

BSBOHS509A

Unit Descriptor

Ensure a safe workplace

This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Employability Skills

This unit contains employability skills.

Application of the Unit

Managers play an important role in ensuring the safety of the workplace and the wellbeing of their staff. This unit applies to managers working in a range of contexts. It takes a systems approach and ensures compliance with relevant legislative requirements.

All those who have, or are likely to have, a management responsibility for OHS should undertake this unit.

It is relevant for those with managerial responsibilities, either as an owner or employee-manager of a business.

Unit Sector

No sector assigned

ELEMENT

PERFORMANCE CRITERIA

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| 1. Establish and maintain an OHS system | <ul style="list-style-type: none"> 1.1 Locate and communicate OHS policies which clearly express the organisation's commitment to implement relevant OHS legislation in the enterprise 1.2 Define OHS responsibilities for all workplace personnel in accordance with OHS policies, procedures and programs 1.3 Identify and approve financial and human resources for the effective operation of the OHS system |
| 2. Establish and maintain participative arrangements for the management of OHS | <ul style="list-style-type: none"> 2.1 Establish and maintain participative arrangements with employees and their representatives in accordance with relevant OHS legislation 2.2 Appropriately resolve issues raised through participative arrangements and consultation 2.3 Promptly provide information about the outcomes of participation and consultation in a manner accessible to employees |

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| 3. | Establish and maintain procedures for identifying hazards, and assessing and controlling risks | 3.1 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks |
| | | 3.2 | Include hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes |
| | | 3.3 | Develop and maintain procedures for selection and implementation of risk control measures in accordance with the hierarchy of control |
| | | 3.4 | Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and promptly provide resources to enable implementation of new measures |
| | | 3.5 | Identify intervention points for expert OHS advice |
| 4. | Establish and maintain a quality OHS management system | 4.1 | Develop and provide an OHS induction and training program for all employees as part of the organisation's training program |
| | | 4.2 | Utilise system for OHS record keeping to allow identification of patterns of occupational injury and disease in the organisation |
| | | 4.3 | Measure and evaluate the OHS system in line with the organisation's quality systems framework |
| | | 4.4 | Develop and implement improvements to the OHS system to achieve organisational OHS objectives |
| | | 4.5 | Ensure compliance with the OHS legislative framework so that legal OHS standards are maintained as a minimum |

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytic skills to analyse relevant workplace data in order to identify hazards, and to assess and control risks
- communication skills to consult with staff and to promote a safe workplace
- problem-solving skills to deal with complex and non-routine difficulties
- technology skills to store and retrieve relevant workplace data.

Required knowledge

- application of the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls, personal protective equipment)
- hazard identification and risk management
- relevant legislation from all levels of government that affects business operation, especially in regard to OHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- reporting requirements.

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS legislation will depend on state/territory legislation and requirements, and will include:

- common law duties to meet general duty of care requirements
- regulations and approved codes of practice relating to hazards in the work area
- requirements for establishment of consultative arrangements including those for health and safety representatives, and health and safety committees
- requirements for effective management of hazards
- requirements for provision of information and training including training in safe operating procedures, procedures for workplace hazards, hazard identification, risk assessment and risk control, and emergency and evacuation procedures
- requirements for the maintenance and confidentiality of records of occupational injury and disease

Control of associated risks may include:

- administrative
- counselling/disciplinary processes
- elimination
- engineering
- housekeeping and storage
- issue resolution
- OHS records maintenance and analysis
- personal protective equipment
- purchasing of supplies and equipment
- workplace inspections including plant and equipment

Organisational health and safety record keeping may relate to:

- audit and inspection reports
- workplace environmental monitoring records
- consultation e.g. meetings of health & safety committees, work group meeting agendas including OHS items and actions
- induction, instruction and training
- manufacturers' and suppliers' information including dangerous goods storage lists
- hazardous substances registers
- plant and equipment maintenance and testing reports
- workers compensation and rehabilitation records
- first aid/medical post records

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the following is essential:

- detailed knowledge and application of all relevant OHS legislative frameworks
- establishment and maintenance of arrangements for managing OHS within the organisations' business systems and practices
- identification of intervention points for expert OHS advice
- principles and practice of effective OHS management in a small, medium or large business.

Context of and specific resources for assessment

Assessment must ensure:

- access to appropriate documentation and resources normally used in the workplace.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- analysis of responses to case studies and scenarios
- assessment of written reports
- demonstration of techniques
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of OHS policies, information provided on the OHS system, information about the outcomes of participation and consultation provided to employees
- oral or written questioning to assess knowledge of OHS and OHS legislation
- evaluation of OHS induction and training
- review of OHS record keeping system.

Guidance information for assessment

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

- other OHS units
- units from the Diploma of Management.