Guideline - Integrating OHS competencies into national industry competency standards

[NOHSC:7025(1998)]

FOREWORD TO THE SECOND EDITION

PREFACE TO THE FIRST EDITION

PREFACE TO THE SECOND EDITION

ACKNOWLEDGMENTS

ABBREVIATIONS

GLOSSARY

1. PURPOSE OF THE GUIDELINES
2. DEALING WITH OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE
   o The Role of Occupational Health and Safety Legislation, Regulations and Codes of Practice
   o Fulfilling the Duty of Care for those in the Workplace
   o Identifying Hazards, Assessing and Controlling Risks in Accordance with the Hierarchy of Control
   o Contributing to Participative Procedures for the Management of Occupational Health and Safety
3. THE GENERIC OCCUPATIONAL HEALTH AND SAFETY COMPETENCIES
   o Generic Occupational Health and Safety Competencies
   o Table 1—Summary of Generic Occupational Health and Safety Competency A and Underpinning Knowledge and Skills
   o Table 2—Summary of Generic Occupational Health and Safety Competency B and Underpinning Knowledge and Skills
   o Table 3—Summary of Generic Occupational Health and Safety Competency C and Underpinning Knowledge and Skills
   o Generic Competency A
   o Generic Competency A—Range of Variables
   o Generic Competency A—Evidence Guide
   o Generic Competency B
   o Generic Competency B—Range of Variables
   o Generic Competency B — Evidence Guide
   o Generic Competency C
   o Generic Competency C—Range of Variables
   o Generic Competency C—Evidence Guide
4. INCORPORATING OCCUPATIONAL HEALTH AND SAFETY INTO INDUSTRY COMPETENCY STANDARDS
   o Step 1— Identifying any Industry-specific Occupational Health and Safety Issues that have not been Addressed in the Generic Occupational Health and Safety Competencies
   o Step 2— Deciding Whether Occupational Health and Safety will be dealt with as a Separate Unit or Integrated Throughout the Industry Standards
   o Step 3— Determining Progression in Occupational Health and Safety Competency
   o Step 4— Field Testing Occupational Health and Safety Competencies as Part of the Process of Field Testing Draft Competency Standards

5. IDENTIFYING INDUSTRY-SPECIFIC OCCUPATIONAL HEALTH AND SAFETY ISSUES
   o Hazards
   o Specialised Occupations or Duties
   o Occupational Health and Safety Management Strategies
   o Industry Characteristics

6. INTEGRATING OCCUPATIONAL HEALTH AND SAFETY INTO THE STRUCTURE OF INDUSTRY COMPETENCY STANDARDS
   o Reflecting OHS in other Industry Units
   o Reflecting OHS in Work Processes
   o Communication and Occupational Health and Safety
   o Other Issues and Occupational Health and Safety

7. FIELD TESTING OCCUPATIONAL HEALTH AND SAFETY COMPETENCIES

8. ASSESSING OCCUPATIONAL HEALTH AND SAFETY COMPETENCE

9. FURTHER ASSISTANCE

10. USEFUL REFERENCE MATERIALS

APPENDIX

- METHODOLOGY USED TO DEVELOP GENERIC OCCUPATIONAL HEALTH AND SAFETY COMPETENCIES
Foreword

Foreword to the second edition

The National Occupational Health and Safety Commission (the National Commission) is a tripartite body established in 1985 by the Commonwealth Government, and comprises representatives of State, Territory and Commonwealth occupational health and safety authorities, the Commonwealth Government and the peak employee and employer bodies, the Australian Council of Trade Unions (ACTU) and the Australian Chamber of Commerce and Industry (ACCI).

The role of the National Commission is to lead and coordinate national efforts to prevent or reduce the incidence and severity of occupational injury and disease by providing healthy and safe working environments. In seeking to improve Australia’s occupational health and safety performance, the National Commission works to:

- support and add value to efforts in the jurisdictions to tailor approaches to prevention improvement;
- facilitate, through strategic alliances, the development and implementation of better approaches to achieving improved prevention outcomes; and
- integrate the needs of small business into its work.

In relation to particular workplace hazards, the National Commission also has the responsibility for declaring national standards and codes of practice.

The National Commission has developed a strategic approach to injury and disease prevention that focuses on identifying nationally significant occupational health and safety problems and providing practical solutions to these problems for workplaces. This approach has four elements. They are:

**Identifying nationally significant developing and emerging occupational health and safety problems**—Developing and emerging occupational health and safety problems, including major trends, gaps and issues, will be identified from national and international data and research.

**Finding practical solutions**—Prevention initiatives that have been successful in one State or Territory will be evaluated, adapted and made available to all jurisdictions. The focus will be on finding practical solutions and, ideally, the best combination of measures to accelerate prevention improvement in workplaces, and reduce the need for government intervention.

**Facilitating improved prevention performance**—Improved prevention performance will be facilitated by ensuring that workplaces have available to them information and strategies that are practical and relevant to their needs.

**Measuring performance**—The National Commission will measure the prevention performance of the jurisdictions and the nation as a whole, and use the findings for continuous improvement of prevention efforts.
Preface to the first edition

Consistent with the National Commission’s philosophy of consultation, a tripartite steering group was established to oversee the preparation of these National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards[NOHSC:7025(1994)].

Integrating occupational health and safety competencies into national industry competency standards aims to raise the level of occupational health and safety competence of the Australian workforce in a consistent and cost-effective manner. The National Commission believes that occupational health and safety competencies should be integral components of industry competency standards so that competency standards can make the maximum possible contribution to improving the productivity of Australian industry.

These national guidelines aim to assist Competency Standards Bodies (CSB) and others involved in the development of competency standards to deal effectively with occupational health and safety.

These national guidelines have been prepared on the basis of the National Training Board’s (NTB) National Competency Standards—Policy and Guidelines (2nd Edition).

In line with the NTB Policy, these national guidelines do not provide endorsed competency standards. Rather, they provide advice for CSBs on how they can effectively address occupational health and safety in their competency standards.

Preface to the second edition

This 1998 edition has been prepared in response to changes in the vocational education and training sector since 1994. The Range of Variables and Evidence Guides for each of the generic occupational health and safety competencies set out in these national guidelines have been substantially expanded, and Evidence Guides now include information on underpinning knowledge and underpinning skills. The generic occupational health and safety competencies themselves remain unchanged.

The ‘Glossary’ and the section ‘Summary of Generic Occupational Health and Safety Competencies and Underpinning Knowledge and Skills’ have been included to assist users of this expanded edition. The chapter ‘Further Assistance’ has been updated to include electronic contacts and reference materials.

Comments from a wide range of national industry training bodies, training and occupational health and safety organisations consulted during the updating, have been incorporated.

The project management committee for the updating contained representation from:

- the Australian National Training Authority (ANTA);
- the Australian Council of Trade Unions (ACTU);
• the Australian Chamber of Commerce and Industry (ACCI);
• National industry training advisory bodies;
• the National Occupational Health and Safety Commission;
• the New South Wales WorkCover Authority;
• the South Australian WorkCover Corporation; and
• the Victorian WorkCover Authority.

The names and functions of some organisations referred to in the 1994 edition have changed. In particular:

• the work of Competency Standards Bodies (CSBs) is now carried out by national Industry Training Advisory Bodies (ITABs) and Recognised Bodies, and Training Package development is included in their activities;
• the National Training Framework Committee (NTFC) has replaced the Standards and Curriculum Council (SCC); and
• the functions of the National Training Board (NTB) are now carried out by the National Training Framework Committee (NTFC).

The current names of organisations are used other than where the reference is an historical one.

**Acknowledgments**

The **first edition** of the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards* [NOHSC:7025(1994)] was prepared by Andrea Shaw, with project support and assistance from Clare Keating, previously of the Labour Research Centre Inc. Thanks to members of the project steering committee for their support and assistance.

Many thanks to those who assisted in the validation process— the staff and members of the four CSBs and managers and employees at the validation workplaces.

This **second edition** of these national guidelines was prepared by staff of the Occupational Health and Safety Services Department of the South Australian WorkCover Corporation, and the National Commission. The updated sections were quality assured by Andrea Shaw.

Our thanks to members of the project management committee, national ITABs, and training and occupational health and safety sector organisations who provided invaluable advice and comment on the updated sections.

**Abbreviations**

ANTA Australian National Training Authority

CSB Competency Standards Body

ITAB Industry Training Advisory Body
Glossary*

**Administrative controls**—Management practices that aim to control employees’ exposure to specific hazards, and generally improve health and safety. In relation to specific hazards, examples might include the use of job rotation, job enlargement, etc.

**Audit occupational health and safety**—A systematic examination against defined criteria to determine whether activities and related results conform to planned occupational health and safety arrangements and outcomes.

**Code of practice**—Advisory document which provides practical information on how to meet a particular OHS occupational health and safety standard. (National occupational health and safety OHS standards once declared by the National Occupational Health and Safety Commission 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.)

**Control measures**—Any devices, systems (including work methods) or approaches that reduce exposure to workplace hazards.

**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.

**Environmental monitoring**—The use of devices or persons to check, observe or keep a record of hazards or risks in the workplace—usually carried out by, or in consultation with, technical experts, for example, occupational hygienists and occupational physicians.

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

**Hazard identification**—The process of recognising that a hazard exists and describing its characteristics.

**Hazardous event**—An occurrence or event with the potential to seriously harm life or health.

**Hazardous substances**—In Australia, a hazardous substance specifically means a substance that:
• is listed on the National Commission’s *List of Designated Hazardous Substances* [NOHSC:10005(1994)] or,
• has been classified as a hazardous substance by the manufacturer or importer in accordance with the National Commission’s *Approved Criteria for Classifying Hazardous Substances* [NOHSC:1008(1994)].

**Hazardous substances register**—A listing of all hazardous substances that are used or produced in the workplace, plus the available Material Safety Data Sheets (MSDS) for these substances, as required by State, Territory and Commonwealth regulations.

