive maintenance procedures or to communicate with operators on other shifts to identify the cause of particular operating problems.

It may be sufficient to address this issue by customising the Range Statement of an existing system-focused unit of competency to ensure that 'specific hazards' include reference to machine operation hazards.

Alternatively, if the worker needs to have skills and knowledge related to specific work procedures to identify and respond to hazards, it may be necessary to incorporate specific OHS content in an operational unit or to develop a new unit.

## Manual handling

Manual handling is a common industry hazard. Preventing manual handling injuries requires competence in hazard identification, risk assessment and risk control. In industries where manual handling is a particular problem, relevant units of competency should reflect specific competencies required for specific work roles.

Hazard identification, risk assessment and risk control for manual handling hazards may be incorporated in system-focused OHS units as items within the Essential Knowledge and Range Statements.

If workers require additional ability to identify risk factors associated with manual handling hazards and need to assess risk and take action to control it, more specific competencies may need to be articulated.

This may be achieved by developing a separate unit of competency or by ensuring other industry or work function specific units include performance criteria specific to hazard identification, risk assessment and risk control for manual handling work.

## Hazard identification

Workers may need to be able to identify tasks, work locations and occupations that involve manual handling hazards.

This may be addressed by performance criteria, such as:

- > Jobs and tasks involving manual handling are examined to identify specific risk factors and actions required to reduce manual handling risks
- > Follow hazard identification procedures are followed for manual handling hazards, in accordance with relevant regulations, standards and codes of practice.

## Risk assessment

Workers may need to be able to assess the risk created by the presence of manual handling hazards in particular jobs and/or tasks.



This may be addressed by performance criteria, such as:

- > Tasks involving manual handling hazards are assessed to determine the degree of risk presented by relevant risk factors.
- > Risk assessment procedures for manual handling hazards are undertaken, in accordance with relevant regulations, standards and codes of practice.

### **Risk control**

Workers may need to be able to analyse and, if necessary, redesign work systems and jobs. This may be addressed as a specific performance criterion such as:

- > Work systems are analysed to identify any particular manual handling problems, design new systems to remove these problems and implement in accordance with relevant legislation and organisational policy.

In addition Required Knowledge and Skills may include:

- > Knowledge of preferred control measures for manual handling risks
- > Ability to redesign work systems and jobs.

### **Hazardous Substances**

Hazardous substances are used in many industries. Preventing injuries and diseases associated with the use of hazardous substances requires competencies in relation to hazard identification, risk assessment and risk control.

#### **Hazard identification**

Workers may need to be able to identify specific hazardous substances in use and the risks they present

This may be addressed by performance criteria, such as:

- > Hazardous substances are identified and reported so risk assessment and control procedures can be applied, or
- > Hazard identification procedures are undertaken for hazardous substances, in accordance with relevant regulations, standards and codes of practice.

Alternatively or in addition, Required Knowledge may include an item such as:

- > Knowledge of hazardous substances in use and associated hazards.

#### **Risk Assessment**

Those with responsibility for assessing risks may require competencies relating to the use of occupational hygiene equipment, as well as specific competencies in using technical information on the hazards presented by the relevant substances.





These might be expressed by performance criteria such as:

- > Measuring devices are used to accurately determine the concentration of hazardous substances in the air in work areas in order to allow assessment of risk from exposure, including relevant regulations, standards and codes of practice, or
- > Technical information is obtained on the hazards presented by substances used in the work area and evaluate to assess the risk presented by use of the substances.

### **Risk Control**

Those with responsibility for developing risk control measures will need competencies related to the hierarchy of control, for example, knowledge of possible substitute substances, ability to design and implement engineering controls, such as exhaust ventilations, and knowledge of appropriate items of personal protective clothing and equipment.

These may be expressed as performance criteria such as:

- > Substitutes for hazardous substances in use are identified and evaluated to determine their suitability for use, and these are reported to appropriate personnel in accordance with enterprise procedures, or
- > Suitable engineering controls for controlling the risks of hazardous substances in use are identified and recommended to appropriate personnel in accordance with enterprise procedures, or
- > Personal protective clothing and equipment are selected and used correctly when working with hazardous substances.

This might also be reflected as part of a Range Statement:

- > Workplace procedures include control measures for hazardous substances.

### **4.2.2 Industry-specific OHS management strategies**

In some industries, occupational health and safety management requires specific processes and procedures that should be reflected in relevant qualifications and units of competency.

For example, risk assessment arrangements may vary considerably between industries and may be undertaken by occupational health and safety specialists, supervisors, managers or a combination of these positions.

The nature of hazards and work organisation in the industry may also require specific management strategies. For example, conducting formal inspections is often an essential strategy for hazard identification. Inspections may be conducted by members of the health and safety committee, health and safety representatives, supervisors, OHS specialists, managers or a combination of these positions.

Occupational health and safety management strategies may also reflect variations in legislation between jurisdictions.

Training Package developers need to determine whether differences merely involve the contextualisation of existing units of competency in the Range Statements or whether new units of competency are required.



### 4.2.3 Specific industry characteristics

Workforce demographics, industry structure and physical environment can affect the competencies required to effectively manage occupational health and safety and may require different or additional units of competency.

For example, in some industries, such as the building and construction, mining and hospitality industries, continual change to the workplace and workforce may lead to particular requirements for risk control, such as frequent monitoring and modification of control measures.

Another area for consideration is the employment structure of an industry. For example, frequent employment of sub-contractors may require an additional item in the Range Statement of an existing unit of competency relating to OHS issues in work programs of sub-contractors.

### 4.3 OHS-specific work roles

Dealing with occupational health and safety in the workplace may involve specialised duties. For example, first aid responsibilities, especially in larger workplaces, may involve the employment of specialist personnel, such as an occupational health and safety officer. Alternatively, specialised occupational health and safety duties may form part of the broader job description of an employee.

Depending on the nature of the OHS-specific function or work role, OHS skills and knowledge may require coverage in a full qualification or skills set.

Whilst Training Package developers may need to develop units of competency related to specialised OHS functions, existing qualifications and units of competency should be investigated as a first priority.

Examples of relevant OHS qualifications are identified in Appendix C<sup>2</sup>.

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<sup>2</sup> These examples are current as at February 2008. Training Package developers should consult the National Training Information Service (NTIS) or the relevant Industry Skills Council (ISC) to identify whether these qualifications have been updated and/or superseded through Training Package continuous improvement processes.



## 5. ASSESSING OCCUPATIONAL HEALTH AND SAFETY COMPETENCE

Assessment is an essential aspect of competency-based training and the Assessment Guidelines form part of the endorsed components of every Training Package.

Assessment of OHS units of competency must be conducted by people with relevant skills and knowledge. All assessors must meet the requirements of the Australian Quality Training Framework (AQTF 2007) Standard 1.4 and should follow the specific industry instructions in the Assessment Guidelines of each Training Package.

If required by industry, Training Package developers may need to include additional advice in relation to issues such as:

- > assessors' and trainees' access to information regarding OHS matters relevant to the assessment process and assessment location
- > managing the OHS demands of particular assessment environments and ensuring the assessment process and location is safe
- > any specific requirements for assessors
- > available resources for guidance.

This information should be included in the Assessment Guidelines or the Evidence Guide for each unit of competency.

Depending upon the requirements of the industry, assessment of occupational health and safety competency may occur in the workplace and/or in educational settings and may involve techniques such as:

### **Direct observation in the workplace or through simulation**

For example:

- > Work performance may be observed to assess adherence to specified procedures and instructions
- > Specific work tasks may be structured to assess identified OHS competencies not readily observable in the workplace
- > Relevant circumstances may be artificially created and the learner's response observed

### **Review of work outcomes**

For example:

- > Completed records may be checked against workplace and legal requirements

### **Third party reports**

For example:

- > A supervisor may report according to a checklist based on set procedures and instructions



### **Projects**

For example:

- > A project requiring the establishment of OHS monitoring strategies and written or oral explanation of how and why these were chosen

### **Written/oral questioning**

For example:

- > Questioning may accompany observation of actual or simulated work in specific circumstances in order to clarify the process undertaken and understanding of workplace OHS procedures and requirements

### **A combination of the above**

Specific advice on the context of the assessment relevant to a specific industry should be included in the Evidence Guide of each unit of competency.



## 6. FURTHER ASSISTANCE

For information about occupational health and safety and its relevance for units of competency contact:

### NATIONAL ORGANISATIONS

#### **AUSTRALIAN SAFETY AND COMPENSATION COUNCIL\***

Department of Education, Employment and Workplace Relations

Loc 64N11

GPO Box 9880

Canberra ACT 2601

Phone: 02 6121 5317

Fax: 02 6121 9248

Email: [info@ascc.gov.au](mailto:info@ascc.gov.au)

[www.ascc.gov.au](http://www.ascc.gov.au)

\*Previously known as National Occupational Health and Safety Commission

#### **Australian Chamber of Commerce and Industry**

Level 3

486 Albert Street

East Melbourne VIC 3002

Phone: 03 9668 9950

Fax: 03 9668 9958

Email: [melb@acci.asn.au](mailto:melb@acci.asn.au)

[www.acci.asn.au](http://www.acci.asn.au)

#### **Australian Council of Trade Unions**

Level 6

365 Queen Street

Melbourne VIC 3000

Phone: 1300 362 223 (local call cost only)

Phone: (03) 9664 7333

Fax: (03) 9600 0050

Email: [admin@rightsatwork.com.au](mailto:admin@rightsatwork.com.au)

[www.actu.asn.au](http://www.actu.asn.au)



## STATE/TERRITORY/COMMONWEALTH OHS AUTHORITIES

### **New South Wales**

WorkCover Authority of New South Wales  
Head office, 92-100 Donnison Street,  
Gosford NSW 2250  
Phone: 02 4321 5000  
Fax: 02 4325 4145  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### **Victoria**

WorkCover Victoria  
Phone: (03) 9641 1444  
Phone: 1800 136 089 (Toll Free)  
Email: [info@workcover.vic.gov.au](mailto:info@workcover.vic.gov.au)  
[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

### **Queensland**

Workplace Health and Safety (Department of Employment and Industrial Relations)  
Phone: 07 3225 2000  
[www.deir.qld.gov.au](http://www.deir.qld.gov.au)

### **South Australia**

Safe Work SA  
Level 3, 1 Richmond Road, Keswick  
GPO Box 465, Adelaide, SA 5001  
Phone: (08) 8303 0400  
Fax: 08 8303 0277  
[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

### **Western Australia**

WorkSafe Western Australia  
PO Box 294  
West Perth WA 6872  
Phone: 1300 307 877  
Phone: 08 9327 8777 (Switch)  
Email: [safety@docep.wa.gov.au](mailto:safety@docep.wa.gov.au)  
[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)



## Tasmania

Workplace Standards Authority Tasmania  
30 Gordons Hill Road  
Rosny Park TAS 7018  
Phone: 03 6233 7657  
Fax: (03) 6233 8338  
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[www.wsa.tas.gov.au](http://www.wsa.tas.gov.au)

## Northern Territory

NT Worksafe  
GPO Box 4821  
Darwin NT 0801  
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Phone: (08) 8999 5010  
Fax: (08) 8999 5141  
E-mail: [ntworksafe.deet@nt.gov.au](mailto:ntworksafe.deet@nt.gov.au)  
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## Australian Capital Territory

ACT WorkCover  
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Fax: (02) 6205 0336  
Email: [workcover@act.gov.au](mailto:workcover@act.gov.au)  
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## Commonwealth

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Canberra ACT 2601  
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### **Agri-Food Industry Skills Council**

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### **Community Services & Health Industry Skills Council**

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### **Construction and Property Services Industry Skills Council**

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### **ElectroComms and EnergyUtilities Industry Skills Council Ltd (EE-Oz Training Standards)**

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[www.governmentskills.com.au](http://www.governmentskills.com.au)

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Fax: (03) 9815 7001  
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[www.ibsa.org.au](http://www.ibsa.org.au)

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### **Transport & Logistics Industry Skills Council**

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## APPENDIX

### A. Generic OHS units of competency

During 2005 the Office of the Australian Safety and Compensation Council (ASCC) formerly the National Occupational Health and Safety Commission (NOHSC) developed resources to inform and assist developers of units of competency to identify and address OHS in Training Packages. This project resulted in the development of seven Occupational Health and Safety (OHS) units that cover a range of workplace occupations/job roles.

The need for the development of these units was identified through NOHSC work with a number of competency developers across a range of Training Packages to ensure that OHS was appropriately addressed. The detail of the competency units was based on the information gained during this process and supported by input from OHS advisors and industry representatives.

The requirement for specific OHS competencies to be included in Training Packages has been addressed by providing units of competency that could be packaged into any qualifications in the Australian Qualifications Framework, as well as a 'technician' unit that may be applied at any of the Certificate IV, Diploma or Advanced Diploma qualifications.

The units of competency include:

<b>OHS100</b>	<b>Work Safely<sup>3</sup></b>
<b>OHS200</b>	<b>Participate in OHS processes</b>
<b>OHS300</b>	<b>Contribute to OHS processes</b>
<b>OHS400</b>	<b>Maintain OHS processes</b>
<b>OHS456</b>	<b>Identify, assess and control OHS risk in own work</b>
<b>OHS500</b>	<b>Manage OHS processes</b>
<b>OHS600</b>	<b>Improve OHS processes</b>

An overview of these units and how they correspond to workplace occupations is provided in Table 1. The units of competency have been reproduced in this appendix for reference by Training Package developers.

The Community Services and Health Industry Skills Council (CSHISC) were provided with the seven OHS system-focussed units of competency in order to trial them. Following a trial, the CSHISC adopted these units as part of the HLT07 Health Training Package.

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<sup>3</sup> This unit was developed by the OASCC during 2007 to cover the OHS knowledge for new entrants to the Construction Industry but is equally applicable to other industries. Training package developers should consult the National Training Information service for the most up to date version of work safely in the construction industry.



During 2007 a project was commissioned by DEEWR to update these Guidelines, and as part of this project consultation was undertaken with a range of VET and industry stakeholders on the applicability of these units 'across industry'. The feedback through this process identified that *'the units presented could easily be used as cross industry units for any industry – with the ability for any industry to use additional hazard-specific units relevant to their industry'*.

Feedback was provided to DEEWR through this consultation process on suggested amendments, and these comments have been reflected in the six units of competency identified in these Guidelines.

Training Package developers are encouraged to consider these units of competency for application within their industry/industry sectors when specific OHS competencies are required.

Units of competency may be contextualised to meet the specific needs of an industry, however the integrity of the overall intended outcome of the unit must be maintained. Contextualisation should provide additional information relevant to:

- > the Range Statement, as long as such changes do not diminish the breadth of application of the competency and reduce its portability, and/or
- > the Evidence Guide in areas such as the critical aspects of evidence or resources and infrastructure required where these expand the breadth of the competency but do not limit its use.

Including contextualised units of competency within an industry Training Package is only justified if there are key differences to context and performance that are a result of licensing or industry application requirements.

The NQC encourages cross-industry units of competency to be imported where possible to meet the specific needs of industry. This will ensure a reduction in duplication of units across various industries, particularly in areas which reflect cross-industry outcomes. These include key areas in licensing such as environmental protection and sustainability, food safety, and OHS or for key skill areas such as auditing, research skills, workplace documentation, IT, first aid, manufacturing and production techniques, customer service etc.

