

BSBOHS407A: Monitor a safe workplace

Description

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Element	Performance criteria
1. Provide information to the workgroup about OHS policies and procedures	<p>1.1 Accurately explain relevant provisions of OHS legislation and codes of practice to the workgroup</p> <p>1.2 Provide information to the workgroup on the organisation's OHS policies, procedures and programs, ensuring it is readily accessible by the workgroup</p> <p>1.3 Regularly provide and clearly explain information about identified hazards and the outcomes of risk assessment and control to the workgroup</p>
2. Implement and monitor participative arrangements for the management of OHS	<p>2.1 Explain the importance of effective consultative mechanisms in managing health and safety risks</p> <p>2.2 Implement and monitor consultative procedures to facilitate participation of workgroup in management of work area hazards</p> <p>2.3 Promptly deal with issues raised through consultation, in accordance with organisational consultation procedures</p> <p>2.4 Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues</p>
3. Implement and monitor the organisation's procedures for providing OHS training	<p>3.1 Systematically identify OHS training needs in line with organisational requirements</p> <p>3.2 Make arrangements to meet OHS training needs of team members in consultation with relevant individuals</p> <p>3.3 Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs</p> <p>3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial plans</p>

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| 4. Implement and monitor procedures for identifying hazards and assessing risks | 4.1 Identify and report on hazards in work area in accordance with OHS policies and procedures |
| | 4.2 Promptly action team member hazard reports in accordance with organisational procedures |
| 5. Implement and monitor the organisation's procedures for controlling risks | 5.1 Implement procedures to control risks using the hierarchy of controls and organisational requirements |
| | 5.2 Identify and report inadequacies in existing risk control measures in accordance with the hierarchy of controls |
| | 5.3 Monitor outcomes of reported inadequacies, where appropriate, to ensure a prompt organisational response |
| 6. Implement and monitor the organisation's procedures for maintaining OHS records for the team | 6.1 Accurately complete and maintain OHS records of incidents of occupational injury and disease in work area in accordance with OHS legal requirements |
| | 6.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area |

Skills and Knowledge

Required skills

- Analytical skills to identify hazards, to assess risks in the work area and to review data relating to monitoring and evaluating incidents (accidents), environmental issues and the effectiveness of risk control measures
- Literacy skills to comprehend documentation and to interpret OHS requirements
- Coaching and mentoring skills to provide support to colleagues.

Required knowledge

- Key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - Anti-discrimination legislation
 - Ethical principles
 - Codes of practice
 - Privacy laws
 - Environmental issues
 - OHS

- Legal responsibilities of employers, supervisors and employees in the workplace
- Hazards and associated risks which exist in the workplace
- Organisational policies and procedures relating to hazard management, fire, emergency, evacuation, incident (accident) investigating and reporting
- Relevance of consultation as a key mechanism for improving workplace culture.

Overview of assessment

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

Evidence of the following is essential:

- Applying organisational management systems and procedures to OHS within workgroup area
- Applying procedures for assessing and controlling risks to health and safety associated with those hazards, in accordance with the hierarchy of controls
- Providing specific, clear and accurate information and advice on workplace hazards to workgroup
- Knowledge of legal responsibilities of employers, supervisors and employees in the workplace.