**Health surveillance**—Monitoring or checking individuals for the purpose of identifying changes due to exposure to hazards in the workplace. May include biological monitoring.

**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.

**High risk**—Risks that are recognised and/or calculated as highly likely to cause harm.

**Housekeeping**—Workplace and personal routines designed to improve hygiene and safety, for example, cleaning up spills and keeping walkways and traffic areas clear.

**Incident**—An unplanned event resulting in, or having the potential to cause, injury or ill health—often disrupts the working routine but causes no further loss or injury, and is therefore less serious than an accident.

**Material Safety Data Sheet (MSDS)**—A document describing the properties and hazards of a material or substance.

**Monitoring**—The use of valid and suitable techniques to estimate the exposure of employees to a hazard. See also: ‘Environmental Monitoring’.

**Occupational health and safety inspection**—The process of physically examining and evaluating the extent to which hazards and risks exist, and/or particular occupational health and safety requirements, procedures or standards are being met.

**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 National Commission. 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.

**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 assessment**—Activities undertaken to estimate how likely it is that harm will occur as a result of the existence of a particular risk.

**Risk control/risk control measures**—See ‘Control measures’ and ‘Hierarchy of control’.

**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’.

**Records**—A collection of information in a permanent form. There are many forms, for example, a written report or a computerised database. May include for example, reports, results of monitoring, documentation of induction and training programs and results of health surveillance.

**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.

*The National Commission gratefully acknowledges the following sources of some terms adapted for this glossary:


1. Purpose of the guidelines

These national guidelines may be cited as the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards* [NOHSC:7025(1998)]. They have been developed to assist industry to integrate occupational health and safety competencies into industry competency standards. They provide guidance on how to identify the competencies required to implement effective occupational health and safety management in any industry or workplace.

These national guidelines are not regulations or a cross-industry standard—they do not prescribe the competencies that must be incorporated into industry competency standards. Rather, they set out generic competencies that provide a basis for the inclusion of occupational health and safety in industry competency standards.

Using these national guidelines, each industry or enterprise can decide how best the generic occupational health and safety competencies may be adopted in their competency standards and build on them to address industry-specific and occupation-specific occupational health and safety issues. In this way, national consistency and transferability of generic occupational health and safety competencies can be achieved as well as improved occupational health and safety performance.

The *first edition* of these national guidelines was the result of contributions from a range of industries, competency standards bodies (CSBs), employer organisations and unions. They were developed under the guidance of a steering committee with representation from:

- the Australian Chamber of Commerce and Industry (ACCI);
- the Australian Council of Trade Unions (ACTU);
- Competency Standards Bodies;
- the National Training Board (NTB); and
- State and Territory occupational health and safety agencies.

CSBs were consulted about drafts of the guidelines and generic competencies. The generic competencies themselves were developed using a methodology based on NTB policy, detailed in Appendix 1. Comments received through consultations have been incorporated into both the national guidelines and the generic competencies to ensure that this document provides practical assistance to industry in raising occupational health and safety competency.

The *second edition* includes updated and expanded Range of Variables and Evidence Guides, including underpinning knowledge and skills, consistent with the format currently required by ANTA for industry competency standards. The updated sections are also designed to provide improved guidance for training course developers and assessors.
2. Dealing with occupational health and safety in the workplace

The generic occupational health and safety competencies described in Chapter 3 of these national guidelines detail competencies required to implement an effective occupational health and safety management system consistent with occupational health and safety legislative requirements throughout Australia.

Implementing effective occupational health and safety management requires particular competencies on the part of managers, supervising personnel and employees associated with:

- fulfilling the duty of care for those in the workplace;
- identifying hazards, assessing and controlling risks in accordance with the hierarchy of control; and
- contributing to participative procedures for the management of occupational health and safety.

The role of occupational health and safety legislation, regulations and codes of practice

All Australian States and Territories have enacted legislation that establishes general duties for workplace parties for ensuring healthy and safe working conditions. In the Commonwealth jurisdiction, similar legislation has been enacted which applies solely to those employed by the Commonwealth Government and Commonwealth Government business enterprises.

In relation to particular workplace hazards, the National Commission has the responsibility for declaring national standards and codes of practice. When adopted under State, Territory and Commonwealth occupational health and safety legislation, the standards establish the minimum requirements for the identification, assessment and control of workplace risks relating to each of these issues and set the minimum requirements for the provision of information, training and record keeping. Codes of practice are advisory documents that provide advice on how to meet the standards.

Fulfilling the duty of care for those in the workplace

In any workplace, the final responsibility for providing a healthy and safe working environment, as far as practicable, rests with the employer. This duty of care is set out in all State and Territory and Commonwealth occupational health and safety 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
• processes for consultation over occupational health and safety as set out in legislation.

Employees also have a duty of care in relation to occupational health and safety. Generally, they must perform all duties in a manner that ensures their health and safety and that of others in the workplace to the extent to that they are capable of doing so. The relevant State and Territory or Commonwealth occupational health and safety Act should be consulted to ascertain the exact duties set down for employers and employees.

Identifying hazards, assessing and controlling risks in accordance with the hierarchy of control

In order to provide a healthy and safe working environment, the employer must 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 identify, assess and control process should be the basis of all prevention activities in the workplace. To be most effective, this process should be done within the appropriate participative procedures.

In each jurisdiction there are regulations that prescribe duties on the employer in regard to hazard identification, risk assessment and risk control. (Such regulations usually cover a specific hazard such as noise.) In some cases, the regulations prescribe when identification and assessment must be carried out and the interval between, and criteria for, re-assessment. Relevant occupational health and safety legislation should be consulted to ascertain regulatory requirements for hazard identification, risk assessment and risk control.

Hierarchy of 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. The hierarchy is:

• first, to eliminate the hazard altogether, by removal or substitution.

If that is not practicable,

• to provide engineering controls to isolate or reduce the risk, for example, enclose the hazard or use exhaust ventilation.

If that is not practicable,

• to implement administrative controls, for example, job rotation or lock-out procedures.
If that is not practicable,

- to use *personal protective clothing and equipment*.

Reliance on the use of personal protective clothing and equipment by itself is the least acceptable control measure. It should only be used as an interim measure until a more reliable solution can be found or when other controls are not practicable.

Sometimes, the most effective control of risk will involve a combination of the above methods.

**Contributing to participative procedures for the management of occupational health and safety**

Effective occupational health and safety management relies on using the skills and knowledge of everyone in the workplace. In fact, occupational health and safety legislation in most States and Territories and the Commonwealth supports 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 occupational health and safety matters. Consultation may involve the establishment of joint 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.
3. The generic occupational health and safety competencies

The generic occupational health and safety competencies described in this chapter are minimum competencies for the implementation of effective occupational health and safety management in Australian workplaces. There are three different units of competence, relevant for different levels of responsibility in the workplace:

- employees without managerial or supervisory responsibilities;
- employees with supervisory responsibilities; and
- those with managerial responsibilities, either as an employee or as an owner of a business.

In order to ensure that the generic competencies are relevant in all industries and workplaces, they do not address specific hazards or occupational health and safety issues relating to particular industries or work processes. Rather, they outline the competencies required to apply effective occupational health and safety management across occupations and industries.

The generic occupational health and safety competencies are not simply restatements of legal responsibilities for occupational health and safety under legislation and codes of practice. They embody the competencies necessary to fulfil such legal requirements.

Similarly, the generic occupational health and safety competencies do not restate the tasks, work processes or system steps required to manage occupational health and safety in the workplace. Instead, they encompass the four types of competency defined by the NTB:

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

Each of these types of competency are required to deal effectively with occupational health and safety.

Inclusion of underpinning knowledge and skills in the evidence guides provides additional information on the knowledge and skills covered by the occupational health and safety generic competencies.

Individual industries and enterprises will need to identify competencies required to address industry-specific and occupation-specific occupational health and safety issues, for example, particular hazards, where these differ from, or build on, the generic competencies provided in this chapter. Later chapters of these national guidelines provide guidance on developing these specific competencies.
Table 1—Summary of generic occupational health and safety competency a and underpinning knowledge and skills

<table>
<thead>
<tr>
<th>Generic Competency A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow defined occupational health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units and Elements of Competency</th>
<th>Underpinning Knowledge and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elements</strong></td>
<td><strong>Knowledge and Skills</strong></td>
</tr>
<tr>
<td>A.1 Follow workplace procedures for hazard identification and risk control.</td>
<td>• Legal rights and responsibilities.</td>
</tr>
<tr>
<td>A.2 Contribute to participative arrangements for the management of occupational health and safety.</td>
<td>• The way occupational health and safety is managed in the workplace and legal requirements.</td>
</tr>
<tr>
<td></td>
<td>• Workplace hazards.</td>
</tr>
<tr>
<td></td>
<td>• Preferred ways to control risks.</td>
</tr>
<tr>
<td></td>
<td>• Occupational health and safety procedures.</td>
</tr>
<tr>
<td></td>
<td>• Occupational health and safety symbols and signs.</td>
</tr>
<tr>
<td></td>
<td>• Workplace designated occupational health and safety personnel.</td>
</tr>
</tbody>
</table>

Table 2—Summary of generic occupational health and safety competency b and underpinning knowledge and skills

<table>
<thead>
<tr>
<th>Generic Competency B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement and monitor the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units and Elements of Competency</th>
<th>Underpinning Knowledge and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elements</strong></td>
<td><strong>Knowledge</strong></td>
</tr>
<tr>
<td>B.1 Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs.</td>
<td>• Provisions of relevant occupational health and safety legislation.</td>
</tr>
<tr>
<td>B.2 Implement and monitor participative arrangements for the management of occupational health and safety.</td>
<td>• Principles and practice of effective occupational health and safety management.</td>
</tr>
<tr>
<td></td>
<td>• Workplace hazards, range and selection of control measures.</td>
</tr>
<tr>
<td></td>
<td>• Organisational occupational health and safety management systems and policies and procedures needed for legislative compliance.</td>
</tr>
<tr>
<td></td>
<td>• Impact of characteristics and composition of the workforce on occupational health and safety management.</td>
</tr>
<tr>
<td></td>
<td>• Relevance of occupational health and safety management to other organisational</td>
</tr>
</tbody>
</table>
B.3 Implement and monitor the organisation’s procedures for identifying **hazards** and assessing risks.