**Table 1: OHS units of competency**

Unit Title	Work Role	Descriptor	Application	Elements
<b>OHS100</b> Work safety	Work experience / new workplace entrant	This unit of competency specifies the outcomes required to work within Occupational Health and Safety (OHS) requirements across a range of industry contexts  It requires the ability to demonstrate personal awareness of OHS legislative requirements, and basic principles of risk management and prevention of injury and illness at work	Work experience student or new workplace entrants during an initial familiarisation period	<ol style="list-style-type: none"> <li>1. Identify OHS legislative requirements</li> <li>2. Identify workplace hazards and control measures</li> <li>3. Identify OHS communication and reporting processes</li> <li>4. Identify OHS incident response procedures</li> </ol>
<b>OHS200</b> Participate in OHS processes	New workplace entrant	This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions	Induction for new entrants to the workplace and where worker has basic operational knowledge and skills for a limited range of tasks and problems. Includes apprentices, trainees and casual workers	<ol style="list-style-type: none"> <li>1. Plan and prepare to work safely</li> <li>2. Conduct work safely</li> <li>3. Participate in OHS consultative activities</li> <li>4. Follow emergency response procedures</li> </ol>
<b>OHS300</b> Contribute to OHS processes	Skilled worker with little or no responsibility for others	This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others	Workers performing work activities requiring a range of well developed skills where some discretion and judgment is required	<ol style="list-style-type: none"> <li>1. Plan and conduct work safely</li> <li>2. Support others in working safely</li> <li>3. Contribute to OHS participative processes</li> <li>4. Contribute to hazard identification, OHS risk assessment and risk control activities</li> <li>5. Participate in the control of emergency situations</li> </ol>

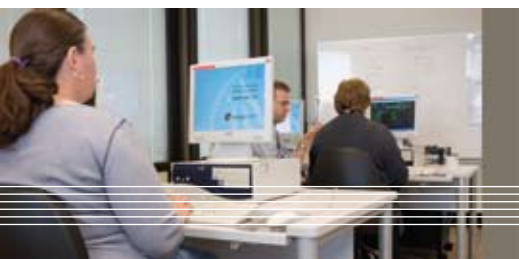
Unit Title	Work Role	Descriptor	Application	Elements
<b>OHS400</b> Maintain OHS processes	Team Leader Supervisor	This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes	Workers performing a broad range of complex and non-routine activities together with leadership and guidance in planning and organising activities for a small work group	<ol style="list-style-type: none"> <li>1. Provide information to the workgroup</li> <li>2. Ensure others are able to implement safe work practices</li> <li>3. Implement OHS participative processes</li> <li>4. Monitor compliance with work procedures</li> <li>5. Implement hazard identification, risk assessment and risk control procedures</li> <li>6. Implement organisation procedures for maintaining OHS records</li> <li>7. Implement emergency procedures</li> </ol>
<b>OHS456</b> Identify, assess and control OHS risk in own work	OHS Technician OHS Specialist	This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work	<p>This unit is intended for the technician or specialist work role</p> <p>These technicians or specialists may, in fulfilling their work role, impact the safety of others and/or need to address their own health and safety</p> <p>The unit assumes these workers are operating within a systematic approach to OHS and availability of OHS specialist advice</p> <p>Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices</p>	<ol style="list-style-type: none"> <li>1. Identify hazards and assess risk associated with a product or system of work</li> <li>2. Control the risk of a product or system of work</li> <li>3. Identify hazards and assess risks in own work</li> <li>4. Control risk in own work</li> </ol>

Unit Title	Work Role	Descriptor	Application	Elements
<b>OHS500</b> Manage OHS processes	Manager	This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation	Managers of small organisations or of several work groups within a larger organisation with a focus on maintaining already established processes. Assumes availability of OHS advice and expertise	<ol style="list-style-type: none"> <li>1. Manage OHS information and records</li> <li>2. Manage OHS participative processes</li> <li>3. Manage OHS risk management processes</li> <li>4. Manage OHS training program</li> <li>5. Manage OHS continuous improvement process</li> </ol>
<b>OHS600</b> Improve OHS processes	Senior manager	This unit specifies the workplace performance required by an individual who is responsible for the review and improvement of a systematic approach to managing OHS, where there is some autonomy regarding development of policies, procedures and processes, and in the allocation of roles and resources	Managers with some level of autonomy in policies, procedures and processes and allocation of resources. Focuses on establishing and improving OHS process. Assumes availability of OHS advice and expertise.	<ol style="list-style-type: none"> <li>1. Collect and analyse information</li> <li>2. Evaluate information to establish OHS framework</li> <li>3. Initiate improvements</li> <li>4. Maintain improvements</li> </ol>



<b>OHS100</b>	
<b>Work Safely</b>	
<b>Descriptor</b>	<p>This unit of competency specifies the outcomes required to work within Occupational Health and Safety (OHS) requirements across a range of industry contexts</p> <p>It requires the ability to demonstrate personal awareness of OHS legislative requirements, and basic principles of risk management and prevention of injury and illness at work</p>
<b>Employability Skills</b>	The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	<p>This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks</p> <p>The unit is intended to address workplace requirements of the work experience student or new workplace entrants during an initial familiarisation period</p>
<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
Elements define the essential outcomes of a unit of competency.	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Identify OHS legislative requirements</b>	<p>1.1 Identify applicable Occupational Health and Safety (OHS) legislative requirements relevant to own work, role and responsibilities</p> <p>1.2 Identify and explain duty of care requirements</p> <p>1.3 Identify and explain own responsibilities to comply with safe working practices</p>
<b>2. Identify workplace hazards and control measures</b>	<p>2.1 Identify basic principles of risk management</p> <p>2.2 Identify and explain common workplace hazards</p> <p>2.3 Identify and explain measures for controlling risks</p> <p>2.4 Identify and explain requirements for the selection and use of relevant Personal Protective Equipment</p> <p>2.5 Identify and explain safety signs and symbols</p> <p>2.6 Identify and explain procedures for reporting hazards and risks</p>





## OHS100

<b>3. Identify OHS communication and reporting processes</b>	<p>3.1 Identify and discuss participative arrangements for OHS, including communication processes, information and documentation</p> <p>3.2 Identify and explain designated OHS roles for raising OHS concerns including concerns relating to the right to refuse unsafe work</p>
<b>4. Identify OHS incident response procedures</b>	<p>4.1 Identify and explain general procedures for responding to incidents, injuries and emergencies</p> <p>4.2 Identify and explain procedures for first aid</p> <p>4.3 Identify and explain fire safety equipment</p>

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Essential knowledge:

- > Applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- > Basic principles of risk management and assessment relating to work role
- > Common workplace hazards
- > Common workplace safety signage and their meanings
- > General workplace emergency response and evacuation procedures
- > Work activities which require licences, tickets or certificates of competency
- > General first aid response requirements
- > General procedures for raising OHS issues
- > General procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences
- > General procedures for responding to hazards, incidents and injuries
- > General workers compensation and injury management requirements
- > OHS hierarchy of controls
- > OHS responsibilities and rights of duty holders (including persons in control of work/projects, employers and self employed persons, supervisors, designers, manufacturers and suppliers, workers and inspectors)
- > Own responsibilities to comply with safe working practices (relating to identification of hazards, preventing bullying or harassment, use of amenities, smoking, use of drugs and alcohol and housekeeping)
- > Role of OHS committees and representatives
- > Types of common Personal Protective Equipment and fire safety equipment; and
- > Types of OHS information and documentation.



## OHS100

### Essential skills:

Ability to:

Apply comprehension skills to:

- > explain the basic OHS legislative requirements which will be applicable to own work
- > explain the meaning of safety signs and symbols
- > identify workplace hazards; and
- > explain the basic principles of risk management.

Apply communication/interpersonal skills to:

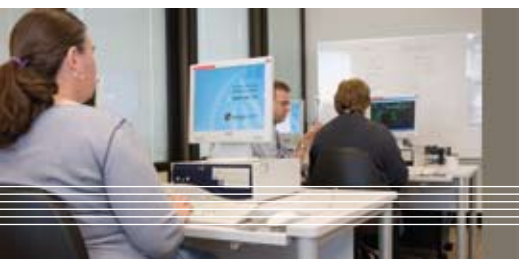
- > clarify OHS legislative requirements
- > verbally report workplace hazards and risks
- > ask effective questions
- > relay information to others; and
- > discuss OHS issues and information.

### 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. Add any 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.

**OHS legislative requirements are to be in accordance with applicable OHS legislation. Requirements should relate to:**

- > OHS and welfare Acts and regulations
- > National Code of Practice for Induction Training for Construction Work
- > safety codes of practice
- > National safety standards
- > OHS standards and guidelines
- > Licences, tickets or certificates of competency
- > Duty of care
- > Australian Standards
- > Health and safety representatives, committees and supervisors.

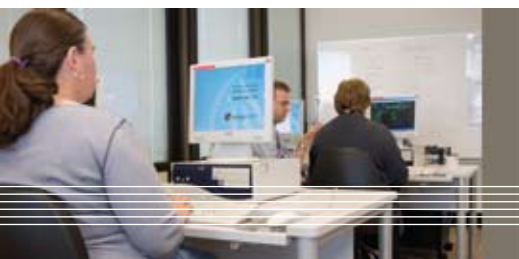


OHS100	
<b>Duty of care requirements:</b>	<ul style="list-style-type: none"> <li>&gt; Relate to the legal responsibility under “duty of care” to do everything reasonably practicable to protect others from harm</li> <li>&gt; Relate to relevant State OHS requirements and may include employers and self employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, sub-contractors and inspectors</li> <li>&gt; May relate to own responsibilities to comply with safe working practices including activities which require licences, tickets or certificates of competency.</li> </ul>
<b>Safe working practices may include:</b>	<ul style="list-style-type: none"> <li>&gt; Smoking in designated areas</li> <li>&gt; Housekeeping to ensure a clean, tidy and therefore safer work area</li> <li>&gt; General requirements for use of Personal Protective Equipment and clothing</li> <li>&gt; General requirements for safe use of plant and equipment</li> <li>&gt; Storage and removal of debris</li> <li>&gt; Drugs and alcohol at work</li> <li>&gt; Preventing bullying and harassment</li> <li>&gt; Access to site amenities such as drinking water and toilets.</li> </ul>
<b>Risk relates to:</b>	<ul style="list-style-type: none"> <li>&gt; The likelihood of a hazard causing injury or harm.</li> </ul>
<b>Principles of risk management include:</b>	<ul style="list-style-type: none"> <li>&gt; Identify hazards</li> <li>&gt; Assess the risks involved</li> <li>&gt; Consult and report ensuring the involvement of relevant workers</li> <li>&gt; Control the hazard</li> <li>&gt; Review to identify change or improvement.</li> </ul>
<b>Hazard relates to:</b>	<ul style="list-style-type: none"> <li>&gt; Any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.</li> </ul>



## OHS100

<p><b>Common hazards may include:</b></p>	<ul style="list-style-type: none"> <li>&gt; Manual handling</li> <li>&gt; Hazardous substances and dangerous goods</li> <li>&gt; Noise</li> <li>&gt; Plant and equipment</li> <li>&gt; UV radiation</li> <li>&gt; Electrical safety</li> <li>&gt; Traffic and mobile plant</li> <li>&gt; Working at heights</li> <li>&gt; Falling objects</li> <li>&gt; Excavations (including trenches)</li> <li>&gt; Confined spaces</li> <li>&gt; Unplanned collapse</li> <li>&gt; Hot and cold working environments</li> <li>&gt; HIV and other infectious diseases.</li> </ul>
<p><b>Measures for controlling risk eliminate or minimise hazards in accordance with the hierarchy of control including:</b></p>	<ul style="list-style-type: none"> <li>&gt; Elimination (1)</li> <li>&gt; Substitution (2)</li> <li>&gt; Isolation (3)</li> <li>&gt; Engineering control (4)</li> <li>&gt; Administrative control (5)</li> <li>&gt; Personal Protective Equipment (6)</li> </ul>
<p><b>OHS communication processes may include:</b></p>	<ul style="list-style-type: none"> <li>&gt; Processes for raising OHS issues</li> <li>&gt; OHS participative arrangements</li> <li>&gt; OHS meetings</li> <li>&gt; Toolbox talks</li> <li>&gt; Discussions with OHS representatives</li> <li>&gt; Workplace consultation relating to OHS issues and changes</li> <li>&gt; OHS notices, newsletters, bulletins and correspondence.</li> </ul>



OHS100	
<b>OHS information and documentation may include:</b>	<ul style="list-style-type: none"> <li>&gt; Workplace documentation and plans</li> <li>&gt; Safe work method statements</li> <li>&gt; Material safety data sheets (MSDS)</li> <li>&gt; Job safety analyses</li> <li>&gt; Accident and incident reports</li> <li>&gt; Reports of near misses and dangerous occurrences</li> <li>&gt; Risk assessments</li> <li>&gt; Labels</li> <li>&gt; Safety meeting minutes</li> <li>&gt; Proformas for reporting hazards, incidents and injuries</li> <li>&gt; Acts</li> <li>&gt; Regulations</li> <li>&gt; Codes of practice</li> <li>&gt; Guidance notes</li> <li>&gt; Evacuation plans</li> <li>&gt; Emergency information contact</li> <li>&gt; Australian Standards</li> <li>&gt; Workplace safety inspection reports.</li> </ul>
<b>Designated OHS personnel may include:</b>	<ul style="list-style-type: none"> <li>&gt; Supervisors</li> <li>&gt; OHS representatives</li> <li>&gt; OHS committee members</li> <li>&gt; First aid officers.</li> </ul>
<b>Safety signs and symbols may include:</b>	<ul style="list-style-type: none"> <li>&gt; Regulatory signs (eg prohibition, mandatory and limitation or restriction)</li> <li>&gt; Hazard signs (danger and warning)</li> <li>&gt; Emergency information signs (exits, equipment, first aid)</li> <li>&gt; Fire signs (location of fire alarms and fire fighting equipment)</li> <li>&gt; Safety tags and lockout (danger tags, out of service tags)</li> </ul>



OHS100	
<b>Relevant authorities may include:</b>	<ul style="list-style-type: none"> <li>&gt; Emergency services (eg police, ambulance, fire brigade, emergency rescue)</li> <li>&gt; OHS regulatory authority</li> <li>&gt; Supervisor.</li> </ul>
<b>Incidents may include:</b>	<ul style="list-style-type: none"> <li>&gt; Accidents resulting in personal injury or damage to property</li> <li>&gt; Near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence.</li> </ul>
<b>General procedures for responding to incidents and emergencies may include:</b>	<ul style="list-style-type: none"> <li>&gt; Basic emergency response (keep calm, raise alarm, obtain help)</li> <li>&gt; Evacuation</li> <li>&gt; Referring to workplace emergency plans and documentation</li> <li>&gt; Notification of designated OHS personnel and authorities</li> <li>&gt; Notification of emergency services (eg when and how).</li> </ul>
<b>Emergencies may include:</b>	<ul style="list-style-type: none"> <li>&gt; Fire</li> <li>&gt; Toxic and/or flammable vapours emission</li> <li>&gt; Vehicle/mobile plant accident</li> <li>&gt; Structural collapse</li> <li>&gt; Chemical spill</li> <li>&gt; Injury to personnel.</li> </ul>



## OHS100

<p><b>Personal Protective Equipment may include:</b></p>	<ul style="list-style-type: none"> <li>&gt; Protective, well fitting clothing</li> <li>&gt; Arm guards</li> <li>&gt; Aprons</li> <li>&gt; High visibility retro reflective vests</li> <li>&gt; Safety footwear</li> <li>&gt; Hard hat</li> <li>&gt; Eye protection</li> <li>&gt; Hearing protection</li> <li>&gt; Gloves</li> <li>&gt; Respiratory protection</li> <li>&gt; UV protective clothing and sunscreen.</li> </ul>
<p><b>Fire safety equipment may include:</b></p>	<ul style="list-style-type: none"> <li>&gt; Fire fighting equipment</li> <li>&gt; Fire blankets</li> <li>&gt; Breathing apparatus.</li> </ul>

### 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 Guidelines for this Training Package.

**Critical aspects of assessment:**

Evidence must confirm personal awareness of the following:

- > Applicable OHS legislative and safety requirements for work role, including duty of care
- > The range of common workplace hazards and procedures for the assessment of risk and application of the hierarchy of control
- > OHS communication processes, information and documentation including the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries; and
- > General procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE.



## OHS100

### **Context of and specific resources for assessment:**

- > Resources must be available to support the assessment, including participant materials and other information or equipment related to the skills and knowledge covered
- > It is recommended that the assessment tool designed specifically to support this unit of competency would provide consistency in assessment outcomes
- > A range of other assessment tools and resources should be used to suit the learning preferences or special learning needs of individual participants.

### **Methods of assessment:**

- > Assessment methods must satisfy the endorsed Assessment Guidelines of the relevant Training Package
- > Assessment methods must confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge.