B.4 Implement and monitor the organisation’s procedures for controlling **risks**.

B.5 Implement the organisation’s procedures for dealing with **hazardous events**.

B.6 Implement and monitor the organisation’s procedures for providing occupational health and safety **training**.

B.7 Implement and monitor the organisation’s procedures for maintaining occupational health and safety **records**.

Skills

- Ability to analyse entire work environment and judge occupational health and safety interventions.
- Ability to analyse relevant workplace data.
- Ability to assess resources needed for risk control.

Table 3—Summary of generic occupational health and safety competency C and underpinning knowledge and skills

**Generic Competency C**

Establish, maintain and evaluate the organisation’s occupational health and safety system in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees.

<table>
<thead>
<tr>
<th>Units and Elements of Competency</th>
<th>Underpinning Knowledge and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elements</strong></td>
<td><strong>Knowledge</strong></td>
</tr>
<tr>
<td>C.1 Establish and maintain the <strong>framework</strong> for the occupational health and safety system in the area of managerial responsibility.</td>
<td>• Provisions of relevant occupational health and safety legislation.</td>
</tr>
<tr>
<td>C.2 Established and maintain <strong>participative arrangements</strong> for the management of occupational health and safety.</td>
<td>• Principles and practice of effective occupational health and safety management.</td>
</tr>
<tr>
<td>C.3 Establish and maintain</td>
<td>• Management arrangements related relating to regulatory compliance.</td>
</tr>
<tr>
<td></td>
<td>• Enterprise hazards and risks, control measures and relevant expertise required.</td>
</tr>
<tr>
<td></td>
<td>• Characteristics and composition of workforce and their impact on OHS management.</td>
</tr>
<tr>
<td></td>
<td>• Relevance of enterprise management systems to OHS management.</td>
</tr>
</tbody>
</table>
procedures for *identifying hazards*.

C.4 Establish and maintain procedures for *assessing risks*.

C.5 Establish and maintain procedures for *controlling risks*.

C.6 Establish and maintain organisational procedures for dealing with *hazardous events*.

C.7 Establish and maintain an occupational health and safety *training* program.

C.8 Establish and maintain a system for occupational health and safety *records*.

C.9 Evaluate the organisation’s occupational health and safety system and related policies, procedures and programs.

**Skills**

- Ability to analyse working environment and design appropriate occupational health and safety management systems.
- Ability to analyse relevant data and evaluate occupational health and safety system effectiveness.
- Ability to assess resources to establish and maintain occupational health and safety management systems.

The first occupational health and safety competency is relevant for employees without managerial or supervisory responsibilities.

**Generic Competency A**

Follow defined occupational health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance Criteria</th>
</tr>
</thead>
</table>
| A.1 Follow workplace procedures for *hazard identification* and risk control. | A.1.1 Hazards in the work area are recognised and reported to *designated personnel* according to workplace procedures.  
A.1.2 Workplace procedures and work instructions for controlling risks are followed accurately.  
A.1.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities and competencies. |
<table>
<thead>
<tr>
<th>A.2 Contribute to participative arrangements for the management of occupational health and safety.</th>
<th>A.2.1 Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.2.2 Contribute to participative arrangements for occupational health and safety management in the workplace within organisational procedures and scope of responsibilities and competencies.</td>
<td></td>
</tr>
</tbody>
</table>

**Generic Competency A — Range of variables**

Generic Competency A describes occupational health and safety competencies applicable for employees without supervisory responsibility. This includes school-based workers, entry-level workers, trainees and apprentices. This competency complements, and is applicable in combination with, other industry or enterprise-specific competencies.

- This competency is to be exhibited in accordance with all relevant occupational health and safety legislation, particularly:
  - State/Territory/Commonwealth occupational health and safety Acts, regulations and codes of practice, including regulations and codes of practice relating to hazards present in the workplace or industry;
  - general duty of care under occupational health and safety legislation and common law;
  - provisions relating to roles and responsibilities of health and safety representatives and/or occupational health and safety committees; and
  - provisions relating to occupational health and safety issue resolution.

- This competency is to be exhibited in accordance with all relevant workplace procedures, which are arrangements for how workplace activities are to be done. They may be formally documented or communicated verbally. They may include procedures which are:
  - general to the management of the enterprise, such as:
  - job procedures and work instructions; or
  - specific to occupational health and safety, such as:
    - specific hazards,
    - emergency response,
    - consultation and participation,
    - occupational health and safety issue resolution,
    - identifying hazards, for example, inspections,
    - assessing risks,
    - controlling risks,
    - use of personal protective equipment, and
    - reporting occupational health and safety issues.

- *Hazard identification* may include activities associated with:
  - checking equipment or the work area before work commences and during work;
  - workplace inspections; and
  - housekeeping.
Participative arrangements may include:
- formal and informal meetings which include occupational health and safety;
- occupational health and safety committees;
- other committees, for example, consultative, planning and purchasing;
- health and safety representatives; and
- suggestions, requests, reports and concerns put forward by employees to management.

Designated personnel may include:
- supervisors;
- managers;
- team leaders;
- management occupational health and safety personnel; and
- other persons authorised or nominated by the enterprise or industry to:
  - perform specified work,
  - approve specified work,
  - inspect specified work, and
  - direct specified work.

Generic Competency A — Evidence Guide

To assess this unit, the following information and/or documents should be provided to the person being assessed:

- details of the established organisational occupational health and safety system;
- relevant policies, procedures and programs;
- information about the rights and responsibilities of the workplace parties under occupational health and safety Acts, regulations and codes of practice; and
- information on hazards and risks relevant to the workplace.

Critical Aspects of Evidence to be Considered

Critical aspects of evidence to be considered are:

- demonstrated ability to recognise and report hazards to designated personnel;
- demonstrated ability to accurately follow workplace procedures relevant to controlling risks in the workplace; and
- demonstrated ability to communicate about hazards and risks in the workplace.

Interdependent Assessment of Units

Competency in this unit underpins competency in other aspects of the workplace role of employees without supervisory responsibilities. It may be appropriate to assess parts of this unit in conjunction with units relating to the performance of such aspects of the role. For example, assessment of a unit of competence relating to operation of plant and equipment could involve assessing that the person is able to recognise and report any hazards associated with that plant or equipment.

Underpinning Knowledge and Skills
In demonstrating competency, the following underpinning knowledge and skills should be displayed:

- the rights and responsibilities of the workplace parties under occupational health and safety Acts, regulations and codes of practice;
- the ways in which occupational health and safety is managed in the workplace, and activities required under occupational health and safety legislation, for example:
  - policies,
  - procedures,
  - plant and equipment maintenance,
  - hazard identification,
  - risk assessment and control,
  - occupational health and safety instruction, and
  - training and provision of occupational health and safety information;
- hazards that exist in the workplace;
- the preferred order of ways to control risks (known as the hierarchy of control);
- workplace occupational health and safety procedures relevant to the work being undertaken, including procedures for:
  - recognising and reporting on hazards, for example, work area inspections,
  - work operations to control risks, for example, permit to work systems and isolation procedures,
  - responding to accidents, fires and emergencies,
  - raising occupational health and safety issues, and
  - employee participation in occupational health and safety management, for example, consultative or occupational health and safety committees and joint employer/employee inspections;
- the meaning of occupational health and safety symbols found on signs and labels in the workplace; and
- designated personnel responsible for occupational health and safety.

**Resource Implications**

Assessment of this unit requires access to:

- relevant occupational health and safety Acts, regulations and codes of practice;
- enterprise occupational health and safety policies and procedures;
- personal protective equipment; and
- relevant work areas for identification of hazards and control measures.

**Method of Assessment**

To ensure that the contingency management component (ability to deal with irregularities and breakdowns) of competency is adequately assessed, evidence needs to be gathered across a range of workplace operations and circumstances that the individual would be expected to deal with in the workplace. This could be either in an actual workplace or in a simulation of realistic workplace conditions. When assessing
entry level workers, assessment techniques that allow collection of evidence from relevant workplace experience should be used.

Techniques for assessment could include:

- observation;
- simulation;
- case studies;
- interviews;
- written tests; and
- workplace projects.

**Context of Assessment**

This unit should be assessed by a combination of workplace (or a realistic simulation) and off--the--job assessment. The context of assessment should ensure that evidence relating to the contingency management component (ability to deal with irregularities and breakdowns) of competency can be collected. Evidence must include observation in the workplace as well as off--the--job techniques such as interviews and simulations. Conditions for simulations should:

- accurately simulate the range of activities and circumstances that the individual would be expected to deal with in the workplace;
- allow for discussion; and
- ensure that the relevant documents and resources are available.

In particular, evidence of ability to follow emergency procedures and contribute to participative arrangements may be gathered through simulations.

The assessor should have recognised expertise in managing occupational health and safety in the industry or work in an assessment team with such a person.

**Key Competencies**

<table>
<thead>
<tr>
<th>Unit of competency</th>
<th>Collecting, analysing and organising information</th>
<th>Communicating ideas and information</th>
<th>Planning and organising activities</th>
<th>Working with others and in teams</th>
<th>Using Mathematical ideas and Techniques</th>
<th>Solving problems</th>
<th>Using technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic* Competency A</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Particularly</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Relevant Elements of competency</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
When assessing against the performance criteria, competence in the relevant key competencies could be inferred.

*Footnote: there are three performance levels for each key competency from lowest level (1) to highest level (3)

**The second occupational health and safety competency is relevant for employees with supervisory responsibilities.**

<table>
<thead>
<tr>
<th>Generic Competency B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement and monitor the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance Criteria</th>
</tr>
</thead>
</table>
| B.1 Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs. | B.1.1 Relevant provisions of occupational health and safety legislation and codes of practice are accurately and clearly explained to the work group. 
B.1.2 Information on the organisation’s occupational health and safety policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group. 
B.1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group. |
| B.2 Implement and monitor participative arrangements for the management of occupational health and safety. | B.2.1 Organisational procedures for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute. 
B.2.2 Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution. 
B.2.3 The outcomes of consultation over occupational health and safety issues are made known to the work group promptly. |
| B.3 Implement and monitor the organisation’s procedures for identifying hazards and assessing risks. | B.3.1 Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied. |
| B.4 Implement and monitor the organisation’s procedures for controlling risks. | B.4.1 Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace... |
| B.4.2 | Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures. |
| B.4.3 | Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel. |
| B.4.4 | Inadequacies in resource allocation for implementation of risk control measures identified and reported to designated personnel. |

**B.5 Implement the organisation’s procedures for dealing with hazardous events.**

| B.5.1 | Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken. |
| B.5.2 | Hazardous events are investigated to identify their cause in accordance with investigation procedures. |
| B.5.3 | Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control if within scope of responsibilities and competencies or alternatively referred to designated personnel for implementation. |

**B.6 Implement and monitor the organisation’s procedures for providing occupational health and safety training.**

| B.6.1 | Occupational health and safety training needs are identified accurately, specifying gaps between occupational health and safety competencies required and those held by work group members. |
| B.6.2 | Arrangements are made for fulfilling identified occupational health and safety training needs in both on and off-the-job training programs in consultation with relevant parties. |

**B.7 Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.**

| B.7.1 | Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace requirements for occupational health and safety records and legal requirements for the maintenance of records of occupational injury and disease. |
| B.7.2 | Aggregate information from the area’s occupational health and safety records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies. |
Generic Competency B — Range of Variables

Generic Competency B describes occupational health and safety competencies applicable for employees with supervisory responsibility. This may include roles such as team leaders, production coordinators, forepersons or supervisors.

This competency complements, and is applicable in combination with, other industry or enterprise-specific competencies.

- This competency is to be exhibited in accordance with all relevant occupational health and safety legislation, particularly:
  - State/Territory/Commonwealth occupational health and safety Acts, regulations and codes of practice, including regulations and codes of practice relating to hazards present in the workplace or industry;
  - general duty of care under occupational health and safety legislation and common law;
  - requirements for the maintenance and confidentiality of records of occupational injury and disease;
  - requirements for provision of occupational health and safety information and training;
  - provisions relating to health and safety representatives and/or occupational health and safety committees; and
  - provisions relating to occupational health and safety issue resolution.

- This competency is to be exhibited in accordance with all relevant workplace procedures, which are arrangements for how workplace activities are to be done. They may be formally documented or communicated verbally. They may include procedures which are:
  - general to the management of the enterprise, such as:
    - job procedures and work instructions,
    - maintenance of plant and equipment,
    - purchasing of supplies and equipment, and
    - counselling/disciplinary processes; or
  - specific to occupational health and safety, such as:
    - providing occupational health and safety information,
    - consultation and participation,
    - emergency response,
    - housekeeping,
    - specific hazards,
    - identifying hazards, for example, inspections,
    - incident investigation,
    - assessing risks,
    - controlling risks,
    - personal protective equipment,
    - occupational health and safety training and assessment,
    - occupational health and safety record keeping,
    - reporting occupational health and safety issues, and
    - occupational health and safety issue resolution.

- Information may include information:
  - for the induction of new workers;
  - about the nature of work, tasks and procedures;
• about hazards and risk management procedures;
• to assist in work tasks;
• as part of providing direct supervision, for example, to inexperienced workers;
• to communicate legislation and codes of practice, for example, relating to hazards in the work area; and
• for consultation with health and safety representatives and occupational health and safety committees.

• **Participative arrangements** may include:
  • formal and informal meetings which include occupational health and safety;
  • occupational health and safety committees;
  • other committees, for example, consultative, planning and purchasing;
  • health and safety representatives; and
  • suggestions, requests, reports and concerns put forward by employees to management.

• **Identifying hazards and assessing risks** may occur through activities such as:
  • audits;
  • workplace inspections;
  • housekeeping;
  • checking work area and/or equipment before and during work;
  • job and work system assessment;
  • reviews of occupational health and safety records, including registers of hazardous substances, dangerous goods, etc;
  • maintenance of plant and equipment;
  • purchasing of supplies and equipment, for example, review of Material Safety Data Sheets and manufacturer/supplier information; and
  • identifying employee concerns.

• **Controlling risks** may include actions such as:
  • measures to remove the cause of a risk at its source;
  • application of the hierarchy of control, namely:
    • elimination of the risk,
    • engineering controls,
    • administrative controls, and
    • personal protective equipment; and
  • consultation with workers and their representatives.

• **Hazardous events** may include:
  • accidents;
  • fires and explosions;
  • emergencies such as chemical spills;
  • bomb scares; and
  • violent incidents, for example, armed robberies.

• **Procedures for dealing with these** may include:
  • evacuation;
  • chemical containment;
  • first aid; and
  • accident/incident reporting and investigation.

• **Occupational health and safety training** may include:
  • induction training;
  • specific hazard training;
specific task or equipment training;
- emergency and evacuation training; and
- training as part of broader programs, for example, equipment operation.

- **Occupational health and safety records** may include:
  - occupational health and safety audits and inspection reports;
  - health surveillance and workplace environmental monitoring records;
  - records of instruction and training;
  - manufacturers’ and suppliers’ information, including Material Safety Data Sheets and dangerous goods storage lists;
  - hazardous substances registers;
  - maintenance and testing reports;
  - workers’ compensation and rehabilitation records; and
  - first aid/medical post records.

**Generic Competency B — Evidence Guide**

Competence is demonstrated in the context of:

- an established organisational occupational health and safety system; and
- relevant policies, procedures and programs.

Competence may be demonstrated working individually or under the guidance of, or as a member of, a team with specialist occupational health and safety staff or managers.

Competence may be assessed in conjunction with other industry units of competency, for example, those relating to workplace communication or training.

**Critical Aspects of Evidence to be Considered**

Evidence is required of:

- knowledge, consistent with the elements of competence, of all applicable occupational health and safety Acts, regulations and codes of practice;
- understanding of, and ability to apply, organisational management systems and procedures to occupational health and safety;
- understanding of, and ability to apply, risk management procedures (that is, undertake hazard identification, risk assessment and risk control in accordance with the hierarchy of control); and
- knowledge of how characteristics of the workforce impact on the management of occupational health and safety, and an ability to apply that understanding.

**Interdependent Assessment of Units**

Competency in this unit underpins competency in other aspects of the workplace role of employees with supervisory responsibilities. It may be appropriate to assess parts of this unit in conjunction with units relating to the performance of such aspects of the role. For example, assessment of a unit relating to supervising a work system could
involve assessing that the person is able to identify and report any existing or potential hazards of the system.

Underpinning Knowledge and Skills

In demonstrating competency, the following underpinning knowledge and skills should be displayed:

- the provisions of occupational health and safety Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities;
- principles and practices of effective occupational health and safety management, such as:
  - risk management (that is, hazard identification, risk assessment and risk control),
  - the hierarchy of control,
  - elements of an effective occupational health and safety management system,
  - participation and consultation over occupational health and safety, and
  - accident and incident investigation;
- hazards which exist in the workplace including:
  - the range of control measures available for these hazards, and
  - considerations for choosing between different control measures, such as possible inadequacies of particular control measures;
- organisational occupational health and safety management systems, policies and procedures necessary to support organisational compliance with legal requirements, including procedures for:
  - communicating about occupational health and safety issues,
  - consulting and allowing participation over occupational health and safety issues,
  - identifying and reporting on hazards, for example, through inspection reports,
  - assessing risks,
  - controlling risks,
  - monitoring risk control measures,
  - reporting budgetary and resource needs,
  - responding to, and dealing with, hazardous events,
  - occupational health and safety training, and
  - occupational health and safety record keeping;
- how the characteristics and composition of the workforce impact on occupational health and safety management, including:
  - literacy,
  - communication skills,
  - cultural background,
  - gender,
  - workers with disabilities, and
  - part-time, casual or contract workers;
- the relevance of occupational health and safety management to other organisational systems, policies and procedures, including:
- business planning (especially new technology and organisational change),
- budgeting,
- purchasing,
- maintenance,
- contractors,
- training,
- consultation,
- human resource management, and
- equal employment opportunity;

• ability to analyse the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary;
• ability to analyse relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures; and
• ability to assess the resources needed to apply different risk control measures and make recommendations to management on that basis.

Resource Implications

Assessment of this unit requires access to:

• relevant occupational health and safety Acts, regulations and codes of practice;
• enterprise occupational health and safety policies and procedures;
• personal protective equipment; and
• relevant work areas for identification of hazards and control measures.

Method of Assessment

To ensure that the contingency management component (ability to deal with irregularities and breakdowns) of competency is adequately assessed, evidence needs to be gathered across a range of work procedures and in a range of workplace circumstances. This could be either in an actual workplace or in a simulation of realistic workplace conditions. Techniques for assessment could include:

• observation;
• simulation;
• case studies;
• interviews;
• written tests; and
• workplace projects.

Context of Assessment

This unit should be assessed by a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management component of competency can be collected.
Evidence must include observation in the workplace as well as off-the-job techniques such as interviews and simulations. Conditions for simulations should:

- accurately simulate the range of circumstances that the individual could be expected to deal with in the workplace;
- allow for discussion; and
- ensure that the relevant documents and resources are available.

In particular, evidence of ability to deal with a range of emergencies and hazardous events may be gathered through simulations.

The assessor should have recognised expertise in managing occupational health and safety in the industry or work in an assessment team with such a person.