<b>OHS200</b>	
<b>Participate in OHS processes</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions
<b>Employability Skills</b>	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 of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	This unit is intended for application during induction of new entrants to the workplace and where worker has basic operational knowledge and skills for a limited range of tasks and problems. Includes apprentices, trainees and casual workers  Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices
<b>ELEMENT</b>  <b>Elements define the essential outcomes of a unit of competency.</b>	<b>PERFORMANCE CRITERIA</b>  The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Plan and prepare to work safely</b>	1.1 Identify hazards in the work area, and take action to control risk for those hazards the employee can correct  1.2 Report those hazards the employee cannot correct and inadequacies in control measures, in accordance with organisation procedures  1.3 Carry out pre-start checks as required according to work procedures
<b>2. Conduct work safely</b>	2.1 Use personal protective equipment correctly and maintain when required  2.2 Follow work procedures and workplace instructions for ensuring safety when planning and conducting work  2.3 Report incidents and injuries to designated personnel  2.4 Undertake OHS housekeeping in work area



## OHS200

### **3. Participate in OHS consultative activities**

- 3.1 Make a constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities
- 3.2 Raise OHS issues with designated personnel according to organisation procedures
- 3.3 Provide input to improve workplace OHS systems and processes, according to organisation procedures, to eliminate hazards or reduce risk

### **4. Follow emergency response procedures**

- 4.1 Identify and report emergency situations
- 4.2 Follow organisation procedures for responding to emergencies
- 4.3 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees



## OHS200

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Essential knowledge:

- > Safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- > Legal rights and responsibilities of the workplace parties
- > The difference between hazard and risk
- > Nature of common workplace hazards such as chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- > Standard emergency signals, alarms and required responses
- > A basic understanding of the hierarchy of control
- > Safety measures related to common workplace hazards
- > Sources of OHS information in the workplace with some limited knowledge of external sources of OHS information
- > The roles and responsibilities of employees, supervisors and managers in the workplace
- > Roles and responsibilities of OHS representatives, OHS committees and employers
- > Workplace specific information including:
  - hazards of the particular work environment
  - potential emergencies relevant to the workplace
  - designated person(s) for raising OHS issues
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of PPE and emergency response; and
  - potential emergency situations, alarms and signals, and required response.



## OHS200

### Essential skills and attributes:

Ability to:

- > Follow clear, logical verbal or clear, logical Plain English written instructions
- > Interpret selected pictorial/graphical and written signs/instructions
- > Clarify meaning with peers and supervisors; and
- > Give accurate verbal or written descriptions of incidents or hazards.

Preparedness to be involved in OHS activities, including inspections and meetings

### 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. Add any 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.

#### A hazard is:

A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

#### Specific hazards may include, but are not limited to:

- > Chemicals
- > Bodily fluids
- > Sharps
- > Noise
- > Manual handling
- > Work posture
- > Underfoot hazards
- > Moving parts of machinery
- > Cytotoxic medicines and waste.

#### Other workplace hazards may include:

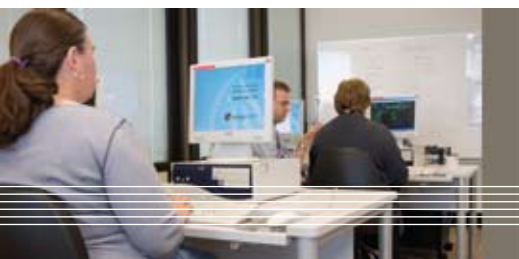
- > Occupational violence
- > Stress
- > Fatigue
- > Bullying.

#### Risk:

In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard

#### Residual risk is:

The risk which remains after controls have been implemented



<b>OHS200</b>	
<b>Personal protective equipment (PPE) includes:</b>	<p>Equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include:</p> <ul style="list-style-type: none"> <li>&gt; head protection</li> <li>&gt; face and eye protection</li> <li>&gt; respiratory protection</li> <li>&gt; hearing protection</li> <li>&gt; hand protection</li> <li>&gt; clothing and footwear.</li> </ul>
<b>Incidents include:</b>	Any event that has caused, or has the potential for, injury, ill-health or damage
<b>Designated personnel may include:</b>	<ul style="list-style-type: none"> <li>&gt; Team leaders</li> <li>&gt; Supervisors</li> <li>&gt; OHS representatives</li> <li>&gt; OHS committee members</li> <li>&gt; Managers</li> <li>&gt; Organisation OHS personnel</li> <li>&gt; Other persons designated by the organisation</li> <li>&gt; Employers in office based practice.</li> </ul>
<b>OHS housekeeping includes:</b>	Workplace and personal routines designed to improve health and safety; for example, cleaning up spills, keeping walkways, exits and traffic areas clear
<b>Emergency situations may include</b>	<p>Any abnormal or sudden event that requires immediate action such as:</p> <ul style="list-style-type: none"> <li>&gt; serious injury events</li> <li>&gt; events requiring evacuation</li> <li>&gt; fires and explosions</li> <li>&gt; hazardous substance and chemical spills</li> <li>&gt; explosion and bomb alerts</li> <li>&gt; security emergencies, such as armed robberies, intruders and disturbed persons</li> <li>&gt; internal emergencies, such as loss of power or water supply and structural collapse</li> <li>&gt; external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation.</li> </ul>



## OHS200

### 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 Guidelines for this Training Package.

#### Critical aspects of assessment:

- > To demonstrate competence in this unit, a candidate must be able to provide evidence of the application of their knowledge of OHS:
  - in an actual or simulated workplace context involving relevant work processes
  - to their own health and safety within their work area
  - to that of others who may be affected by their actions
- > A candidate must also be able to provide evidence of participating in workplace OHS processes
- > Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:
  - workplace demonstration, simulation exercise, scenario or role play
  - indirect evidence from workplace supervisor reports and workplace documentation.

#### Products that could be used as evidence include:

- > Verbal and written responses to verbal, pictorial, or physical scenarios
- > Demonstrated action to scenarios, simulations, role plays
- > Completed hazard or incident reports, completed workplace inspection checklists
- > Reports from work group members, supervisor.

#### Processes that could be used as evidence include:

- > How contributions were made to consultative processes; and
- > How hazard inspections were carried out.



## OHS200

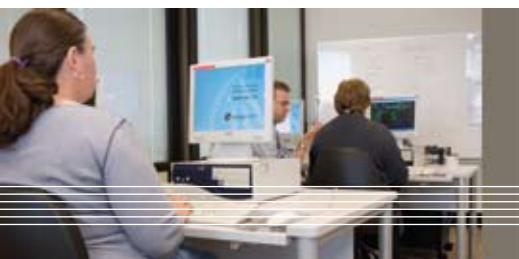
### **Access and equity considerations:**

- > All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- > All workers should develop their ability to work in a culturally diverse environment
- > In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- > Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.



<b>OHS300</b>	
<b>Contribute to OHS processes</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others
<b>Employability Skills</b>	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 of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	This unit is intended for application by a skilled worker with little or no responsibility for others  Workers are likely to perform work activities requiring a range of well developed skills where some discretion and judgment is required  Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices
<b>ELEMENT</b>  <b>Elements define the essential outcomes of a unit of competency.</b>	<b>PERFORMANCE CRITERIA</b>  The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Plan and conduct work safely</b>	<p>1.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes, guidance material and workplace safe working procedures</p> <p>1.2 Identify hazards as part of work planning and work process</p> <p>1.3 Address identified hazards prior to starting work using judgement within defined scope of responsibilities</p> <p>1.4 Report inadequacies in control measures according to organisation procedures</p> <p>1.5 Report incidents and injuries in line with organisation policies and procedures</p> <p>1.6 Undertake OHS housekeeping in work area</p>





<b>OHS300</b>	
<b>2. Support others in working safely</b>	<p>2.1 Provide information on safe work practices and work procedures with members of the work group</p> <p>2.2 Check the OHS practices of less experienced members of the workgroup</p> <p>2.3 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely</p> <p>2.4 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures</p>
<b>3. Contribute to OHS participative processes</b>	<p>3.1 Raise OHS issues in accordance with organisation procedures</p> <p>3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety</p> <p>3.3 Provide assistance to workgroup members to contribute to workplace safety</p> <p>3.4 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees</p>
<b>4. Contribute to hazard identification, OHS risk assessment and risk control activities</b>	<p>4.1 Report identified hazards and inadequacies in risk controls</p> <p>4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures</p> <p>4.3 Contribute to risk assessments</p> <p>4.4 Provide input to development and implementation of control measures, with reference to the hierarchy of control</p>
<b>5. Participate in the control of emergency situations</b>	<p>5.1 Identify emergency signals and alarms and responded to them appropriately</p> <p>5.2 Take initial action to control/confine emergency according to organisation procedures, and taking account of the nature and scope of the emergency</p> <p>5.3 Implement emergency response procedures within scope of training and competence</p>



## OHS300

### REQUIRED SKILLS AND KNOWLEDGE

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

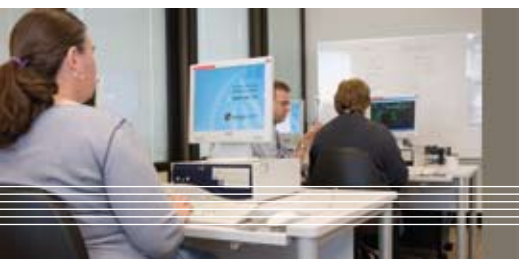
#### Essential knowledge:

- > Safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
- > The difference between hazard and risk
- > Sources of OHS information within in the workplace with knowledge of external sources of OHS information
- > Nature of common workplace hazards such as chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- > Basic hazard identification procedures such as workplace inspections and review of workplace data
- > Standard emergency signals, alarms and required responses
- > Principles of basic risk assessment
- > Hierarchy of control and its application
- > PPE requirements including use, storage and maintenance
- > Roles and responsibilities of employees, supervisors and managers in the workplace
- > Roles and responsibilities of OHS representatives and OHS committees
- > Workplace specific information including:
  - hazards of the particular work environment
  - hazard identification procedures relevant o the hazards in their workplace
  - designated person(s) for raising OHS issues
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and OHS issue resolution, consultation, use of PPE and emergency response
  - potential emergency situations, alarms and signals and required response.
- > The legal rights and responsibilities of the workplace parties.

#### Essential skills:

Ability to:

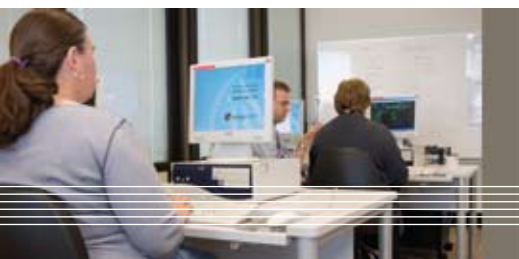
- > Check the workplace for hazards and risks using an itemised checklist
- > Provide advice and feedback in a constructive and supportive manner.



OHS300	
<p><b>RANGE STATEMENT</b></p> <p>The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any 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.</p>	
<p><b>Hazard identification is</b></p>	<p>The process of identifying sources of harm, and may be required:</p> <ul style="list-style-type: none"> <li>&gt; before new forms of work and organisation of work are implemented</li> <li>&gt; before changes are made to workplace, equipment, work processes or work arrangements</li> <li>&gt; as part of planning major tasks or activities, such as equipment shutdowns</li> <li>&gt; following an incident report</li> <li>&gt; when new knowledge becomes available</li> <li>&gt; at regular intervals during normal operations</li> <li>&gt; prior to disposal of equipment, or materials.</li> </ul>
<p><b>A hazard is:</b></p>	<p>A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these</p>
<p><b>Specific hazards may include, but are not limited to:</b></p>	<ul style="list-style-type: none"> <li>&gt; Chemicals</li> <li>&gt; Bodily fluids</li> <li>&gt; Sharps</li> <li>&gt; Noise</li> <li>&gt; Manual handling</li> <li>&gt; Work posture</li> <li>&gt; Underfoot hazards</li> <li>&gt; Moving parts of machinery</li> <li>&gt; Cytotoxic medicines and waste.</li> </ul>
<p><b>Other workplace hazards may include:</b></p>	<ul style="list-style-type: none"> <li>&gt; Occupational violence</li> <li>&gt; Stress</li> <li>&gt; Fatigue</li> <li>&gt; Bullying .</li> </ul>



<b>OHS300</b>	
<b>Risk:</b>	In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
<b>Residual risk is</b>	The risk which remains after controls have been implemented
<b>Organisation procedures include:</b>	<p>Policies and procedures underpinning the management of OHS, including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and injury reporting</li> <li>&gt; hazard identification, risk assessment and control</li> <li>&gt; consultation and participation</li> <li>&gt; quality system documentation.</li> </ul>
<b>OHS housekeeping includes:</b>	Workplace and personal routines designed to improve health and safety; for example, cleaning up spills, keeping walkways, exits and traffic areas clear
<b>Information includes:</b>	<ul style="list-style-type: none"> <li>&gt; Hazard, incident and investigation reports</li> <li>&gt; Workplace inspection reports</li> <li>&gt; Incident investigation reports</li> <li>&gt; Minutes of meetings</li> <li>&gt; Job safety analyses (JSAs) and risk assessments</li> <li>&gt; Material safety data sheets (MSDSs) and registers</li> <li>&gt; Employees handbooks</li> <li>&gt; Manufacturers' manuals and specifications</li> <li>&gt; Information from OHS representatives</li> <li>&gt; Reports from OHS committee</li> <li>&gt; Information from external sources on hazards and risk relevant to the work group.</li> </ul>
<b>Work procedures include:</b>	<ul style="list-style-type: none"> <li>&gt; Standard operating procedures</li> <li>&gt; Batch specifications</li> <li>&gt; Operator or manufacturer manuals</li> <li>&gt; Procedures for selecting, fitting, using and maintaining personal protective equipment.</li> </ul>



<b>OHS300</b>	
<b>Mentoring and coaching may include:</b>	<ul style="list-style-type: none"> <li>&gt; Providing guidance and explanation on implementation of work and organisation procedures</li> <li>&gt; Providing feedback</li> <li>&gt; Providing encouragement</li> <li>&gt; Assisting with problem solving.</li> </ul>
<b>Incidents include:</b>	Any event that has caused or has the potential for injury, ill-health or damage
<b>Other workplace documentation may include:</b>	<ul style="list-style-type: none"> <li>&gt; Job checklists, schedules</li> <li>&gt; Workplace inspection checklists.</li> </ul>
<b>Risk controls include:</b>	The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard
<b>Designated persons may include:</b>	<ul style="list-style-type: none"> <li>&gt; Team leaders</li> <li>&gt; Supervisors</li> <li>&gt; OHS representatives</li> <li>&gt; OHS committee members</li> <li>&gt; Managers</li> <li>&gt; Organisation OHS personnel</li> <li>&gt; Other persons designated by the organisation.</li> </ul>
<b>Hierarchy of control is:</b>	<p>The preferred order of control measures for OHS risks:</p> <ul style="list-style-type: none"> <li>&gt; elimination — controlling the hazard at the source</li> <li>&gt; substitution e.g. replacing one substance or activity at the source</li> <li>&gt; engineering e.g. installing guards on machinery</li> <li>&gt; administration — policies and procedures for safe work practices</li> <li>&gt; Personal Protective Equipment e.g. respirators, ear plugs.</li> </ul>
<b>Emergency signals and alarms may include:</b>	<ul style="list-style-type: none"> <li>&gt; Machinery malfunction alarms</li> <li>&gt; Fire alarms</li> <li>&gt; Evacuation alarms or announcements</li> <li>&gt; Reversing beepers on mobile plant.</li> </ul>



<b>OHS300</b>	
<p><b>Emergency may include any abnormal or sudden event that requires immediate action such as:</b></p>	<ul style="list-style-type: none"> <li>&gt; Serious injury events</li> <li>&gt; Events requiring evacuation</li> <li>&gt; Fires and explosions</li> <li>&gt; Hazardous substance and chemical spills</li> <li>&gt; Explosion and bomb alerts</li> <li>&gt; Security emergencies, such as armed robberies, intruders and disturbed persons</li> <li>&gt; Internal emergencies, such as loss of power or water supply and structural collapse</li> <li>&gt; External emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation.</li> </ul>
<p><b>EVIDENCE GUIDE</b></p> <p>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 Guidelines for this Training Package.</p>	
<p><b>Critical aspects of assessment:</b></p>	<p>To demonstrate competence in this unit, a candidate must be able to provide evidence of contribution to OHS processes in the workplace. This includes:</p> <ul style="list-style-type: none"> <li>&gt; addressing their own health and safety</li> <li>&gt; addressing that of others who may be affected by their actions</li> <li>&gt; supporting members of the workgroup who may be less experienced in the workplace in regard to OHS matters</li> <li>&gt; taking some initiative to address hazards and manage risks at a systemic level</li> </ul> <p>Evidence gathered by an assessor to determine competence will include practical demonstration of competence, including:</p> <ul style="list-style-type: none"> <li>&gt; workplace demonstration, simulation exercise, scenario or role play</li> <li>&gt; indirect evidence from workplace supervisor reports, workplace documentation, and written responses to problems, scenarios and case studies.</li> </ul> <p>Evidence of workplace performance over time must be obtained to inform a judgement of competence.</p>

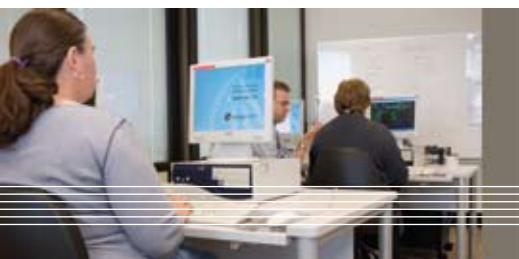


<b>OHS300</b>	
<b>Products that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; Verbal and written responses to verbal, pictorial or physical scenarios</li> <li>&gt; Demonstrated response to scenarios, simulations, role plays</li> <li>&gt; Completed hazard or incident reports, completed workplace inspection checklists</li> <li>&gt; Reports from workgroup members, supervisors.</li> </ul>
<b>Processes that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; How workplace checks/inspections are carried out</li> <li>&gt; How hazards are addressed</li> <li>&gt; How mentoring of fellow workgroup members is undertaken.</li> </ul>
<b>Access and equity considerations:</b>	<ul style="list-style-type: none"> <li>&gt; All workers should be aware of access and equity issues in relation to their own area of work</li> <li>&gt; All workers should develop their ability to work in a culturally diverse environment</li> <li>&gt; In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people</li> <li>&gt; Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.</li> </ul>



<b>OHS400</b>	
<b>Maintain OHS processes</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes
<b>Employability Skills</b>	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 of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	This unit is intended to be applied at the level of team leader or supervisor  Workers are likely to perform a broad range of complex and non-routine activities together with leadership and guidance in planning and organising activities for a small work group  Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices
<b>ELEMENT</b>  <b>Elements define the essential outcomes of a unit of competency.</b>	<b>PERFORMANCE CRITERIA</b>  The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Provide information to the work group</b>	<p>1.1 Clearly and accurately explain to the work group relevant provisions of OHS legislation, standards, codes of practice/ compliance codes, guidance material and safe working procedures and practices</p> <p>1.2 Provide information on organisation policies and procedures in a readily accessible manner and clearly explain to the work group</p> <p>1.3 Explain roles and responsibilities of workplace OHS representatives and OHS committees</p> <p>1.4 Provide information to the work group, in an accessible and understandable format, on hazards, the outcomes of risk assessments, and required risk controls</p>

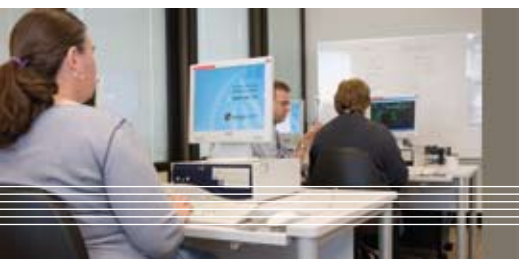




<b>OHS400</b>	
<b>2. Ensure others are able to implement safe work practices</b>	<p>2.1 Ensure personal protective equipment appropriate to the work is available and functional</p> <p>2.2 Implement processes to confirm that others in the work group can identify hazards and required risk controls and are following safe work practices, and organisation policies and procedures</p> <p>2.3 Identify OHS training needs and either address or report these needs to those with control</p>
<b>3. Implement OHS participative processes</b>	<p>3.1 Consult with the work group and provide advice in relation to OHS matters relevant to their work</p> <p>3.2 Ensure OHS issues raised are dealt with promptly, and in accordance with organisation procedures and legislative requirements, or referred to appropriate personnel</p> <p>3.3 Record outcomes of consultation regarding OHS and promptly communicate these outcomes to the work group</p>
<b>4. Monitor compliance with work procedures</b>	<p>4.1 Check work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate persons</p> <p>4.2 Identify and address any deviations from procedures or report to appropriate persons</p> <p>4.3 Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies or report to appropriate persons</p> <p>4.4 Monitor OHS housekeeping practices to ensure that workplace standards are maintained, and take action to address any deficiencies</p> <p>4.5 Ensure own behaviour is consistent with organisation safe working procedures and practices</p>



<b>OHS400</b>	
<b>5. Implement hazard identification, risk assessment and risk control procedures</b>	<p>5.1 Ensure hazards are identified and eliminated with residual risk reported according to organisation procedures</p> <p>5.2 Conduct risk assessments</p> <p>5.3 Develop control measures, taking account of the hierarchy of control</p> <p>5.4 Implement and support outcomes of risk assessments and identified risk controls</p> <p>5.5 Identify and address and/or report deficiencies in OHS risk controls according to organisation procedures</p> <p>5.6 Identify personal professional limitations and seek expert advice as required</p>
<b>6. Implement organisation procedures for maintaining OHS records</b>	<p>6.1 Obtain feedback to ensure that workgroup is aware of organisation reporting requirements</p> <p>6.2 Review OHS records to confirm that they are completed in an accurate, thorough and timely manner in accordance with legislative and organisation requirements</p> <p>6.3 Use aggregate information and data from records to identify hazards and monitor risk controls</p>
<b>7. Implement emergency procedures</b>	<p>7.1 Obtain feedback to ensure that emergency procedures are available and known by the work group</p> <p>7.2 Implement processes to ensure that emergency equipment is available and routinely checked for functionality</p> <p>7.3 Implement processes to ensure that others in the workgroup are able to respond appropriately to emergencies</p> <p>7.4 Conduct or contribute to investigations to identify cause of emergencies</p> <p>7.5 Identify and implement or support control measures to prevent recurrence and minimise risk of emergencies</p>



## OHS400

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Essential knowledge:

- > The difference between hazard and risk
- > Sources of OHS information both internal and external to the workplace
- > General duty requirements of OHS legislation and also regulatory requirements relevant to the particular industry/type of work site
- > The roles and responsibilities of employees, supervisors and managers in the workplace
- > Nature of common workplace hazards such as chemicals, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- > Knowledge and understanding of guidance material including codes of practice/compliance codes relevant to the particular industry/type of work site
- > Hazard identification procedures such as workplace inspections and review of workplace data
- > Principles of risk assessment
- > The hierarchy of control and its application
- > PPE requirements including use, storage and maintenance
- > Legislative requirements for record keeping and reporting
- > Standards and guidelines related to emergency procedures
- > Roles and responsibilities of OHS representatives and OHS committees
- > Workplace specific information including:
  - hazards of the particular work environment
  - hazard identification procedures relevant to the hazards in their work place
  - risk controls for specific hazards
  - designated person(s) for raising OHS issues
  - organisation procedures related to OHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
  - work procedures related to the work of the team/work group including use of PPE and emergency response
  - potential emergency situations, alarms and signals and required response.



## OHS400

### Essential skills and attributes:

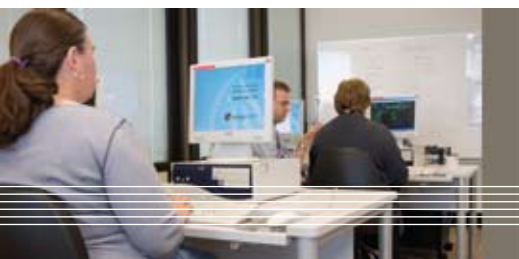
Ability to:

- > Use technical skills to access OHS information
- > Use language and literacy skills to interpret OHS documentation
- > Communicate with personnel in the work team, other work teams, managers and experts advisers
- > Supervise and direct staff
- > Conduct team meetings
- > Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

### 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. Add any 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.

<b>OHS legislation includes:</b>	Commonwealth, state and territory OHS acts and regulations
<b>Standards include:</b>	<p>Documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases</p> <p>Standards are of an advisory nature only, except where a law adopts the standard and thus makes it mandatory</p> <p>They may be called up as evidence in court or other enforcement action</p>
<b>Codes of practice/compliance codes are:</b>	<p>Documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards</p> <p>Codes of practice/compliance codes may:</p> <ul style="list-style-type: none"> <li>&gt; be incorporated into regulations</li> <li>&gt; not relate to a standard</li> <li>&gt; be called up as evidence in court or other enforcement action.</li> </ul>
<b>Guidance material:</b>	<p>Is an advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance</p> <p>Advises on 'what to do' and 'how to do it'</p> <p>Has no legal standing</p>



<b>OHS400</b>	
<b>Organisation policies and procedures include:</b>	<p>Policies and procedures underpinning the management of OHS including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and injury reporting</li> <li>&gt; hazard identification, risk assessment and control</li> <li>&gt; consultation and participation</li> <li>&gt; incident investigation</li> <li>&gt; quality system documentation.</li> </ul>
<b>A hazard is:</b>	A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these
<b>Specific safety related hazards may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>&gt; Chemicals,</li> <li>&gt; Bodily fluids</li> <li>&gt; Sharps</li> <li>&gt; Noise</li> <li>&gt; Manual handling</li> <li>&gt; Work posture</li> <li>&gt; Underfoot hazards</li> <li>&gt; Moving parts of machinery</li> <li>&gt; Cytotoxic medicines and waste.</li> </ul>
<b>Other workplace hazards may include:</b>	<ul style="list-style-type: none"> <li>&gt; Occupational violence</li> <li>&gt; Stress</li> <li>&gt; Fatigue</li> <li>&gt; Bullying.</li> </ul>
<b>Risk:</b>	In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
<b>Risk assessments involve analysing a hazard to:</b>	<p>Identify factors influencing the risk and the range of potential consequences:</p> <ul style="list-style-type: none"> <li>&gt; effectiveness of existing controls</li> <li>&gt; likelihood of each consequence considering exposure and hazard level</li> <li>&gt; And combining these in some way to obtain a level of risk.</li> </ul>
<b>Risk controls include:</b>	The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard



## OHS400

### **Personal protective equipment (PPE) includes:**

Equipment worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include:

- > head protection
- > face and eye protection
- > respiratory protection
- > hearing protection
- > hand protection
- > clothing and footwear.

### **Work procedures include:**

- > Standard operating procedures
- > Batch specifications
- > Operator or manufacturer manuals
- > Procedures for selecting, fitting, using and maintaining personal protective equipment.

### **Hazard identification is:**

The process of identifying sources of harm and may be required:

- > at design or pre purchase of equipment and materials
- > at commissioning or pre-implementation of new processes or practices
- > before new forms of work and organisation of work are implemented
- > before changes are made to workplace, equipment, work processes or work arrangements
- > as part of planning major tasks or activities, such as equipment shutdowns
- > following an incident report
- > when new knowledge becomes available
- > at regular intervals during normal operations
- > prior to disposal of equipment, buildings or materials.

### **Reporting processes include:**

- > Hazards reports
- > Maintenance requests and reports
- > Reports on completion of inspections
- > Incident reports
- > Reports of non-compliance with work procedures
- > Reporting on progress of action plans.



<b>OHS400</b>	
<b>OHS housekeeping practices address items such as:</b>	<ul style="list-style-type: none"> <li>&gt; Workplace cleanliness and tidiness</li> <li>&gt; Unobstructed walkways and emergency exits</li> <li>&gt; Underfoot conditions</li> <li>&gt; Work space around equipment and machinery</li> <li>&gt; Functioning services such as lighting, air flow and ventilation, emergency lighting</li> <li>&gt; Storage areas including manual handling issues, storage, personal protective equipment</li> <li>&gt; Signage.</li> </ul>
<b>Residual risk is:</b>	The risk which remains after controls have been implemented
<b>Hierarchy of control is:</b>	<p>The preferred order of control measures for OHS risks:</p> <ul style="list-style-type: none"> <li>&gt; elimination — controlling the hazard at the source</li> <li>&gt; substitution e.g. replacing one substance or activity at the source</li> <li>&gt; engineering e.g. installing guards on machinery</li> <li>&gt; administration — policies and procedures for safe work practices</li> <li>&gt; Personal Protective Equipment e.g. respirators, ear plugs.</li> </ul>



## OHS400

### **Expert advice can be obtained from:**

Persons either internal or external to the organisation including:

- > safety professionals
- > ergonomists
- > occupational hygienists
- > audiologists
- > safety engineers
- > toxicologists
- > occupational health professionals
- > OHS representatives
- > OHS committees

Other persons providing specific technical knowledge or expertise in areas related to OHS including:

- > risk managers
- > health professionals
- > injury management advisors
- > legal practitioners with experience in OHS
- > engineers (e.g. design, acoustic, mechanical, civil)
- > security and emergency response personnel
- > workplace trainers and assessors
- > maintenance and trade persons.

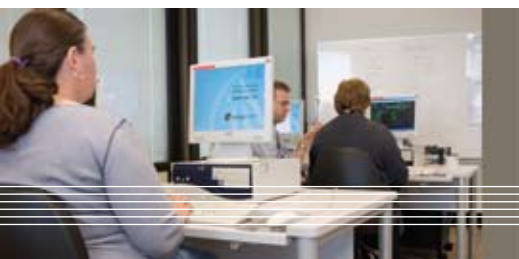




OHS400	
<b>OHS records may include:</b>	<ul style="list-style-type: none"> <li>&gt; Hazard, incident and investigation reports</li> <li>&gt; Workplace inspection reports</li> <li>&gt; Incident investigation reports</li> <li>&gt; First aid records</li> <li>&gt; Minutes of meetings</li> <li>&gt; Job safety analyses (JSAs) and risk assessments</li> <li>&gt; Material safety data sheets (MSDSs) and registers</li> <li>&gt; Employee handbooks</li> <li>&gt; Plant and equipment operation records including those relevant to registered plant</li> <li>&gt; Maintenance and testing reports</li> <li>&gt; Training records</li> <li>&gt; Environmental monitoring records</li> <li>&gt; Health surveillance records.</li> </ul>
<b>Legislative requirements for record keeping include those specified under:</b>	<ul style="list-style-type: none"> <li>&gt; OHS legislation for:               <ul style="list-style-type: none"> <li>- serious incident and injury reporting</li> <li>- registered plant</li> <li>- hazardous substances and dangerous goods</li> <li>- environmental monitoring; and</li> <li>- health surveillance.</li> </ul> </li> <li>&gt; Privacy legislation</li> </ul>



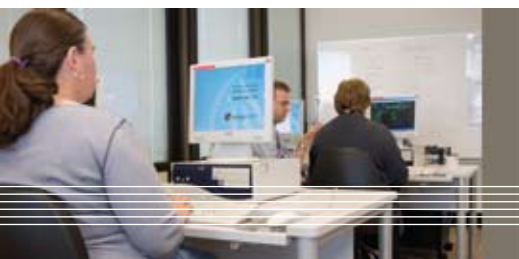
OHS400	
<p><b>Emergencies may include any abnormal or sudden event that requires immediate action such as:</b></p>	<ul style="list-style-type: none"> <li>&gt; Serious injury events</li> <li>&gt; Events requiring evacuation</li> <li>&gt; Fires and explosions</li> <li>&gt; Hazardous substance and chemical spills</li> <li>&gt; Explosion and bomb alerts</li> <li>&gt; Security emergencies, such as armed robberies, intruders and disturbed persons</li> <li>&gt; Internal emergencies, such as loss of power or water supply and structural collapse</li> <li>&gt; External emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation</li> </ul>
<p><b>Emergency equipment is equipment required as part of the emergency response by the organisation and includes:</b></p>	<ul style="list-style-type: none"> <li>&gt; First aid equipment</li> <li>&gt; Eye wash shower or portable eye washes</li> <li>&gt; Fire extinguishers and equipment</li> <li>&gt; Communication equipment</li> <li>&gt; Evacuation alarms</li> <li>&gt; Evacuation equipment, especially that for disabled persons</li> <li>&gt; Torches</li> <li>&gt; Items of clothing such as coloured hats and vests.</li> </ul>
<p><b>Incidents include:</b></p>	<p>Any event that has caused or has the potential for injury, ill-health or damage</p>
<p><b>EVIDENCE GUIDE</b></p> <p>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 Guidelines for this Training Package.</p>	