### Key Competencies*

<table>
<thead>
<tr>
<th>Unit of Competency</th>
<th>Collecting and analysing information Unit of competency</th>
<th>Communicating ideas and Information</th>
<th>Planning and organising activities</th>
<th>Working with others and in teams</th>
<th>Using mathematical ideas and techniques</th>
<th>Solving problems</th>
<th>Using technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic</strong></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Competency B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Particularly Relevant</strong></td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>7</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>Elements of competency</strong></td>
<td>3</td>
<td>4</td>
<td>6</td>
<td>5</td>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

When assessing against the performance criteria, competence in the relevant key competencies could be inferred.

*Footnote: there are three performance levels for each key competency - from the lowest level (1), to highest level (3).

The third occupational health and safety competency is relevant for those with managerial responsibilities. This may be as an employee or as an owner of a business.
Competence may be demonstrated working individually, or under the guidance of, or as a member of a team with, specialist occupational health and safety staff, managers or consultants.

**Generic Competency C**

Establish, maintain and evaluate the organisation’s occupational health and safety system in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees.

<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance Criteria</th>
</tr>
</thead>
</table>
| C.1 Establish and maintain the *framework* for the occupational health and safety system in the area of managerial responsibility. | C.1.1 Occupational health and safety policies are developed which clearly express the organisation’s commitment with respect to occupational health and safety within the area of managerial responsibility and how relevant occupational health and safety legislation will be implemented, consistent with overall organisational policies.  
C.1.2 Occupational health and safety responsibilities and duties which will allow implementation and integration of the occupational health and safety system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions.  
C.1.3 Financial and human resources for the operation of the occupational health and safety system are identified, sought and/or provided in a timely and consistent manner.  
C.1.4 Information on the occupational health and safety system and procedures for the area of managerial responsibility is provided and explained in a form which is readily accessible to employees. |
| C.2 Established and maintain participative arrangements for the management of occupational health and safety. | C.2.1 Appropriate consultative processes are established and maintained in consultation with employees and their representatives in accordance with relevant occupational health and safety legislation and consistent with the organisation’s overall process for consultation.  
C.2.2 Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution.  
C.2.3 Information about the outcomes of participation and consultation is provided in a manner accessible to employees. |
<p>| C.3 Establish and maintain procedures for identifying | C.3.1 Existing and potential hazards within the area of managerial responsibility are correctly identified and |</p>
<table>
<thead>
<tr>
<th><strong>hazards.</strong></th>
<th><strong>identification confirmed in accordance with occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C.3.2A</strong></td>
<td><strong>A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures.</strong></td>
</tr>
<tr>
<td><strong>C.3.3</strong></td>
<td><strong>Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.</strong></td>
</tr>
<tr>
<td><strong>C.3.4</strong></td>
<td><strong>Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C.4</strong></th>
<th><strong>Establish and maintain procedures for assessing risks.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C.4.1</strong></td>
<td><strong>Risks presented by identified hazards are correctly assessed in accordance with occupational health and safety legislation and codes of practice.</strong></td>
</tr>
<tr>
<td><strong>C.4.2</strong></td>
<td><strong>A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures.</strong></td>
</tr>
<tr>
<td><strong>C.4.3</strong></td>
<td><strong>Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.</strong></td>
</tr>
<tr>
<td><strong>C.4.4</strong></td>
<td><strong>Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C.5</strong></th>
<th><strong>Establish and maintain procedures for controlling risks.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C.5.1</strong></td>
<td><strong>Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system.</strong></td>
</tr>
<tr>
<td><strong>C.5.2</strong></td>
<td><strong>When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a control measure is developed.</strong></td>
</tr>
<tr>
<td><strong>C.5.3</strong></td>
<td><strong>A procedure for ongoing control of risks, based on the hierarchy of control, is developed and integrated within general systems of work and procedures.</strong></td>
</tr>
<tr>
<td><strong>C.5.4</strong></td>
<td><strong>Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility.</strong></td>
</tr>
<tr>
<td>C.5</td>
<td>Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included.</td>
</tr>
<tr>
<td>C.5.6</td>
<td>Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures.</td>
</tr>
<tr>
<td>C.6</td>
<td>Establish and maintain organisational procedures for dealing with hazardous events.</td>
</tr>
<tr>
<td>C.6.1</td>
<td>Potential hazardous events are correctly identified.</td>
</tr>
<tr>
<td>C.6.2</td>
<td>Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services.</td>
</tr>
<tr>
<td>C.6.3</td>
<td>Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances.</td>
</tr>
<tr>
<td>C.7</td>
<td>Establish and maintain an occupational health and safety training program.</td>
</tr>
<tr>
<td>C.7.1</td>
<td>An occupational health and safety training program is developed and implemented to identify and fulfil employees’ occupational health and safety training needs as part of the organisation’s general training program.</td>
</tr>
<tr>
<td>C.8</td>
<td>Establish and maintain a system for occupational health and safety records.</td>
</tr>
<tr>
<td>C.8.1</td>
<td>A system for keeping occupational health and safety records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility.</td>
</tr>
<tr>
<td>C.9</td>
<td>Evaluate the organisation’s occupational health and safety system and related policies, procedures and programs.</td>
</tr>
<tr>
<td>C.9.1</td>
<td>The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organisation’s aims with respect to occupational health and safety.</td>
</tr>
<tr>
<td>C.9.2</td>
<td>Improvements to the occupational health and safety system are developed and implemented to ensure more effective achievement of the organisation’s aims with respect to occupational health and safety.</td>
</tr>
<tr>
<td>C.9.3</td>
<td>Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained as a minimum.</td>
</tr>
</tbody>
</table>

**Generic Competency C — Range of Variables**
Generic Competency C describes generic occupational health and safety competencies applicable for those with managerial responsibilities. This may be as an employee or as an owner of a business.

This competency complements, and is applicable in combination with, other industry or enterprise-specific competencies.

Competency is to be exhibited within the area of managerial responsibility which might be an entire enterprise or department of an enterprise. In the case of owners of a business, the responsibility will be for an entire enterprise.

Positions to which this competency applies will vary according to the industry or enterprise but may include:

- managers — at a range of levels; and
- other specialist managers, for example, maintenance manager and personnel manager.

This competency is to be exhibited in accordance with all relevant occupational health and safety legislation, particularly:

- State/Territory/Commonwealth occupational health and safety Acts, regulations and codes of practice, including regulations and codes of practice relating to hazards present in the workplace or industry;
- general duty of care under occupational health and safety legislation and common law;
- requirements for the maintenance and confidentiality of records of occupational injury and disease;
- requirements for provision of occupational health and safety information and training;
- provisions relating to health and safety representatives and/or occupational health and safety committees; and
- provisions relating to occupational health and safety issue resolution.

*Establish* and maintain the framework for occupational health and safety may include:

- policy development and updating;
- determining the ways in which occupational health and safety will be managed. This may include distinct occupational health and safety management activities, or inclusion of occupational health and safety functions within a range of management functions and operations such as:
  - maintenance of plant and equipment,
  - purchasing of materials and equipment,
  - designing operations, work flow and materials handling, and
  - planning or implementing alterations to site, plant, operations or work systems;
- mechanisms for review and allocation of human, technical and financial resources needed to manage occupational health and safety, including defining
and allocating occupational health and safety responsibilities for all relevant positions;
• mechanisms for keeping up to date with relevant information and updating the management arrangements for occupational health and safety, for example, information on health effects of hazards, technical developments in risk control and environmental monitoring and changes to legislation;
• mechanisms to assess and update occupational health and safety management arrangements relevant to legislative requirements; and
• a system for communicating occupational health and safety information to employees, supervisors and managers within the enterprise.

Establish and maintain participative arrangements for management of occupational health and safety may cover:

• occupational health and safety committees and other committees, for example, consultative, planning and purchasing;
• health and safety representatives;
• employee and supervisor involvement in occupational health and safety management activities, for example, occupational health and safety inspections, audits, environmental monitoring, risk assessment and risk control;
• procedures for reporting hazards, risks and occupational health and safety issues by managers and employees; and
• inclusion of occupational health and safety in consultative or other meetings and processes.

Establish and maintain procedures for identifying hazards may include developing and updating procedures for:

• workplace inspections, including plant and equipment;
• audits;
• maintaining and analysing occupational health and safety records, including environmental monitoring and health surveillance reports;
• maintenance of plant and equipment;
• reviews of materials and equipment purchases, including manufacturers and suppliers information; and
• employee reporting of occupational health and safety issues.

Establish and maintain procedures for assessing risks may include developing and updating procedures for:

• determining the likelihood and severity of adverse consequences from hazards;
• occupational health and safety audits;
• workplace inspections;
• maintenance of plant and equipment;
• purchasing of materials and equipment;
• planning or implementing alterations to site, operations or work systems; and
• analysis of relevant records and reports, for example, injuries and incidents, hazardous substances inventories/registers, audit and environmental monitoring reports and occupational health and safety committee records.

Establish and maintain procedures for controlling risks may include developing and updating procedures for:

• assessing the occupational health and safety consequences of materials, plant or equipment prior to purchase;
• obtaining expert advice;
• appropriate application of measures according to the hierarchy of control, namely:
  o elimination of the risk,
  o engineering controls,
  o administrative controls, and
  o personal protective equipment;
• designing safe operations and systems of work;
• inclusion of new occupational health and safety information into procedures; and
• checking enterprise compliance with regulatory requirements.

Establish and maintain organisational procedures for hazardous events may include developing and updating procedures for:

• making inventories of, and inspecting, high risk operations; and
• inspecting systems and operations associated with potentially hazardous events, for example, emergency communications, links to emergency services, fire fighting, chemical spill containment, bomb alerts and first aid services.

Establish and maintain an occupational health and safety training program may include:

• arrangements for ongoing assessment of training needs, for example, relating to:
  • supervisors and managers,
  • specific hazards,
  • specific tasks or equipment,
  • emergencies and evacuations, and
  • training required under occupational health and safety legislation;
• allocation of resources for occupational health and safety training, including acquisition of training resources, development of staff training skills and purchase of training services;
• induction training; and
• training for new operations, materials or equipment.

Establish and maintain a system for occupational health and safety records may cover:

• identifying records required under occupational health and safety legislation, for example:
• worker’s compensation and rehabilitation records,
• hazardous substances registers,
• Material Safety Data Sheets,
• major accident/injury notifications, and
• certificates and licences;
• manufacturers and suppliers occupational health and safety information;
• occupational health and safety audits and inspection reports;
• maintenance and testing reports;
• workplace environmental monitoring and health surveillance records;
• records of instruction and training; and
• first aid/medical post records.

Evaluating the organisation’s occupational health and safety system may include arrangements for:

• reviewing the effectiveness of the occupational health and safety management system;
• regular review of operating procedures;
• regular analysis of occupational health and safety records; and
• audits against occupational health and safety legislative requirements.

Generic Competency C — Evidence Guide

Competence is demonstrated in the context of:

• responsibility for managing the operations of an enterprise or department of an enterprise;
• provision of information on, or access to, the arrangements for managing an enterprise or department; and
• provision of information on, or access to, established arrangements for management of occupational health and safety in an enterprise or department.

Critical Aspects of Evidence to be Considered

Competence may be demonstrated working individually or under the guidance of, or as a member of, a team with specialist occupational health and safety staff, managers or consultants.

Evidence is required of:

• detailed knowledge of all relevant occupational health and safety Acts, regulations and codes of practice and how they will be implemented within the area of managerial responsibility;
• understanding of the principles and practice of effective occupational health and safety, including the significance of organisational management systems and procedures for occupational health and safety, and an ability to establish and maintain appropriate arrangements for occupational health and safety within those systems and procedures;
• ability to establish and/or maintain the organisation’s occupational health and safety management system;
• detailed understanding of how the characteristics of the workforce impact on the design and maintenance of occupational health and safety management systems, and an ability to apply that understanding; and
• ability to identify when expert advice is needed, to obtain that advice and to act on it appropriately.

Interdependent Assessment of Units

Competency in this unit underpins competency in other aspects of the workplace role of employees with managerial responsibilities. It may be appropriate to assess parts of this unit in conjunction with units relating to the performance of such aspects of the role. For example, assessment of a unit relating to managing an operational area could involve assessing that the person is able to assess the effectiveness of risk control measures in place for that operation or area.

Underpinning Knowledge

In demonstrating competence, the following underpinning knowledge should also be displayed:

• the provisions of occupational health and safety Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, manufacturers, suppliers, employees and other parties with legal responsibilities;
• principles and practices of effective occupational health and safety management, including:
  o elements of an effective occupational health and safety management system,
  o risk management,
  o appropriate links to other management systems, for example, contractors, maintenance and purchasing,
  o the role of technical information and experts in designing control measures, monitoring systems and health surveillance,
  o the hierarchy of control measures,
  o participation and consultation over occupational health and safety, and
  o incident and accident investigation;
• management arrangements relating to regulatory compliance, for example, arrangements for:
  o keeping the organisation abreast of developments in occupational health and safety, for example, law, control measures and hazards,
  o mandatory notifications and reporting,
  o mandatory licenses and certificates,
  o registers, listings and labelling of regulated materials, for example, hazardous substances and dangerous goods,
  o communicating to the organisation about occupational health and safety,
  o consulting about, and participating in, occupational health and safety management,
  o identifying and reporting on hazards, for example, through audits and inspections,
o assessing risks,
o controlling risks,
o monitoring risk control measures,
o allocating financial, technical and human resources for occupational health and safety,
o responding to, and dealing with, hazardous events,
o occupational health and safety training,
o occupational health and safety record keeping, and
o collection and use of occupational health and safety-related data;
• hazards and associated risks that exist in the enterprise, including:
  o the range of control measures available for these risks,
  o considerations for choosing between different control measures, such as possible inadequacies with particular control measures, and
  o how to identify when expert advice is needed;
• how the characteristics and composition of the workforce impact on occupational health and safety management, including:
  o literacy,
  o communication skills,
  o cultural background,
  o gender,
  o workers with disabilities, and
  o part-time, casual and contract workers; and
• the relevance to occupational health and safety management of other organisational management systems, policies and procedures, including:
  o business planning (especially plans relating to technological change, organisational change and workplace design),
  o finance,
  o contractors,
  o purchasing,
  o materials transport and storage,
  o maintenance,
  o training,
  o consultation,
  o human resource management, and
  o equal employment opportunity.

Underpinning Skills

In demonstrating competence, the following underpinning skills should also be displayed:

• ability to analyse the entire working environment in order to identify hazards, assess risks and design and implement appropriate occupational health and safety management systems;
• ability to analyse relevant workplace data, for example, incident and environmental monitoring, to identify hazards, assess risks and evaluate the effectiveness of the occupational health and safety management system; and
• ability to assess the resources needed to establish and maintain occupational health and safety management systems, including a range of risk control measures.
Resource Implications

Assessment of this unit requires access to:

- relevant occupational health and safety Acts, regulations and codes of practice;
- information relevant to the management of the enterprise, for example, planning, operations, maintenance, purchasing and budgeting;
- enterprise occupational health and safety management information, including policies and procedures; and
- work areas in the area of managerial responsibility.

Method of Assessment

To ensure that the contingency management component (ability to deal with irregularities and breakdowns) of competency is adequately assessed, evidence needs to be gathered across a range of occupational health and safety management systems, operations and workplace circumstances. This could be either in an actual workplace or in a simulation of realistic workplace conditions. Techniques for assessment could include:

- observation;
- simulation;
- case studies;
- interviews;
- written tests; and
- workplace projects.

Context of Assessment

This unit should be assessed by a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management component (ability to deal with irregularities and breakdowns) of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques such as interviews and simulations. Conditions for simulations should:

- accurately simulate the range of operations and circumstances that managers or owners could be expected to manage in the workplace;
- allow for discussion; and
- ensure the relevant information and documents are available.

In particular, evidence of ability to manage a range of emergencies and hazardous events may be gathered through simulations.

The assessor should have recognised expertise in managing occupational health and safety in the industry or work in an assessment team with such a person.

Key Competencies*
<table>
<thead>
<tr>
<th>Unit of competency</th>
<th>Collecting and analysing ideas and Information</th>
<th>Communicating ideas and Information</th>
<th>Planning and organising activities</th>
<th>Working with others and in teams</th>
<th>Using mathematical ideas and techniques</th>
<th>Solving problems</th>
<th>Using technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic* Competency B</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Particularly Relevant Elements of competency</td>
<td>1 16</td>
<td>1 6</td>
<td>1 2</td>
<td>2 7</td>
<td>1 8</td>
<td>1 2</td>
<td>1 3</td>
</tr>
<tr>
<td></td>
<td>2 27</td>
<td>3 2</td>
<td>2 3</td>
<td>3 7</td>
<td>2 9</td>
<td>2 5</td>
<td>3 9</td>
</tr>
<tr>
<td></td>
<td>3 38</td>
<td>4 4</td>
<td>3 4</td>
<td>4 6</td>
<td>4 5</td>
<td>4 8</td>
<td>4 9</td>
</tr>
<tr>
<td></td>
<td>4 49</td>
<td>5 1</td>
<td>4 6</td>
<td>5 9</td>
<td>5 9</td>
<td>5 2</td>
<td>5 3</td>
</tr>
</tbody>
</table>

When assessing against the performance criteria, competence in the relevant key competencies could be inferred.

*Footnote: there are three performance levels for each key competency - from the lowest level (1), to highest level (3).
4. Incorporating occupational health and safety in industry competency standards

Incorporating occupational health and safety into industry competency standards involves the following four steps outlined below.

**Step 1: Identifying any industry-specific occupational health and safety issues that have not been addressed in the generic occupational health and safety competencies**

This means 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 the information collection phase of the standards development process using appropriate methodologies as determined by Training Package Developers.

Chapter 5 outlines specific issues that Training Package Developers may consider in this step.

**Step 2: Deciding whether occupational health and safety will be dealt with as a separate unit or integrated throughout the industry standards**

Each Training Package Developer will need to decide the most effective approach to meet the needs of their industries and occupations. In general, the National Commission believes that the best approach involves a combination of:

- the definition of a separate unit of occupational health and safety competency based on the generic competencies detailed in Chapter 3; and
- appropriate reference in other relevant units, either in Performance Criteria, Range of Variables or Evidence Guides.

In any case, the occupational health and safety competencies should reflect both the generic competencies detailed in Chapter 3 of these national guidelines and the industry-specific occupational health and safety competencies identified in Step 1.

Chapter 6 outlines the basis on which such a decision may occur.

**Step 3: Determining progression in occupational health and safety competency**

Competence in occupational health and safety, like other types of competence, will progress through an enterprise or industry as employees gain greater competence.
When defining occupational health and safety competencies throughout an industry, the generic three levels described in Chapter 3 may not be sufficient.

More detailed progression may require changes in:

- elements, through changes in their allocation across units;
- Performance Criteria, through changes in the levels or types of performance required;
- Range of Variables, through changes in the range of machinery, processes, procedures or hazards for which competency is required; or
- Evidence Guides, through changes in contexts for assessment or evidence of knowledge.

The introduction of new units of competence may also be required.

These issues can only be addressed in a specific industry context. No further guidance is provided here, but the National Commission may provide assistance on request from Training Package Developers.

**Step 4: Field testing occupational health and safety competencies as part of the process of field testing draft competency standards**

The generic occupational health and safety competencies set out in Chapter 3 have been validated, as described in Appendix 1. However, industry Training Package Developers should nonetheless include occupational health and safety competencies in their own validation processes. This will ensure that the adaptation of the generic competencies undertaken by the Training Package Developer truly reflects the needs of the industry.

Chapter 7 describes important considerations for Training Package Developers at this step.
5. Identifying industry-specific occupational health and safety issues

This chapter outlines industry-specific occupational health and safety issues that will need to be considered in developing industry occupational health and safety competency standards.