OHS400	
<b>Critical aspects of assessment:</b>	<ul style="list-style-type: none"> <li>&gt; To demonstrate competence in this unit, a candidate must be able to provide evidence of maintaining OHS processes in the workplace particularly in relation to the supervision of a small workgroup</li> <li>&gt; Evidence gathered by an assessor to determine competence will include:               <ul style="list-style-type: none"> <li>- written or verbal responses to scenarios and case studies</li> <li>- provision of workplace examples</li> <li>- evidence from workplace supervisor reports</li> <li>- portfolio of workplace documentation.</li> </ul> </li> <li>&gt; Evidence of workplace performance over time must be obtained to inform a judgement of competence.</li> </ul>
<b>Products that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; Verbal and written responses to verbal, written or physical scenarios</li> <li>&gt; Completed examples of information provided to work group, risk assessments, risk controls developed, reports to managers, reports on workplace inspections, audits, emergency exercises</li> <li>&gt; Reports from work group members, supervisor.</li> </ul>
<b>Processes that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; How information transfer was organised and conducted</li> <li>&gt; How risk assessments were conducted</li> <li>&gt; How deviations from workplace procedures were addressed.</li> </ul>
<b>Access and equity considerations:</b>	<ul style="list-style-type: none"> <li>&gt; All workers should be aware of access and equity issues in relation to their own area of work</li> <li>&gt; All workers should develop their ability to work in a culturally diverse environment</li> <li>&gt; In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people</li> <li>&gt; Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.</li> </ul>



<b>OHS456</b>	
<b>Identify, assess and control OHS risk in own work</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work
<b>Employability Skills</b>	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 of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	This unit is intended for the technician or specialist work role  These technicians or specialists may, in fulfilling their work role, impact the safety of others and/or need to address their own health and safety  The unit assumes these workers are operating within a systematic approach to OHS and availability of OHS specialist advice  Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices
<b>ELEMENT</b>  <b>Elements define the essential outcomes of a unit of competency.</b>	<b>PERFORMANCE CRITERIA</b>  The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Identify hazards and assess risk associated with a product or system of work</b>	1.1 Map the life cycle of the product or system of work 1.2 Identify hazards at each stage of the life cycle 1.3 Systematically analyse the hazards to identify risk of injury, illness or damage arising from the hazard 1.4 Identify factors contributing to the risk 1.5 Assess and evaluate the product or system of work against provisions of relevant OHS legislation, standards, codes of practice/ compliance codes or guidance material 1.6 Consult potential users of the product or system of work



OHS456	
<p><b>2. Control the risk of a product or system of work</b></p>	<p>2.1 Develop risk controls based on the hierarchy of control</p> <p>2.2 Where there is a high consequence OHS risk, design fail-to-safe action into the product or system of work to minimise the impact of possible failure or defect</p> <p>2.3 Monitor product or work system development as it evolves to identify new hazards and to manage any developing risk</p> <p>2.4 Use a risk register to document residual risk and recommended actions to minimise risk</p> <p>2.5 Recognise personal professional limitations and seek expert advice as required</p> <p>2.6 Communicate the risk management process and resultant risk register to those who may use or interact with the product or system of work</p> <p>2.7 Document hazard identification, risk assessment and risk control processes and make available to those who may be affected</p>
<p><b>3. Identify hazards and assess risks in own work</b></p>	<p>3.1 Identify and access sources of OHS information</p> <p>3.2 Identify and eliminate hazards, reporting residual risk according to organisation procedures</p> <p>3.3 Use a risk register to document residual risk and actions to minimise risk based on the hierarchy of control</p>
<p><b>4. Control risk in own work</b></p>	<p>4.1 Ensure work practices follow documented work procedures</p> <p>4.2 Ensure work planning and conduct takes account of residual risk register</p> <p>4.3 Identify and address and/or report deficiencies in risk controls according to organisation procedures</p> <p>4.4 Maintain OHS records as required</p> <p>4.5 Recognise personal professional limitations and seek expert advice as required</p>



## OHS456

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Essential knowledge:

- > The difference between hazard and risk
- > Sources of OHS information both internal and external to the organisation
- > Nature of common workplace hazards such as chemicals, noise, manual handling work postures, underfoot hazards and moving parts of equipment
- > Regulatory requirements relevant to the particular industry/type of work site
- > Requirements for hazard identification and hazard identification processes
- > Principles of risk assessment particularly risk analysis
- > Examples of safety benchmarks
- > The hierarchy of control and its application
- > Principles of 'safe design' processes
- > Legislative requirements for record keeping and reporting
- > Hierarchy of control and its application
- > PPE requirements including selection, use, storage and maintenance
- > Workplace specific information including:
  - in depth knowledge of hazards of the particular work environment and how they cause harm
  - hazard identification procedures relevant to the hazards in their work place
  - work procedures
- > Organisation procedures related to OHS including:
  - hazard, incident and injury reporting
  - hazard identification, risk assessment and control
  - consultation and participation
  - incident investigation
  - record keeping.



## OHS456

### Essential skills and attributes:

Ability to:

- > Use technical skills to access OHS information
- > Use language and literacy skills to comprehend and interpret OHS legislation, guidance material and benchmarks
- > Communicate with potential users of the product or system of work, other technicians/ specialists, managers and experts advisers
- > Postulate scenarios and analyse the scenarios to identify hazards and analyse risk
- > Assimilate information from a range of sources
- > Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

### 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. Add any 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.

#### Life cycle covers:

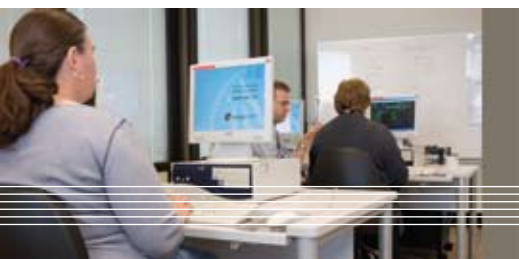
All phases in the life of a product or system of work and may include:

- > design and development
- > manufacture, construction, assembly
- > import, supply, distribution
- > sale, hire or lease
- > storage
- > transport
- > installation, erection and commissioning
- > use, operation, consumption
- > maintenance, servicing, cleaning, adjustment, inspection, repair, modification, refurbishment, renovation
- > recycling, resale
- > decommissioning, dismantling, demolition, discontinuance, disposal.



<b>OHS456</b>	
<b>Product is:</b>	<p>The output of the work, which may include:</p> <ul style="list-style-type: none"> <li>&gt; development</li> <li>&gt; production</li> </ul> <p>modification of physical objects, such as:</p> <ul style="list-style-type: none"> <li>&gt; plant</li> <li>&gt; equipment</li> <li>&gt; tool</li> <li>&gt; fitting</li> <li>&gt; fixture</li> <li>&gt; consumables</li> <li>&gt; Products may be for use inside organisation or for sale.</li> </ul>
<b>System of work is:</b>	<ul style="list-style-type: none"> <li>&gt; Work process</li> <li>&gt; Work practice or procedure</li> <li>&gt; The way work is organised such as: <ul style="list-style-type: none"> <li>- team and supervision structure</li> <li>- reporting lines</li> <li>- roster</li> <li>- geographical location.</li> </ul> </li> </ul>
<b>Map includes:</b>	<ul style="list-style-type: none"> <li>&gt; People who may use or interface with the product or system of work; and</li> <li>&gt; The range of uses of the product or system of work, both intended and unintended.</li> </ul>
<b>A hazard is:</b>	<p>A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these</p>

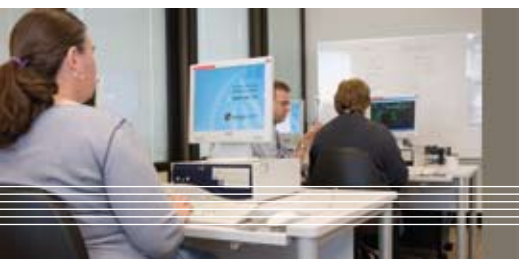




OHS456	
<b>Specific safety related hazards may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>&gt; Chemicals,</li> <li>&gt; Bodily fluids</li> <li>&gt; Sharps</li> <li>&gt; Noise</li> <li>&gt; Manual handling</li> <li>&gt; Work posture</li> <li>&gt; Underfoot hazards</li> <li>&gt; Moving parts of machinery</li> <li>&gt; Cytotoxic medicines and waste.</li> </ul>
<b>Other workplace hazards may include:</b>	<ul style="list-style-type: none"> <li>&gt; Occupational violence</li> <li>&gt; Stress</li> <li>&gt; Fatigue</li> <li>&gt; Bullying.</li> </ul>
<b>Analysis involves analysing a hazard to:</b>	<p>Identify:</p> <ul style="list-style-type: none"> <li>&gt; factors influencing the risk and the range of potential consequences</li> <li>&gt; effectiveness of existing controls</li> <li>&gt; likelihood of each consequence considering exposure and hazard level.</li> </ul> <p>Combine these in some way to obtain a level of risk.</p>
<b>Risk:</b>	in relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
<b>OHS legislation includes:</b>	Commonwealth, state and territory OHS Acts and regulations
<b>Standards include:</b>	<p>Documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases</p> <p>Standards are of an advisory nature only, except where a law adopts the standard and thus makes it mandatory</p> <p>Standards may be called up as evidence in court or other enforcement action</p>
<b>Codes of practice/ compliance codes are:</b>	<p>Documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards</p> <p>Codes of practice/compliance codes may:</p> <ul style="list-style-type: none"> <li>&gt; be incorporated into regulations</li> <li>&gt; not relate to a standard</li> <li>&gt; be called up as evidence in court or other enforcement action.</li> </ul>



<b>OHS456</b>	
<b>Guidance material:</b>	<p>Is an advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance</p> <p>Advises on 'what to do' and 'how to do it'</p> <p>Has no legal standing</p>
<b>Risk controls include:</b>	<p>The devices and methods to:</p> <ul style="list-style-type: none"> <li>&gt; where practicable, eliminate the hazard; and</li> <li>&gt; where this is not practicable, minimise the risk associated with the hazard.</li> </ul>
<b>Hierarchy of control is:</b>	<p>The preferred order of control measures for OHS risks:</p> <ul style="list-style-type: none"> <li>&gt; elimination — controlling the hazard at the source</li> <li>&gt; substitution e.g. replacing one substance or activity at the source</li> <li>&gt; engineering e.g. installing guards on machinery</li> <li>&gt; administration — policies and procedures for safe work practices</li> <li>&gt; Personal Protective Equipment e.g. respirators, ear plugs.</li> </ul>
<b>High consequence OHS risk includes:</b>	<p>High impact events that usually occur rarely such as explosions, fires and building collapses but may result in very serious injury, death or multiple death situations</p>
<b>Fail-to-safe includes:</b>	<p>Design features of equipment that ensure a failure or defect, or another factor such as loss of power, results in the equipment being left in a safe condition</p>
<b>Risk register is a document detailing:</b>	<ul style="list-style-type: none"> <li>&gt; A list of hazards, their location and people exposed</li> <li>&gt; A range of possible scenarios or circumstances under which these hazards may cause injury or damage</li> <li>&gt; Nature of injury or damage caused; and</li> <li>&gt; The results of the risk assessment.</li> </ul> <p>And may also include:</p> <ul style="list-style-type: none"> <li>&gt; Possible control measures and dates for implementation.</li> </ul>
<b>Residual risk is:</b>	<p>The risk which remains after controls have been implemented</p>



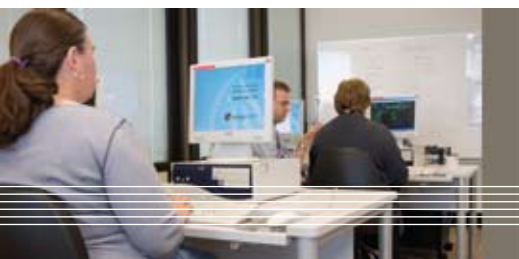
## OHS456

**Expert advice may be sought from:**

- > Persons either internal or external to the organisation including:
  - safety professionals
  - ergonomists
  - occupational hygienists
  - audiologists
  - safety engineers
  - toxicologists; and
  - occupational health professionals.
- > Other persons providing specific technical knowledge or expertise in areas related to OHS including:
  - risk managers
  - health professionals
  - injury management advisors
  - legal practitioners with experience in OHS
  - engineers (such as design, acoustic, mechanical, civil)
  - security and emergency response personnel
  - workplace trainers and assessors; and
  - maintenance and tradepersons.



OHS456	
<b>Sources of OHS information include</b>	<p>Persons, organisations and references where knowledge about OHS may be obtained</p> <p>These sources may be:</p> <p>Internal, including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and investigation reports</li> <li>&gt; workplace inspections</li> <li>&gt; incident investigations</li> <li>&gt; minutes of meetings</li> <li>&gt; Job Safety Analyses (JSAs) and risk assessments</li> <li>&gt; organisation data such as insurance records, enforcement notices and actions, workers compensation data, OHS performance data</li> <li>&gt; reports and audits</li> <li>&gt; material safety data sheets (MSDSs) and registers</li> <li>&gt; employee handbooks</li> <li>&gt; employees including employee questionnaire results</li> <li>&gt; OHS advisors</li> <li>&gt; manufacturers' manuals and specifications.</li> </ul>
	<p>External, including:</p> <ul style="list-style-type: none"> <li>&gt; regulatory bodies and OHS Acts regulations, codes and guidance material</li> <li>&gt; other relevant legislation</li> <li>&gt; Office of the Australian Safety and Compensation Council (ASCC) and the former National Occupational Health and Safety Commission (NOHSC) documents</li> <li>&gt; databases such as national and state injury data</li> <li>&gt; OHS specialists and consultants</li> <li>&gt; newspapers and journals, trade/industry publications</li> <li>&gt; internet sites</li> <li>&gt; industry networks and associations including unions and employer groups</li> <li>&gt; OHS professional bodies</li> <li>&gt; specialist advisors</li> <li>&gt; research information.</li> </ul>



<b>OHS456</b>	
<b>Organisation policies and procedures include:</b>	<p>Policies and procedures underpinning the management of OHS including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and injury reporting</li> <li>&gt; hazard identification, risk assessment and control</li> <li>&gt; consultation and participation</li> <li>&gt; incident investigation</li> <li>&gt; quality system documentation.</li> </ul>
<b>Work procedures include:</b>	<ul style="list-style-type: none"> <li>&gt; Standard operating procedures</li> <li>&gt; Batch specifications, recipes</li> <li>&gt; Operator or manufacturer manuals</li> <li>&gt; Procedures for selecting, fitting, using and maintaining personal protective equipment.</li> </ul>
<b>OHS records may include:</b>	<ul style="list-style-type: none"> <li>&gt; Hazard, incident and investigation reports</li> <li>&gt; Workplace inspection reports</li> <li>&gt; Incident investigation reports</li> <li>&gt; First aid records</li> <li>&gt; Minutes of meetings</li> <li>&gt; Job Safety Analyses (JSAs) and risk assessments</li> <li>&gt; Material safety data sheets (MSDSs) and registers</li> <li>&gt; Employees handbooks</li> <li>&gt; Plant and equipment operation records including those relevant to registered plant</li> <li>&gt; Maintenance and testing reports</li> <li>&gt; Training records</li> <li>&gt; Environmental monitoring records</li> <li>&gt; Health surveillance records.</li> </ul>
<p><b>EVIDENCE GUIDE</b></p> <p>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 Guidelines for this Training Package.</p>	



<b>OHS456</b>	
<b>Critical aspects of assessment:</b>	<ul style="list-style-type: none"> <li>&gt; To demonstrate competence in this unit, a candidate must be able to provide evidence of addressing the OHS risks specific to their technical or specialist workplace role, both in relation to their own health and safety, and to the health and safety of others who may be affected by their work.</li> <li>&gt; Evidence gathered by an assessor to determine competence will include:               <ul style="list-style-type: none"> <li>- written or verbal responses to scenarios and case studies</li> <li>- provision of workplace examples</li> <li>- evidence from workplace supervisor reports</li> <li>- portfolio of workplace documentation.</li> </ul> </li> <li>&gt; Evidence of workplace performance over time must be obtained to inform a judgement of competence.</li> </ul>
<b>Products that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; Responses to case studies, scenarios</li> <li>&gt; Completed reports, plans, risk registers, products</li> <li>&gt; Written directions, emails, memos and other information</li> <li>&gt; Reports from team leaders, senior managers, users, specialist advisors.</li> </ul>
<b>Processes that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; How risk was assessed</li> <li>&gt; How risk was controlled.</li> </ul>
<b>Access and equity considerations:</b>	<ul style="list-style-type: none"> <li>&gt; All workers should be aware of access and equity issues in relation to their own area of work</li> <li>&gt; All workers should develop their ability to work in a culturally diverse environment</li> <li>&gt; In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people</li> <li>&gt; Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.</li> </ul>