The generic competencies described in Chapter 3 are those competencies required to implement effective occupational health and safety management in all industries and workplaces. In developing industry-specific occupational health and safety competency standards, Training Package Developers will need to identify competencies required to address industry-specific and occupation-specific occupational health and safety issues, for example, particular hazards, where these differ from, or build on, the generic competencies provided.

Industry occupational health and safety competencies may need to be defined in relation to:

- particular hazards in the industry;
- specialised occupations or duties, for example, first aid;
- occupational health and safety management strategies - such as risk assessment or those that may be required under occupational health and safety Acts, regulations, codes of practice, awards or agreements; and/or
- specific characteristics of the industry that imply particular occupational health and safety requirements.

Hazards

The way in which occupational health and safety competency standards will deal with the hazards of an industry needs to be determined in developing industry occupational health and safety competency standards. Depending on the level of authority and control as well as the nature of particular jobs, specific competencies in relation to particular hazards may be required. The way in which they can be dealt with in industry competency standards would need to be determined by the relevant training package developer. This may be in the Performance Criteria, Range of Variables statement, Evidence Guide or even as discrete elements of a unit of occupational health and safety competency.

The following examples suggest competencies related to some common hazards.

Machine Operation

Machine operators need specific competencies relating to identifying 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. This might simply require the specification in the Range of Variables statement to Unit A that relevant workplace procedures include the machine operating procedure, if this procedure involves such steps. Otherwise, particular Performance Criteria under element A.1 may need to be specified, for example:

Machinery is inspected at the start of each shift to ensure that it is safe to operate.

**Manual Handling**

Manual handling is a common hazard in all industries. Preventing manual handling injuries requires competencies in relation to hazard identification, risk assessment and risk control. In industries where manual handling is a particular problem, the positions that have responsibility for each of these steps should encompass the required competencies in the relevant competency standards.

**Hazard Identification**

This requires the ability to identify tasks, work locations and occupations that involve manual handling hazards. This could be encompassed either as a specific Performance Criterion for an element related to hazard identification:

Jobs and tasks involving manual handling are examined to identify the presence of risk factors requiring control action to reduce manual handling risks.

or as an item in a Range of Variables statement for a unit including identification of hazards:

In accordance with hazard identification procedures for manual handling hazards, including relevant regulations, standards and codes of practice.

**Risk Assessment**

This requires the ability to assess the risk created by the presence of manual handling hazards in particular jobs and/or tasks. This could be encompassed as a Performance Criterion for an element related to risk assessment:

Tasks involving manual handling hazards are assessed to determine the degree of risk presented by relevant risk factors.

or as an item in a Range of Variables statement for a unit including assessment of risks:

In accordance with risk assessment procedures for manual handling hazards, including relevant regulations, standards and codes of practice.

**Risk Control**

This requires the ability to analyse and, if necessary, redesign work systems and jobs. This could be either as a specific Performance Criterion for an element related to the
development of risk control strategies:

Work systems are analysed to identify any particular manual handling problems and new systems that remove these problems are designed and implemented in accordance with relevant legislation and organisational policy.

or as an item in a Range of Variables statement of a unit including control of manual handling risks:

The preferred control measure for manual handling risks will be redesign of 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.

This requires the ability to identify which hazardous substances are in use and the risks they present. This could be encompassed either as a specific Performance Criterion for an element related to hazard identification:

Hazardous substances in use are identified and reported so that risk assessment and control procedures can be applied.

or as an item in a Range of Variables statement for a unit including identification of hazards:

In accordance with hazard identification procedures for hazardous substances, including relevant regulations, standards and codes of practice.

or as part of an Evidence Guide:

Evidence of knowledge of hazardous substances in use and their hazards is required.

**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 relation to using technical information on the hazards presented by the relevant substances. These might be expressed by Performance Criteria:

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.

Technical information on the hazards presented by substances used in the work area is obtained and evaluated 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 could be expressed as Performance Criteria for an element related to control of risk from hazardous substances:

Possible substitutes for hazardous substances in use are correctly identified and their suitability for use accurately evaluated and reported to designated personnel.

Suitable engineering controls for controlling the risks of hazardous substances in use are identified and recommended to designated personnel.

Personal protective clothing and equipment is selected and used correctly when working with hazardous substances.

This might also be reflected in competency standards as part of a Range of Variables statement:

Relevant workplace procedures will include control measures for hazardous substances.

**Specialised occupations or duties**

Dealing with occupational health and safety in the workplace often involves specialised duties, for example, first aid, and, especially in larger workplaces, can involve the employment of specialist personnel, for example, an occupational health and safety officer. In developing industry competency standards, Training Package Developers may need to develop competencies related to these specialised functions. These could be included in optional or specialisation groups of competency units within standards.

Specialised occupational health and safety duties are often only part of the job of an employee. Depending on the nature of competency required, relevant competence might be covered in elements or perhaps as a separate unit in specialisation groups of units.

**First Aid**

This might be covered as an element in a unit dealing with response to emergencies or accidents.

Element: Undertake emergency first aid.

Performance Criteria: First aid treatment of injuries carried out correctly.
Cardio-pulmonary resuscitation undertaken correctly on victims with breathing difficulties.

First aid treatments given are accurately reported to medical personnel and recorded in accordance with workplace procedure.

Evidence Guide:
- Evidence of understanding of the principles of first aid is required.
- Evidence of understanding of relevant occupational health and safety legislation and codes of practice is required.

Competencies for specialised occupational health and safety practitioners have been developed by the National Commission and are available in the Guidance Note for the Development of Tertiary Level Courses for Professional Education in Occupational Health and Safety[NOHSC:3020(1994)]. Training Package Developers may choose to adapt the competencies in that document to suit the specific competencies required of occupational health and safety practitioners in their industries.

**Occupational Health and Safety Management Strategies**

Management strategies for occupational health and safety refers to the specific steps undertaken to manage occupational health and safety in the workplace. The generic occupational health and safety competencies defined in Chapter 3 do not specify competencies in relation to all relevant occupational health and safety management strategies. For example, competencies required to undertake risk assessment are not defined in Chapter 3 since these may not be generic competencies. Risk assessment arrangements may vary considerably between industries and workplaces and may be undertaken by occupational health and safety specialists, supervisors, managers or a combination of these positions. Specific competencies may need to be developed to address industry requirements.

**Risk Assessment**

Training Package Developers should identify how the competencies associated with risk assessment will be defined and covered in competency standards. If, for example, risk assessment is undertaken by supervisors in the relevant industry, an additional element will be required in Unit B, specifically:

Implement and monitor the organisation's procedure for assessing risks.

with Performance Criterion:

The organisation's risk assessment procedures are followed to assess risks in the work area so that risk control procedures can be implemented.

The Range of Variables statement should then list the particular risk assessment
procedures the supervisor is expected to implement and monitor, including, if appropriate, any measuring equipment required to be used.

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

**Inspections**

Training Package Developers may choose to define a specific competency for inspections, perhaps as a Performance Criterion for an element relating to hazard identification. For example, if the ability to conduct inspections is determined to be a competency for employees with supervisory responsibilities, then Element B.3 might require an additional Performance Criterion:

Regular inspections to identify hazards are carried out in the work area according to workplace procedures and standards.

Similarly, if those with managerial responsibilities require competencies in relation to inspections, then Element C.3 might require an additional Performance Criterion:

Regular inspections to identify hazards are carried out within the area of managerial responsibility according to industry standards.

Occupational health and safety management strategies may also vary according to different State, Territory and Commonwealth occupational health and safety legislation and codes of practice. For example, legislation in different jurisdictions requires different consultative arrangements. These variations may require different competencies. Training Package Developers will need to determine whether this is the case or whether the differences merely involve the application of the generic competencies to different ranges of variables. If the Training Package Developer determines that the competencies themselves vary, these differences will need to be specified in Performance Criteria or elements of competency.

**Industry Characteristics**

Particular features of different industries may require specific occupational health and safety competencies. Workforce demographics, industry structure and physical environment can affect the competencies required to effectively manage occupational health and safety. These may require different or further competencies to those specified in Chapter 3.

For example, some industries, such as the building and construction, mining and hospitality industries, involve continual change to the workplace and workforce. This leads to particular requirements for risk control, such as frequent monitoring and modification of control measures. Consultation with the workforce in such
circumstances also presents problems since the workforce may also change frequently. These features of the industry may need to be reflected in Performance Criteria, Range of Variables statements and/or Evidence Guides, for example:

**Performance Criterion:** Frequent inspections of the work area are conducted to ensure that changed conditions have not reduced the effectiveness of risk control measures.

**Range of Variables statement:** In accordance with daily inspection procedures.

**Evidence Guide:** Competency is demonstrated in workplace conditions that vary frequently.

Another consideration might be the employment structure of an industry. For example, frequent employment of sub-contractors may require an additional item in the Evidence Guides for Generic Competencies B and C:

Evidence of knowledge of work programs of relevant sub-contractors is required.

**Access and Equity**

Access and equity issues in particular industries may also require consideration. For example, industries with a high concentration of employees from a non-English speaking background should consider whether this requires specific occupational health and safety competencies. In some cases, it may require a specific Performance Criterion related to the provision of information in languages other than English, for example:

Community languages spoken in the workplace are correctly identified and adequate steps taken to ensure that information outlining procedures for dealing with hazardous events is available for supervisors in all identified languages.

Industries with a high proportion of women workers may need to develop competencies which reflect the occupational health and safety needs of women workers, for example:

Barriers to participation in occupational health and safety training are correctly identified and strategies to overcome them developed.

The language used to express occupational health and safety competency can also affect access and equity. Training Package Developers should ensure that occupational health and safety competencies are expressed in gender and culturally neutral terms.
6. Integrating occupational health and safety into the structure of industry competency standards

The generic occupational health and safety competencies provide a framework for consistent levels of occupational health and safety competence in Australian workplaces. The generic competencies have been developed to provide a whole package of competence that the National Commission believes should not be divided or broken up.

Training Package Developers should determine how the generic competencies can be adapted and applied to the specific needs of the relevant industry.

Competency standards that have been endorsed by ANTA vary greatly in their treatment of occupational health and safety.

In defining industry occupational health and safety competency standards, as well as considering industry-specific occupational health and safety issues, Training Package Developers will need to determine how occupational health and safety competencies will be dealt with in the structure of competency standards.

Training Package Developers should decide whether to develop separate units of occupational health and safety competence or integrate occupational health and safety throughout their standards. The National Commission believes that the best approach involves the definition of a separate unit of occupational health and safety competency based on the generic competencies that are outlined in Chapter 3, with reference made in other relevant units as appropriate.

Reflecting OHS in Other Industry Units

Defining a separate unit of occupational health and safety competency is not sufficient however. Occupational health and safety competencies will need to be reflected in other units, either through the Performance Criteria, Range of Variables statement, Evidence Guide or even elements. For example:

Evaluation And Occupational Health And Safety

Element C.9 in Chapter 3 (Evaluate the organisation’s occupational health and safety system and related policies, procedures and programs) may need to be reflected in a unit on evaluation. This might involve reference to occupational health and safety in the Evidence Guide for the evaluation unit.

Evidence of competence is required to be assessed in conjunction with units of occupational health and safety competency.
or the Range of Variables statement:

Management systems to be evaluated may include the occupational health and safety management system.

or as a Performance Criterion:

The effectiveness of the occupational health and safety management system and related polices, procedures and programs are evaluated according to the organisation's aims with respect to occupational health and safety.

**Reflecting OHS in Work Processes**

Similarly, units of competence relating to particular work processes should include reference to specific risk control measures and any relevant legislation in Range of Variables statements and Evidence Guides. For example:

**Operating Machines and Occupational Health and Safety**

The Range of Variables statement for a unit relating to the use of machines should include:

- In accordance with relevant machine guarding regulations, standards and codes of practice.

The Evidence Guide should include:

- Evidence of knowledge of guarding requirements for machinery in use is required.

**Communication and Occupational Health and Safety**

Dealing with occupational health and safety at work clearly involves the application of communication competencies. In some industries or workplaces, this will require recognition of cultural and language differences. In other cases, the application of particular verbal and written language competencies to occupational health and safety will be required.

**Other Issues and Occupational Health and Safety**

In general, occupational health and safety will need to be appropriately included in units of competency relating to:

- provision of training;
- evaluation of systems and/or processes;
- financial management;
- management and supervision of work processes and/or groups; and
• conduct of work process.

7. Field testing occupational health and safety competencies

Once occupational health and safety competencies have been integrated into industry competency standards, they should then be field tested as part of the field testing process for the Training Package Developer’s draft competency standards. This test should ensure that the industry competency standards include competencies relating to:

• implementing occupational health and safety management strategies, as contained in the generic occupational health and safety competencies; and
• addressing industry-specific occupational health and safety issues.

The field tests should also check that they provide for progression in the levels of occupational health and safety competence across a set of standards.

8. Assessing occupational health and safety competence

Assessment of competence is an essential aspect to the development of competence through competency-based training. Assessment will primarily occur in the workplace and at other times in educational institutions. Developing assessment guidelines for occupational health and safety competency based on principles of the Australian Recognition Framework is clearly an important issue for Training Package Developers and competency-based training providers. This chapter provides some examples of techniques that may be appropriate for assessing occupational health and safety competencies.

Assessment can be undertaken using techniques such as:

• direct observation;
• third party reports;
• practical tasks;
• projects;
• written/oral questioning;
• simulation; or
• a combination of the above.
Different techniques will be needed in different workplaces and industries or for different levels of work. For example:

**Element A.1.2 Workplace procedures and work instructions for controlling risks are followed accurately.**

Workplace procedures and work instructions for controlling risks are followed accurately.

This could be assessed using:

- **direct observation**—observing adherence to specified procedures and instructions;
- **report from a supervisor**—according to a checklist based on set procedures and instructions;
- **simulation**—a relevant set of circumstances could be artificially created and the trainee observed following appropriate directions and instructions;
- **written/oral questioning**—based on workplace procedures and work instructions; or
- **a combination of the above.**

**Element B.7.1 Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace requirements for occupational health and safety records and legal requirements for the maintenance of records of occupational injury and disease.**

This could be assessed using:

- **direct observation**—checking completed records against workplace and legal requirements;
- **demonstration and questioning**—where the assessor can observe the simulated completion of records for specified circumstances and ask questions about the process undertaken; or
- **a combination of the above.**

**Element C.3.3 Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout area of managerial responsibility.**

This could be assessed by:

- **direct observation**—against a checklist that specifies how monitoring should occur, for example, monthly review of reports, and how the procedure for identifying hazards should be adopted, for example, weekly inspections;
- **demonstration and questioning**—where the assessor can observe simulated monitoring of a range of activities and ask questions about the process undertaken;
- **conduct of a project**—which could require the establishment of appropriate monitoring strategies and written or oral explanation of how and why these have been chosen; or
• a combination of the above.


9. Further assistance

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

**National Organisations**

**National Occupational Health and Safety Commission***

OHS Skills Development Team

GPO Box 1577

Canberra ACT 2601

Switch: (02) 6279 1000

Fax: (02) 6279 1199


*Previously known as Worksafe Australia

**Australian Chamber of Commerce and Industry**

OHS Unit

Level 4

55 Exhibition Street

Melbourne VIC 3000

Switch: (03) 9289 5289

Fax: (03) 9289 5250

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

**Australian Council of Trade Unions**
ACTU OHS Unit
Trades Hall
54 Victoria Street
Carlton South VIC 3053
Tel: (03) 9664 7310
Fax: (03) 9663 8220
http://www.actu.asn.au

State/Territory/Commonwealth Occupational Health and Safety Jurisdictions

New South Wales
WorkCover Authority of New South Wales
400 Kent Street
Sydney NSW 2000
Switch: (02) 9370 5000
Fax: (02) 9370 5999
http://www.workcover.nsw.gov.au

Victoria
Victorian WorkCover Authority
World Trade Centre
Corner Flinders and Spencer Streets
Melbourne VIC 3000
Switch: (03) 9628 8111
Fax: (03) 9628 8397
http://www.workcover.vic.gov.au

Queensland
Workplace Health and Safety (Department of Training and Industrial Relations)
Forbes House
30 Makerston Street
Brisbane QLD 4000
Switch: (07) 3247 4711
Fax: (07) 3220 0143
http://www.dтир.qld.gov.au

South Australia
WorkCover Corporation
100 Waymouth Street
Adelaide SA 5000
Switch: (08) 8233 2222
Fax: (08) 8233 2466
http://www.workcover.sa.gov.au

Western Australia
WorkSafe Western Australia
1260 Hay Street
West Perth WA 6005
Switch: (08) 9327 8777
Fax: (08) 9321 8973
http://www.safetyline.wa.gov.au

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

Northern Territory
Work Health Authority
Minerals House
66 The Esplanade
Darwin NT 0800
Switch: (08) 8999 5010
Fax: (08) 8999 5141
http://www.nt.gov.au/wha

Australian Capital Territory
ACT WorkCover
Level 3
FAI House
197 London Circuit
Civic ACT 2601
Switch: (02) 6205 0200
Fax: (02) 6205 0797

Australian Public Service Occupational Health and Safety Authority
COMCARE Australia
CFM Centre
12 Moore Street
Canberra ACT 2601
Switch: (02) 6275 0000
For Further Information About Developing Competency Standards and Training Packages

Australian National Training Authority

Level 11

AMP Place

10 Eagle Street

Brisbane QLD 4000

Tel: (07) 3246 2300

Fax: (07) 3221 4826

http://www.anta.gov.au

The relevant Industry Training Advisory Body

10. Useful reference materials

- **National Guidelines for Occupational Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment** [NOHSC:7019 (1992)]. Sets out competencies for loadshifting equipment, certain types of cranes and refrigeration plant.
- **Guidance Note for the Development of Tertiary Level Courses for Professional Education in Occupational Health and Safety** [NOHSC:3020(1994)] (PDF 98kB).
- State, Territory, and Commonwealth occupational health and safety Acts, regulations and codes of practice.
Appendix 1 - Methodology used to develop generic occupational health and safety competencies

A combination of methodologies recognised by the NTB was used to define the generic occupational health and safety competencies, in particular, functional analysis and critical incident analysis.

The steps undertaken were:

1. Review of relevant literature, including competency standards, that had been endorsed by the NTB.
2. Conduct of functional analysis with the steering committee to the project.
3. Preparation of draft generic occupational health and safety competencies on the basis of the literature review and the outcomes of the functional analysis.
4. Consultation on the draft competencies, initially by distribution of the draft to ACTU affiliates, ACCI members, State and Territory occupational health and safety agencies, all recognised CSBs and the NTB.
5. On the basis of the outcome of Step 4, the steering committee determined an agreed basis for a revision of the generic competencies.
6. Revision of the generic competencies and distribution of the revised draft to ACTU affiliates, ACCI members, State and Territory occupational health and safety agencies and the NTB.
7. Validation of the draft competencies in four key industries: forestry, health, insurance and metals. These industries were chosen to represent a wide variety of work systems, hazards and workforces. The validation process involved the conduct of critical incident analysis in workplaces in each of the four industries. The workplaces were chosen to be representative of the industry and to cover a range of jurisdictions.
8. Consultations with CSBs, unions and employer organisations from the validation industries. So far as possible, this consisted of formal meetings with representatives from each group. Where this was not possible, mail and telephone contact elicited detailed feedback from those unable to attend meetings.
9. Revision of the generic competencies on the basis of validations, consultations in validation industries and comments received from the ACTU, ACCI, NTB, CSBs and State and Territory occupational health and safety agencies.
10. For the second edition of these national guidelines, all national ITABs, all National Commission member agencies and a selection of education and training organisations were consulted on initial and final drafts of the updated sections.