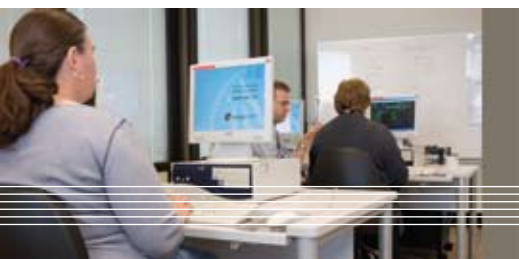


<b>OHS500</b>	
<b>Manage OHS processes</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation
<b>Employability Skills</b>	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 of competency is packaged will assist in identifying Employability Skill requirements
<b>Application</b>	This unit is intended for application by a manager of small organisation or several work groups or a larger group within an organisation  Work is likely to have a focus on maintaining already established processes and the unit assumes that OHS advice and expertise would be available  Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices
<b>ELEMENT</b>  <b>Elements define the essential outcomes of a unit of competency.</b>	<b>PERFORMANCE CRITERIA</b>  The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
<b>1. Manage OHS information and records</b>	<p>1.1 Identify and access relevant OHS legislation, standards, codes of practice/compliance codes, guidance material and other sources of OHS information and evaluate their relevance to the specific work context</p> <p>1.2 Collect and collate OHS information to provide information on OHS requirements, trends and risk controls</p> <p>1.3 Review records and record keeping processes to ensure that legal requirements for OHS record keeping are identified and addressed</p> <p>1.4 Implement and monitor processes for ensuring that OHS records are accurately completed, collected and stored in accordance with legal requirements and workplace procedures</p>



<b>OHS500</b>	
<b>2. Manage OHS participative processes</b>	<p>2.1 Monitor participative processes to ensure compliance with legislative requirements and organisation procedures</p> <p>2.2 Evaluate information provided to employees to ensure it is in a readily accessible and understandable format</p> <p>2.3 Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety</p> <p>2.4 Evaluate processes for addressing OHS issues, to ensure issues raised through consultation are resolved promptly and in line with organisation procedures and legislative requirements</p> <p>2.5 Promptly provide information about the outcomes of consultation in a format and medium that is readily accessible to employees</p>
<b>3. Manage OHS risk management processes</b>	<p>3.1 Ensure hazard, incident, and injury reporting and investigation processes are in place, to meet legislative requirements and to inform future prevention strategies</p> <p>3.2 Ensure processes are in place so that hazard identification and risk assessments occur according to organisation procedures</p> <p>3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements</p> <p>3.4 Ensure processes are in place to identify and address any OHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work</p> <p>3.5 Recognise limits of own professional expertise and consult expert advisors as required</p>





OHS500	
<p><b>4. Manage OHS training program</b></p>	<p>4.1 Ensure OHS training needs assessment is undertaken for workgroup members, that takes account of legislative and regulatory requirements, internal policies and procedures, existing skills of workgroup members and risk control requirements</p> <p>4.2 Implement and monitor training programs to ensure identified OHS training requirements are addressed</p> <p>4.3 Implement and monitor processes to ensure that all new employees receive OHS induction</p> <p>4.4 Access and consult relevant OHS and training specialists as required, in the development and implementation of the OHS training program(s)</p>
<p><b>5. Manage OHS continuous improvement process</b></p>	<p>5.1 Consider input from individuals and workgroup in identifying and implementing OHS improvement</p> <p>5.2 Determine OHS priorities in consultation with appropriate managers and stakeholders</p> <p>5.3 Develop OHS action plans taking account of priorities and training needs</p> <p>5.4 Monitor achievements against the OHS plans and update plans accordingly</p>



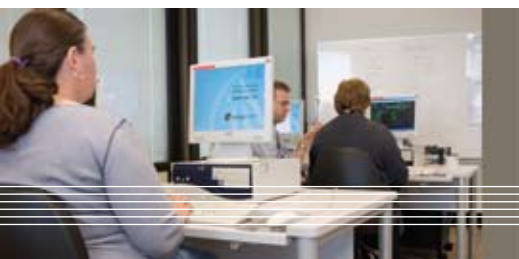
## OHS500

### REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

- > The difference between hazard and risk
- > Sources of OHS information both internal and external to the workplace
- > Understanding of OHS legislation and regulatory requirements relevant to the particular industry/type of work site
- > The roles and responsibilities of employees, supervisors and managers in the workplace
- > Legislative requirements for consultation
- > Legal and practical requirements for OHS training
- > Legal requirements for OHS record keeping and reporting
- > Knowledge and understanding of guidance material including codes of practice/compliance codes relevant to the particular industry/type of work site
- > Risk assessment process, including
  - Hazard identification procedures
  - Principles of risk assessment
  - The hierarchy of control and its application.
- > Legislative requirements for record keeping and reporting
- > Systems for identifying skill needs, for example:
  - performance reviews
  - training needs analysis
  - identifying additional training needs of learners
- > Workplace specific information including:
  - hazards of the particular work environment and how they cause harm
  - hazard identification procedures relevant to the hazards in their workplace
  - designated person(s) for raising OHS issues
  - organisation procedures related to OHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
  - awards and enterprise agreements that impact on the particular workplace
  - the characteristics and composition of the workforce and how they may impact on the management of OHS.



## OHS500

Essential skills and attributes:

Ability to:

- > Use technical skills to access OHS information
- > Use language and literacy and conceptual skills to analyse and evaluate OHS information
- > Communicate with supervisors, other managers, staff, OHS inspectors and expert advisers in a range of contexts, and using a range of media and formats.
- > Conduct effective meetings
- > Develop solutions to complex OHS problems, utilising information from a range of sources
- > Apply an action planning process
- > Assimilate information from a range of sources to evaluate effectiveness of processes
- > Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

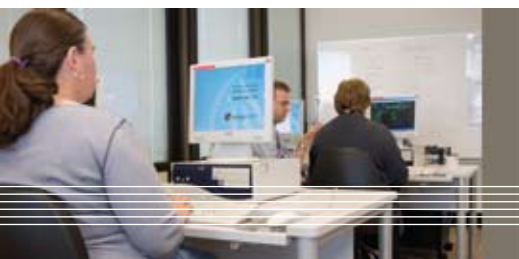
### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any 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.

<b>OHS legislation includes:</b>	Commonwealth, state and territory OHS acts and regulations
<b>Standards include:</b>	<p>Documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases</p> <p>Standards are of an advisory nature only, except where a law adopts the standard and thus makes it mandatory</p> <p>They may be called up as evidence in court or other enforcement action</p>
<b>Codes of practice/compliance codes are:</b>	<p>Documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards</p> <p>Codes of practice/compliance codes may:</p> <ul style="list-style-type: none"> <li>&gt; be incorporated into regulations</li> <li>&gt; not relate to a standard</li> <li>&gt; be called up as evidence in court or other enforcement action.</li> </ul>



<b>OHS500</b>	
<b>Guidance material:</b>	<p>Is an advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance</p> <p>Advises on 'what to do' and 'how to do it'</p> <p>Has no legal standing</p>
<b>Other sources of OHS information include</b>	<p>Persons, organisations and references where knowledge about OHS may be obtained</p> <p>These sources may be:</p> <p>Internal, including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and investigation reports</li> <li>&gt; workplace inspections</li> <li>&gt; incident investigations</li> <li>&gt; minutes of meetings</li> <li>&gt; Job safety analyses (JSAs) and risk assessments</li> <li>&gt; organisation data such as insurance records, enforcement notices and actions, workers compensation data, OHS performance data</li> <li>&gt; reports and audits</li> <li>&gt; material safety data sheets (MSDSs) and registers</li> <li>&gt; employees handbooks</li> <li>&gt; employees including questionnaire results</li> <li>&gt; OHS advisors</li> <li>&gt; manufacturers' manuals and specifications.</li> </ul>



OHS500	
	<p>External, including:</p> <ul style="list-style-type: none"> <li>&gt; regulatory bodies and OHS Acts regulations, codes and guidance material</li> <li>&gt; other relevant legislation</li> <li>&gt; Office of the Australian Safety and Compensation Council (ASCC) and the former National Occupational Health and Safety Commission (NOHSC) documents</li> <li>&gt; databases such as national and state injury data</li> <li>&gt; OHS specialists and consultants</li> <li>&gt; newspapers and journals, trade/industry publications</li> <li>&gt; internet sites</li> <li>&gt; industry networks and associations including unions and employer groups</li> <li>&gt; OHS professional bodies</li> <li>&gt; specialist advisors</li> <li>&gt; research information.</li> </ul>
<b>OHS information includes:</b>	<ul style="list-style-type: none"> <li>&gt; Requirements under OHS legislation, regulations, standards, codes of practice/compliance codes and guidelines</li> <li>&gt; Rights and responsibilities</li> <li>&gt; Information on hazards including MSDSs</li> <li>&gt; Collated information on hazard incidents and injuries</li> <li>&gt; Investigation and audit reports</li> <li>&gt; Outcomes of hazard identifications and workplace inspections</li> <li>&gt; Risk assessments</li> <li>&gt; Risk controls</li> <li>&gt; Workplace OHS policies and procedures</li> <li>&gt; Work procedures</li> <li>&gt; Training records.</li> </ul>
<b>Risk controls include:</b>	<p>The devices and methods to, where practicable, eliminate the hazard or, where this is not practicable, minimise the risk associated with the hazard</p>



<b>OHS500</b>	
<b>Legal requirements for record keeping include:</b>	<p>That specified under OHS legislation and regulations for:</p> <ul style="list-style-type: none"> <li>&gt; Serious incident and injury reporting</li> <li>&gt; Registered plant</li> <li>&gt; Hazardous substances and dangerous goods</li> <li>&gt; Environmental monitoring</li> <li>&gt; Health surveillance</li> <li>&gt; Privacy legislation.</li> </ul>
<b>OHS records may include:</b>	<ul style="list-style-type: none"> <li>&gt; Hazard, incident and investigation reports</li> <li>&gt; Workplace inspection reports</li> <li>&gt; Incident investigation reports</li> <li>&gt; First aid records</li> <li>&gt; Minutes of meetings</li> <li>&gt; Job safety analyses (JSAs) and risk assessments</li> <li>&gt; Material safety data sheets (MSDSs) and registers</li> <li>&gt; Plant and equipment operation records including those relevant to registered plant</li> <li>&gt; Maintenance and testing reports</li> <li>&gt; Training records</li> <li>&gt; Environmental monitoring records</li> <li>&gt; Health surveillance records.</li> </ul>
<b>Participative processes include:</b>	<p>Processes that:</p> <ul style="list-style-type: none"> <li>&gt; inform employees and other stakeholders of OHS matters</li> <li>&gt; seek their input</li> <li>&gt; offer opportunity for stakeholders to participate in decisions that may impact on their health and safety.</li> </ul> <p>Participative processes may also be referred to as 'consultative processes', however 'participation' implies a higher level of involvement</p>

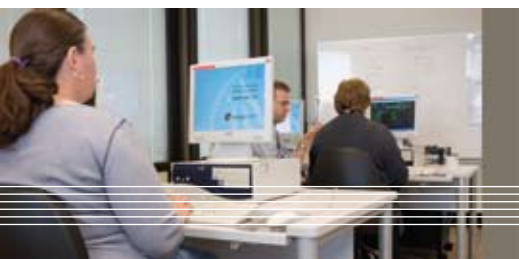


OHS500	
<b>Organisation policies and procedures include:</b>	<p>Policies and procedures underpinning the management of OHS including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and injury reporting</li> <li>&gt; hazard identification, risk assessment and control</li> <li>&gt; consultation and participation</li> <li>&gt; incident investigation</li> <li>&gt; quality system documentation.</li> </ul>
<b>Consultation includes processes for:</b>	<p>Seeking information or the opinions from one or more people prior to decision-making</p> <p>Consultation should particularly include those who may affect the outcomes or be affected by the decisions made but may also include specialist sources</p>
<b>A hazard is:</b>	<p>A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these</p>
<b>Specific safety related hazards may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>&gt; Chemicals,</li> <li>&gt; Bodily fluids</li> <li>&gt; Sharps</li> <li>&gt; Noise</li> <li>&gt; Manual handling</li> <li>&gt; Work posture</li> <li>&gt; Underfoot hazards</li> <li>&gt; Moving parts of machinery</li> <li>&gt; Cytotoxic medicines and waste.</li> </ul>
<b>Other workplace hazards may include:</b>	<ul style="list-style-type: none"> <li>&gt; Occupational violence</li> <li>&gt; Stress</li> <li>&gt; Fatigue</li> <li>&gt; Bullying.</li> </ul>
<b>Incident includes:</b>	<p>Any event that has caused or has the potential for injury, ill health or damage</p>



<b>OHS500</b>	
<b>Hazard identification is:</b>	<p>The process of identifying sources of harm and may be required:</p> <ul style="list-style-type: none"> <li>&gt; at design or pre purchase of equipment and materials</li> <li>&gt; at commissioning or pre-implementation of new processes or practices</li> <li>&gt; before new forms of work and organisation of work are implemented</li> <li>&gt; before changes are made to workplace, equipment, work processes or work arrangements</li> <li>&gt; as part of planning major tasks or activities, such as equipment shutdowns</li> <li>&gt; following an incident report</li> <li>&gt; when new knowledge becomes available</li> <li>&gt; at regular intervals during normal operations</li> <li>&gt; prior to disposal of equipment, buildings or materials.</li> </ul>
<b>Risk:</b>	In relation to any hazard, means the probability and consequences of injury, illness or damage resulting from exposure to a hazard
<b>Risk assessments involve:</b>	<p>Analysing a hazard to:</p> <ul style="list-style-type: none"> <li>&gt; identify factors influencing the risk and the range of potential consequences</li> <li>&gt; effectiveness of existing controls</li> <li>&gt; likelihood of each consequence considering exposure and hazard level</li> <li>&gt; and combining these in some way to obtain a level of risk.</li> </ul>
<b>Hierarchy of control is:</b>	<p>The preferred order of control measures for OHS risks:</p> <ul style="list-style-type: none"> <li>&gt; elimination – controlling the hazard at the source</li> <li>&gt; substitution e.g. replacing one substance or activity at the source</li> <li>&gt; engineering e.g. installing guards on machinery</li> <li>&gt; administration — policies and procedures for safe work practices</li> <li>&gt; Personal Protective Equipment e.g. respirators, ear plugs.</li> </ul>

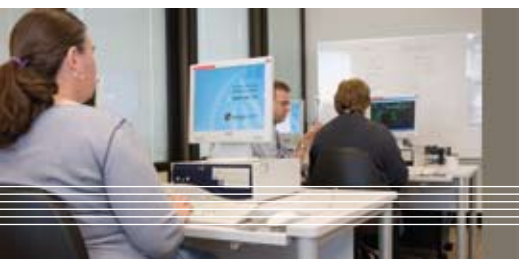




<b>OHS500</b>	
<b>Expert advisors include:</b>	<p>Persons either internal or external to the organisation including;</p> <ul style="list-style-type: none"> <li>&gt; safety professionals</li> <li>&gt; ergonomists</li> <li>&gt; occupational hygienists</li> <li>&gt; audiologists</li> <li>&gt; safety engineers</li> <li>&gt; toxicologists</li> <li>&gt; occupational health professionals.</li> </ul> <p>Other persons providing specific technical knowledge or expertise in areas related to OHS including:</p> <ul style="list-style-type: none"> <li>&gt; risk managers</li> <li>&gt; health professionals</li> <li>&gt; injury management advisors</li> <li>&gt; legal practitioners with experience in OHS</li> <li>&gt; engineers (e.g. design, acoustic, mechanical, civil)</li> <li>&gt; security and emergency response personnel</li> <li>&gt; workplace trainers and assessors</li> <li>&gt; maintenance and trade persons.</li> </ul>
<b>OHS induction includes:</b>	<p>The processes by which new employees are introduced to, and acquainted with their job and the new workplace, including familiarisation with:</p> <ul style="list-style-type: none"> <li>&gt; hazards and risks associated with the work</li> <li>&gt; risk control measures</li> <li>&gt; welfare facilities</li> <li>&gt; emergency response procedures.</li> </ul>



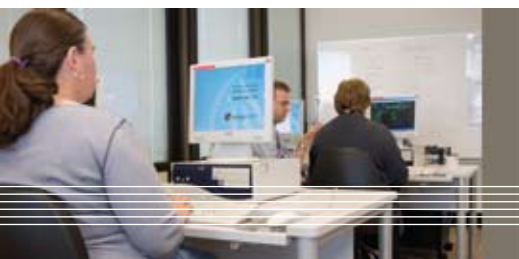
<b>OHS500</b>	
<b>Stakeholders are:</b>	<p>Those people or organisations who may be affected by, or perceive themselves to be affected by an activity or decision including:</p> <ul style="list-style-type: none"> <li>&gt; managers</li> <li>&gt; supervisors</li> <li>&gt; health and safety and other employee representatives</li> <li>&gt; OHS committees</li> <li>&gt; employees and contractors</li> <li>&gt; the community.</li> </ul>
<b>OHS action plans include:</b>	<p>Documented plans developed within the workplace to implement a systematic approach to OHS management and contain:</p> <ul style="list-style-type: none"> <li>&gt; actions that support an integrated strategy to address deficiencies, meet obligations or provide for improved outcomes</li> <li>&gt; allocated responsibilities</li> <li>&gt; timeframes.</li> </ul>
<b>EVIDENCE GUIDE</b>	
<p>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 Guidelines for this Training Package.</p>	
<b>Critical aspects of assessment:</b>	<ul style="list-style-type: none"> <li>&gt; To demonstrate competence in this unit, a candidate must be able to provide evidence of managing OHS processes for a small organisation or a group(s) of persons undertaking a range of work</li> <li>&gt; Evidence gathered by an assessor to determine competence will include: <ul style="list-style-type: none"> <li>- written or verbal responses to scenarios and case studies</li> <li>- reports from persons who have been involved in the management processes</li> <li>- portfolio of workplace documents</li> </ul> </li> <li>&gt; Evidence of workplace performance over time must be obtained to inform a judgement of competence.</li> </ul>



<b>OHS500</b>	
<b>Products that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; Verbal and written responses to verbal, pictorial or physical scenarios</li> <li>&gt; Demonstrated action to scenarios, simulations, role plays</li> <li>&gt; Completed reports to senior managers</li> <li>&gt; Written directions, emails, memos and other information provided to supervisors in area of responsibility</li> <li>&gt; Reports from team leaders, senior managers, other managers, specialist advisors.</li> </ul>
<b>Processes that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; How training needs were identified and addressed</li> <li>&gt; How action plans are developed, monitored and updated</li> <li>&gt; How hazard identification and risk assessment occur.</li> </ul>
<b>Access and equity considerations:</b>	<ul style="list-style-type: none"> <li>&gt; All workers should be aware of access and equity issues in relation to their own area of work</li> <li>&gt; All workers should develop their ability to work in a culturally diverse environment</li> <li>&gt; In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people</li> <li>&gt; Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.</li> </ul>



<b>OHS600</b>	
<b>Improve OHS processes</b>	
<b>Descriptor</b>	This unit specifies the workplace performance required by an individual who is responsible for the review and improvement of a systematic approach to managing OHS, where there is some autonomy regarding development of policies, procedures and processes, and in the allocation of roles and resources
<b>Employability Skills</b>	<p>The required outcomes described in this unit of competency contain applicable facets of Employability Skills</p> <p>The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements</p>
<b>Application</b>	<p>This unit is intended for the manager of small organisation or several work groups or a larger group within an organisation with some level of autonomy</p> <p>These managers are expected to have some level of autonomy in policies, procedures and processes and allocation of resources</p> <p>The unit focuses on establishing and improving OHS process and assumes the availability of OHS advice and expertise</p> <p>Application of this unit should be contextualised to reflect any specific workplace risks, hazards and associated safety practices</p>
<p><b>ELEMENT</b></p> <p><b>Elements define the essential outcomes of a unit of competency.</b></p>	<p><b>PERFORMANCE CRITERIA</b></p> <p>The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.</p>



<b>OHS600</b>	
<b>1. Collect and analyse information</b>	<p>1.1 Identify and access relevant OHS legislation, standards, codes of practice/compliance codes, guidance material and other sources of OHS information and evaluate their relevance to workplace performance</p> <p>1.2 Analyse other OHS information from a wide range of internal and external sources in relation to organisation needs</p> <p>1.3 Identify due diligence requirements of management personnel</p> <p>1.4 Identify relationship of OHS to other functional areas and management processes</p> <p>1.5 Identify implications for the workplace of any changes in OHS legislation, regulations, standards, codes of practice/compliance codes and guidance materials</p> <p>1.6 Identify OHS implications of proposed changes to the workplace, work processes or work organisation</p> <p>1.7 Identify valid and reliable indicators of OHS performance in consultation with stakeholders</p>
<b>2. Evaluate information to establish OHS framework</b>	<p>2.1 Evaluate organisation policies and procedures for compliance with legislative requirements and a systematic approach to managing OHS</p> <p>2.2 Develop and/or implement processes to ensure that OHS responsibilities and duties are documented and accountability processes are in place</p> <p>2.3 Review processes for specification, design, purchasing and commissioning of new buildings, plant, equipment and work processes within a safe design framework to ensure that OHS issues are addressed</p> <p>2.4 Analyse information and compare against relevant benchmarks where available</p> <p>2.5 Document outcomes of analysis and communicate them to key personnel and stakeholders</p> <p>2.6 Identify resources for effective management of OHS and develop a budget</p> <p>2.7 Recognise limits of own expertise and seek expert advice as required</p>



## OHS600

### 3. Initiate improvements

- 3.1 Determine priorities in consultation with appropriate managers and according to consultative procedures
- 3.2 Identify potential barriers to improvement
- 3.3 Develop an OHS plan in consultation with stakeholders and key personnel
- 3.4 Identify resources required for implementation of plan

### 4. Maintain improvements

- 4.1 Establish processes to monitor achievement against the plan and update plans as required
- 4.2 Monitor effectiveness of the systematic approach to managing OHS on an ongoing basis
- 4.3 Consult stakeholders and key personnel according to legislative requirements and organisation procedures



## OHS600

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Essential knowledge:

- > The difference between hazard and risk
- > Sources of OHS information both internal and external to the workplace
- > Due diligence and general duty requirements of OHS legislation
- > Regulatory requirements relevant to the particular industry/type of work site
- > The roles and responsibilities of employees, supervisors and managers in the workplace
- > Roles and responsibilities of OHS representatives and OHS committees
- > OHS management processes including elements of OHS management systems
- > Examples of OHS management benchmarks
- > Legislative requirements for consultation
- > Legal requirements for OHS record keeping and reporting
- > Requirements for hazard identification
- > Principles of risk assessment
- > The hierarchy of control and its application
- > Principles of safe design processes
- > Use and limitations of a range of OHS performance measures
- > Workplace specific information including:
  - Hazards of the particular work environment and how they cause harm
  - Hazard identification procedures relevant to the hazards in their workplace
  - organisation procedures related to OHS including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation, record keeping
  - awards and enterprise agreements that impact on the particular workplace; and
  - the characteristics and composition of the workforce and how they may impact on the management of OHS.



## OHS600

### Essential skills and attributes:

Ability to:

- > Use technical skills to access OHS information
- > Analyse and interpret OHS legislation, regulations, standards, codes of practice/compliance codes and guidance material for relevance to the organisation context
- > Use language and writing skills to develop easily understood policies and procedures
- > Communicate with supervisors, other managers, staff, OHS inspectors and expert advisers in a range of contexts, and using a range of media and formats
- > Conduct effective meetings
- > Apply a quality improvement process
- > Assimilate information from a range of sources to evaluate effectiveness of processes
- > Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

### 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. Add any 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.

#### OHS legislation includes:

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Documents produced by national bodies, OHS regulators or industry bodies, that prescribe preventative action to avert occupational deaths, injuries and diseases.

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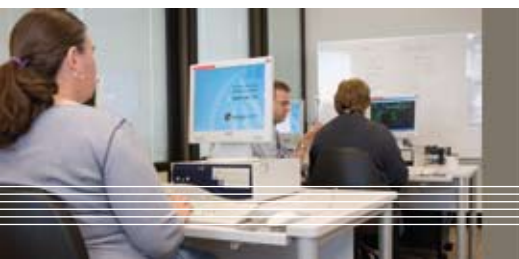
#### Codes of practice/compliance codes are:

Documents generally prepared to provide advice to employers and workers, of an acceptable way of achieving standards.

Codes of practice/compliance codes may:

- > be incorporated into regulations
- > not relate to a standard
- > be called up as evidence in court or other enforcement action.

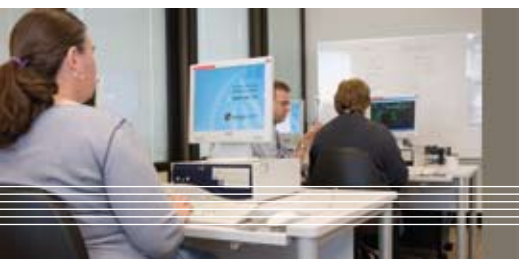




<b>OHS600</b>	
<b>Guidance material is:</b>	<p>An advisory technical document, providing detailed information for use by unions, employers, management, health and safety committee members and representatives, safety officers and others requiring guidance.</p> <p>It advises on 'what to do' and 'how to do it'.</p> <p>Guidance material has no legal standing.</p>
<b>OHS information includes:</b>	<p>Persons, organisations and references where knowledge about OHS may be obtained.</p> <p>These may be:</p> <ul style="list-style-type: none"> <li>&gt; Internal, including: <ul style="list-style-type: none"> <li>- hazard, incident and investigation reports</li> <li>- workplace inspections</li> <li>- incident investigations</li> <li>- minutes of meetings</li> <li>- Job Safety Analyses (JSAs) and risk assessments</li> <li>- organisation data such as insurance records, enforcement notices and actions, workers compensation data, OHS performance data</li> <li>- reports and audits</li> <li>- material safety data sheets (MSDSs) and registers</li> <li>- employees handbooks</li> <li>- employees including questionnaire results</li> <li>- OHS advisors</li> <li>- manufacturers' manuals and specifications.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>&gt; External, including: <ul style="list-style-type: none"> <li>- regulatory bodies</li> <li>- Office of the Australian Safety and Compensation Council (ASCC)</li> <li>- databases such as national and state injury data</li> <li>- OHS specialists and consultants</li> <li>- newspapers and journals, trade/industry publications</li> <li>- internet sites</li> <li>- industry networks and associations including unions and employer groups</li> <li>- OHS professional bodies</li> <li>- specialist advisors</li> <li>- research information.</li> </ul> </li> </ul>



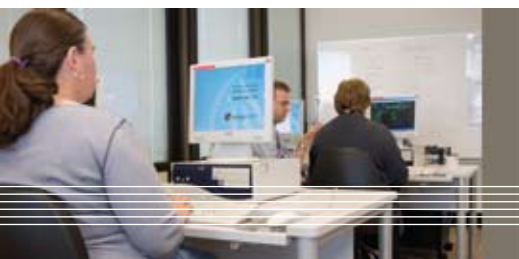
<b>OHS600</b>	
<b>Due diligence requirements include:</b>	All precautions reasonable in the circumstances to protect the health and safety of employees and others who may be affected by actions or omissions of the individual or corporation.
<b>Other functional areas and management processes refers to:</b>	<p>Functions other than OHS specific functions that impact on the management of OHS and may include:</p> <ul style="list-style-type: none"> <li>&gt; strategic planning</li> <li>&gt; purchasing, procurement and contracting</li> <li>&gt; logistics including supply chain and distribution</li> <li>&gt; HR, IR and personnel management, including payroll</li> <li>&gt; engineering and maintenance</li> <li>&gt; information, data and records management</li> <li>&gt; finance and auditing</li> <li>&gt; environmental management</li> <li>&gt; quality management.</li> </ul>
<b>Indicators of OHS performance include:</b>	<p>Lead indicators that assess how successfully a workplace is developing or improving OHS by measuring the activities that drive or 'lead' the safety performance. They may be either:</p> <ul style="list-style-type: none"> <li>&gt; a quantitative indicator that can be counted or measured and described numerically (for example, number of safety audits conducted) or</li> <li>&gt; a qualitative indicator that describes or assesses a quality or behaviour (such as rating of management commitment to achieving 'best practice' in OHS).</li> </ul> <p>Lag indicators that assess how successfully a workplace is developing or improving OHS by measuring outcomes such as numbers or frequency of injuries or claims costs:</p> <ul style="list-style-type: none"> <li>&gt; They measure loss and, as changes to these measures usually take considerable time (or 'lag') behind the implementation of any improvement strategy, they are termed lag indicators.</li> </ul>



<b>OHS600</b>	
<b>Stakeholders are</b>	<p>Those people or organisations who may be affected by, or perceive themselves to be affected by, an activity or decision including:</p> <ul style="list-style-type: none"> <li>&gt; managers</li> <li>&gt; supervisors</li> <li>&gt; health and safety and other employee representatives</li> <li>&gt; OHS committees</li> <li>&gt; employees and contractors</li> <li>&gt; the community.</li> </ul>
<b>Organisation policies and procedures include:</b>	<p>Policies and procedures underpinning the management of OHS including:</p> <ul style="list-style-type: none"> <li>&gt; hazard, incident and injury reporting</li> <li>&gt; hazard identification, risk assessment and control</li> <li>&gt; consultation and participation</li> <li>&gt; incident investigation</li> <li>&gt; quality system documentation.</li> </ul>
<b>Legislative requirements include:</b>	<p>Commonwealth and relevant state/territory OHS specific acts and regulations, as well as legislation covering:</p> <ul style="list-style-type: none"> <li>&gt; dangerous goods</li> <li>&gt; workers compensation</li> <li>&gt; environment protection</li> <li>&gt; privacy legislation</li> <li>&gt; contract law</li> <li>&gt; criminal law</li> <li>&gt; common law</li> <li>&gt; industrial relations law</li> <li>&gt; equal employment opportunity and anti- discrimination law.</li> </ul>
<b>Systematic approach to managing OHS includes:</b>	<ul style="list-style-type: none"> <li>&gt; all the comprehensive processes that are combined in a methodical and ordered manner to minimise the risk of injury or ill health in the workplace; and</li> <li>&gt; processes of planning, allocation of resources, communication, consultation, hazard management, record keeping, reporting, training and assessment, and review and evaluation for ongoing improvement.</li> </ul>



<b>OHS600</b>	
<b>Accountability includes:</b>	The processes of verification of proper conduct or by which a person with (OHS) responsibilities demonstrates fulfilment of those responsibilities to those to whom they are answerable.
<b>Safe design is:</b>	<p>A process that applies information and data about human capabilities and behaviour to the design of objects, facilities, procedures and environments that people use.</p> <p>Safe design generally provides for the minimisation of risk through engineering, rather than reliance on human behaviour.</p>
<b>Benchmarks may include:</b>	<ul style="list-style-type: none"> <li>&gt; Legislation</li> <li>&gt; regulations</li> <li>&gt; codes of practice/compliance codes</li> <li>&gt; national standards</li> <li>&gt; Australian standards</li> <li>&gt; industry standards</li> <li>&gt; standards established by other organisations</li> <li>&gt; standards developed internally by the organisation.</li> </ul>
<b>Resources include:</b>	<ul style="list-style-type: none"> <li>&gt; personnel</li> <li>&gt; finance; and</li> <li>&gt; hardware and equipment.</li> </ul>



OHS600	
<b>Expert advice may be sought from:</b>	<p>Persons either internal or external to the organisation including:</p> <ul style="list-style-type: none"> <li>&gt; safety professionals</li> <li>&gt; ergonomists</li> <li>&gt; occupational hygienists</li> <li>&gt; audiologists</li> <li>&gt; safety engineers</li> <li>&gt; toxicologists</li> <li>&gt; occupational health professionals.</li> </ul> <p>Other persons providing specific technical knowledge or expertise in areas related to OHS including:</p> <ul style="list-style-type: none"> <li>&gt; risk managers</li> <li>&gt; health professionals</li> <li>&gt; injury management advisors</li> <li>&gt; legal practitioners with experience in OHS</li> <li>&gt; engineers (such as design, acoustic, mechanical, civil)</li> <li>&gt; security and emergency response personnel</li> <li>&gt; workplace trainers and assessors</li> <li>&gt; maintenance and tradepersons.</li> </ul>
<b>Barriers may include:</b>	<ul style="list-style-type: none"> <li>&gt; language</li> <li>&gt; literacy and numeracy</li> <li>&gt; special needs of employees</li> <li>&gt; shift work and rostering arrangements</li> <li>&gt; contractual arrangements</li> <li>&gt; timing of information provision</li> <li>&gt; workplace organisation structures (e.g. geographic, hierarchical)</li> <li>&gt; workplace culture related to OHS.</li> </ul>



<b>OHS600</b>	
<b>OHS plan is</b>	<p>The strategy for implementing the OHS policy and includes:</p> <ul style="list-style-type: none"> <li>&gt; strategic documents developed to improve OHS within an organisation that identifies objectives together with strategies and accountabilities for achieving the objectives and:</li> <li>&gt; OHS performance indicators (i.e. objectives and targets that are achievable and practical) reflecting systematic approaches to managing OHS</li> <li>&gt; is usually developed annually but may be developed for a shorter or longer period</li> <li>&gt; is reviewed regularly</li> <li>&gt; provides the basis for OHS Action Plans which are developed to implement the strategic OHS plan.</li> </ul>
<b>Key personnel include:</b>	<ul style="list-style-type: none"> <li>&gt; managers from other areas</li> <li>&gt; people involved in OHS decision making</li> <li>&gt; people who are impacted by decisions.</li> </ul>
<p><b>EVIDENCE GUIDE</b></p> <p>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 Guidelines for this Training Package.</p>	
<b>Critical aspects of assessment:</b>	<p>A person who demonstrates competency in this unit must be able to provide evidence of reviewing and improving OHS processes for an organisation or part of an organisation</p> <p>Evidence gathered by an assessor to determine competence will include:</p> <ul style="list-style-type: none"> <li>&gt; verbal and/or written responses to scenarios, case studies and role plays</li> <li>&gt; written reports</li> <li>&gt; reports from persons who have been involved in review and improvement processes</li> <li>&gt; portfolio of workplace documents</li> </ul> <p>Evidence of workplace performance over time must be obtained to inform a judgement of competence.</p>



<b>OHS600</b>	
<b>Products that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; Verbal and written responses to case studies, scenarios</li> <li>&gt; Responses to scenarios, simulations, role plays</li> <li>&gt; Completed reports, plans, policies and procedures developed</li> <li>&gt; Written directions, emails, memos and other information</li> <li>&gt; Reports from team leaders, senior managers, other managers, specialist advisors.</li> </ul>
<b>Processes that could be used as evidence include:</b>	<ul style="list-style-type: none"> <li>&gt; How OHS information was sourced and analysed</li> <li>&gt; How consultation to determine priorities were conducted</li> <li>&gt; How achievement against the OHS plan was monitored.</li> </ul>
<b>Access and equity considerations:</b>	<ul style="list-style-type: none"> <li>&gt; All workers should be aware of access and equity issues in relation to their own area of work</li> <li>&gt; All workers should develop their ability to work in a culturally diverse environment</li> <li>&gt; In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people</li> <li>&gt; Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities.</li> </ul>



## B. EXISTING OHS UNITS OF COMPETENCY

Units<sup>4</sup> contained in the following Training Packages describe the skills and knowledge required to apply effective occupational health and safety management across a range of occupations covered by the respective industry Training Package:

- > HLT07 Health Training Package (developed by the Community Services and Health Industry Skills Council)
- > BSB07 Business Services Training Package (developed by Innovation and Business Services Industry Skills Council)

It is important to note that these units embody the competencies necessary to fulfil legal responsibilities for occupational health and safety under legislation, regulation and codes of practice and encompass the four recognised dimensions of competency:

- > task skills
- > task management skills
- > contingency management skills and
- > job/role environment skills.

The required knowledge and skills are clearly articulated and relevant employability skills have been embedded into the units.

Whilst these units of competency include some content that may be regarded as specific to a particular industry, content within the Range Statement and Evidence Guide may be contextualised for delivery and assessment in relation to different industries and industry sectors.

Some guidelines for, and examples of, contextualisation in OHS units are provided in the section below headed Recommendations for Contextualisation. For further guidance on contextualisation refer to the Training Package Development Handbook, which is available by following the links to DEEWR publications at [www.tpdh.deewr.gov.au](http://www.tpdh.deewr.gov.au)

The following units of competency include content which builds upon the 'guideline units of competency' included in these Guidelines:

<b>CPCOHS1001A</b>	Work safely in the construction industry <sup>5</sup>
<b>HLTOHS200A</b>	Participate in OHS processes
<b>HLTOHS300A</b>	Contribute to OHS processes
<b>HLTOHS400A</b>	Maintain OHS processes
<b>HLTOHS500A</b>	Manage OHS processes
<b>HLTOHS600A</b>	Improve OHS processes

<sup>4</sup> The example units of competency contained in Appendix B are current as at February 2008. Training Package developers should consult the National Training Information Service (NTIS) or the relevant Industry Skills Council (ISC) to identify whether these units of competency have been updated and/or superseded through Training Package continuous improvement processes

<sup>5</sup> This unit, intended for induction purposes, is included in the revised General Construction Training Package but is equally applicable to other industries.





These units of competency address requirements for implementing effective occupational health and safety management in the workplace.

The HLT0HS units of competency are available in the HLT07 Health Training Package available from the National Training Information Service (NTIS) [www.ntis.gov.au](http://www.ntis.gov.au) or Community Services and Health Industry Skills Council [www.cshisc.com.au](http://www.cshisc.com.au)

### OHS units of competency from the BSB07 Business Services OHS qualifications:

Relevant OHS units of competency from the Business Services qualifications may also be individually imported into other Training Packages, including:

- BSB0HS301B** Apply knowledge of OHS legislation in the workplace
- BSB0HS302B** Participate effectively in OHS communication and consultative processes
- BSB0HS303B** Contribute to OHS hazard identification and risk assessment
- BSB0HS304B** Contribute to OHS hazard control
- BSB0HS305B** Contribute to OHS issue resolution
- BSB0HS306B** Contribute to implementing emergency prevention activities and response procedures
- BSB0HS307B** Participate in OHS investigations
- BSB0HS401B** Contribute to the implementation of a systematic approach to managing OHS
- BSB0HS402B** Contribute to the implementation of the OHS consultation process
- BSB0HS403B** Identify hazards and assess OHS risks
- BSB0HS404B** Contribute to the implementation of strategies to control OHS risk
- BSB0HS405B** Contribute to the implementation of emergency procedures
- BSB0HS406B** Use equipment to conduct workplace monitoring
- BSB0HS408A** Assist with compliance with OHS and other laws
- BSB0HS501B** Participate in the coordination and maintenance of a systematic approach to managing OHS
- BSB0HS502B** Participate in the management of the OHS information and data systems
- BSB0HS503B** Assist in the design and development of OHS participative arrangements
- BSB0HS504B** Apply principles of OHS risk management
- BSB0HS505B** Manage hazards in the work environment
- BSB0HS506B** Monitor and facilitate the management of hazards associated with plant
- BSB0HS507B** Facilitate the application of principles of occupational health to control OHS risk
- BSB0HS508B** Participate in the investigation of incidents
- BSB0HS601B** Develop a systematic approach to managing OHS
- BSB0HS602B** Develop OHS information and data analysis and reporting and recording processes
- BSB0HS603B** Analyse and evaluate OHS risk



- BSB0HS604B** Apply ergonomic principles to control OHS risk
- BSB0HS605B** Apply occupational hygiene principles to control OHS risk
- BSB0HS606B** Develop and implement crisis management processes
- BSB0HS607B** Advise on application of safe design principles to control OHS risk
- BSB0HS608B** Conduct an OHS audit
- BSB0HS609B** Evaluate an organisation's OHS performance

### Function specific OHS units of competency

Training Package review processes should involve the search for and use of existing units of competency from other Training Packages to address OHS competency requirements that are function-specific, but which may be common to a range of industries (such as working in confined spaces).

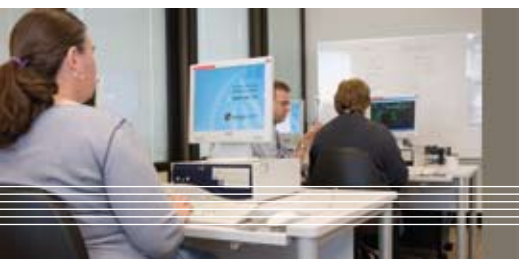
For example, the following OHS units of competency reflect function-specific OHS competencies which may apply across a range of industry requirements:

- PMA0HS212B** Undertake first response to fire incidents
- PMA0HS213A** Undertake fire control and emergency rescue
- PMA0HS217A** Monitor hazardous atmospheres
- PMB0HS02A** Handle hazardous substances/dangerous goods
- PMB0HS03A** Conduct operations in confined or restricted spaces
- PMB0HS10A** Organise operations in confined or restricted spaces
- PUA0HS002A** Maintain safety at an incident scene
- TDTD197B** Shift materials safely using manual handling methods
- TDTD297B** Shift a load using manually-operated equipment
- TDTF1297B** Apply safe procedures when handling/transporting dangerous goods or explosives
- ZWA0HS203B** Handle Hazardous Substances and Dangerous Goods
- TDTD1097B** Operate a forklift
- TDTD4401A** Shift loads using cranes
- PUADEF0H004A** Develop noise management plans

All endorsed units of competency are available from the National Training Information Service (NTIS) [www.ntis.gov.au](http://www.ntis.gov.au)

### Recommendations for contextualisation

Existing units of competency may be contextualised to suit the needs of other industry sectors. It is important to remember that when contextualising units of competency, any changes must not compromise or change the competency outcomes of the endorsed unit of competency. If the outcome



does change, this will result in a different unit which will require endorsement by the National Quality Council (NQC).

Contextualisation must be undertaken through modification of the Range Statement and/or the Evidence Guide.

Contextualisation should involve the inclusion of industry-specific examples (in the Range Statement) and /or specific requirements for assessment, such as critical aspects of evidence and assessment, specific resources required and/or information related to the context of the assessment (in the Evidence Guide).

The following examples show how the Range Statement may be contextualised to address different industry contexts.

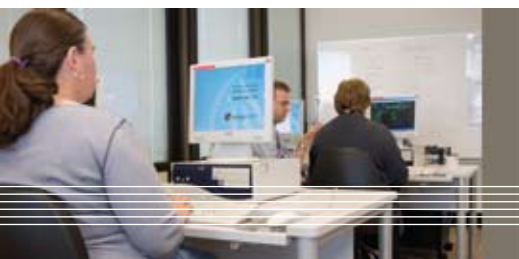
<b>Example for the health industry:</b>	
Specific hazards may include, but are not limited to:	> Chemicals
	> Bodily fluids
	> Sharps
	> Noise
	> Manual handling
	> Work posture
	> Underfoot hazards
	> Cytotoxic medicines and waste.
<b>Example for animal care work:</b>	
Specific hazards may include, but are not limited to:	> Exposure to noise
	> Chemical spills
	> Tripping hazards
	> Water bodies
	> Firearms
	> Damaged or broken structures
	> Damaged or worn equipment
	> Drift and volatility of chemicals
	> Animal bites, envenomation, kicks or scratches.
<b>Example for the transport operations:</b>	
Specific hazards may include, but are not limited to:	> Oil on operating surface
	> Faulty brakes
	> Workplace obstacles and other operational equipment and vehicles
	> Damaged loads and pallets; and
	> Other personnel in work area.



Care should be taken to consider the full range of work contexts in which a unit of competency may be applied across the sector, when modifying the Range Statement. Note that the definition of 'hazard' itself has not been modified, only the examples used to illustrate the definition.

The final listing of items in the Range Statement would be determined through:

- > Consideration of data from research conducted during the initial phase of Training Package development or review
- > Industry consultation
- > Research to clarify specific industry and/or workplace OHS issues, hazards and approaches to risk assessment and management; and
- > Consultation with OHS experts.



## C. QUALIFICATIONS FOR OHS-SPECIFIC WORK ROLES

### OHS qualifications from BSB07 Business Services Training Package

The following OHS qualifications, included in the BSB07 Business Services Training Package, have been developed to address requirements of identified OHS-specific work roles:

#### **Certificate III in Occupational Health and Safety (BSB31606):**

- > Health and safety assistant; and
- > Health and safety representative.

#### **Certificate IV in Occupational Health and Safety (BSB41604):**

- > Occupational health and safety coordinator; and
- > Occupational health and safety officer.

#### **Diploma of Occupational Health and Safety (BSB51604):**

- > OHS manager
- > OHS practitioner; and
- > Senior OHS officer.

#### **Advanced Diploma of Occupational Health and Safety (BSB61004):**

- > Occupational health and safety adviser
- > Occupational health and safety auditor
- > Occupational health and safety manager
- > Occupational health and safety risk officer
- > Occupational health and safety specialist; and
- > Senior consultant – OHS and risk management.

Further information about these qualifications and units of competency may be accessed from the National Training Information Service [www.ntis.gov.au](http://www.ntis.gov.au) or from Innovation and Business Skills Australia [www.ibsa.org.au](http://www.ibsa.org.au)



## GLOSSARY<sup>6</sup>

**Code of practice** Advisory document which provides practical information on how to meet a particular OHS occupational health and safety standard.

**Dangerous goods** Those gases, liquids and solids identified and classified under an internationally agreed system which is followed in Australia and that are the subject of so called ‘dangerous goods’ standards and legislation.

**Engineering controls** These are often of a physical or mechanical nature, and are specifically designed for plant and equipment, production processes and environmental systems to minimise, suppress or contain hazards. Examples include enclosure or partial enclosure, local exhaust ventilation and automation of processes.

**Hazard** Something (a source or a situation) with a potential to harm life or health.

**Hazardous substances** In Australia, a hazardous substance specifically means a substance that is listed on the ASCC’s *Hazardous Substances Information System* [hsis.ascc.gov.au].

**Hierarchy of control** A recognised ranking of control measures according to effectiveness from the most effective measures (that eliminate hazards) to the least effective (that achieve only temporary protection and require ongoing checking and change). Personal protective equipment is regarded as the least satisfactory control measure.

**Monitoring** The use of valid and suitable techniques to estimate the exposure of employees to a hazard.

**Occupational health and safety management system**—That part of the overall management system that manages the risks associated with the business of an organisation—usually includes organisational structures, policies, planning activities, procedures, processes and human, technical and financial resources.

**Occupational health and safety standard** A document that prescribes a level or measure that is a legal requirement, acceptable or advisory. Widely used to define the limits of acceptable working conditions, and often used as the basis of legislative requirements. In Australia, the main source of occupational health and safety standards are those declared by the ASCC. (National occupational health and safety OHS standards once declared by the Australian Safety and Compensation Council are usually incorporated into regulations under State/Territory/Commonwealth occupational health and safety acts. Occupational health and safety standards are not a legal requirement until this is done.) A non-government organisation, Standards Australia, also develops standards for products and services, some of which are referred to in occupational health and safety legislation.

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6 The ASCC gratefully acknowledges the following sources of some terms adapted for this glossary:

- > CCH Occupational Health and Safety Glossary, CCH Australia Limited, Sydney, 1992.
- > AS/NZ 4804:1997 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques, Standards Australia and Standards New Zealand, Sydney, 1997.



**Personal protective equipment (PPE)** Equipment designed to be worn by a person to provide protection from hazards. For example, gloves, eye protectors, overalls, aprons, spats, shoes, hearing protectors, helmets, harnesses and breathing apparatus.

**Risk** The likelihood that something will cause harm in the circumstances of its use.

**Risk management** Identification and control of those risks that threaten the profitability or viability of an organisation. Includes identifying and assessing risks associated with occupational hazards, and designing programs to limit exposure to those hazards. See also 'Occupational health and safety management system'.

**Workplace** Any place, including any aircraft, ship or vehicle, where a person works, or is likely to work, and includes any place where a person goes while at work.