



**Australian Government**

**Australian Public Service Commission**

# **Candidate Skills Recognition Booklet**

**PSP30104 Certificate III in Government**

**PSPOHS301A: Contribute to workplace safety**



**NATIONALLY RECOGNISED  
TRAINING**

**Candidate Name:**  
**Department/Agency:**  
**Telephone:**  
**Email:**

## Skills Recognition

This Booklet is designed for the recognition Candidate to initially self-assess against each element within the unit of competency. It is, however, recommended that the supervisor is involved in supporting the Candidate through the assessment of their skills.

While this Booklet addresses each of these elements individually, they will be assessed together as a Unit of Competency or in conjunction with a number of Units.

This Booklet:

- ⇒ provides a framework to guide the Candidate in preparing a portfolio of evidence as a basis for recognition under the National Skills Framework for this Unit of Competency
- ⇒ breaks the unit down into its component elements and addresses these in order. While the recognition process itself will be more holistic, the Booklet allows Candidates to address each element either in isolation or in combination with other elements or Units
- ⇒ encourages the Candidate to identify evidence from within the workplace, if possible
- ⇒ contains a range statement that explains some of the terms in *italics* used in the Performance Criteria for each element
- ⇒ provides examples of evidence and optional work based activities
- ⇒ includes a third party report template and a feedback form.

Candidates should familiarise themselves with the information contained in the Candidates Information Guide that can be downloaded from the Australian Public Service Commission's website: <http://www.apsc.gov.au/rto/>

More information about the Unit of Competency contained in this booklet is available from the National Training Information Service. A link to the unit is included on page 3 of this booklet.

**Note: Evidence must be gathered over time in a range of contexts to ensure you can achieve the unit outcome and apply the competency in different situations and environments.**

This Booklet can be downloaded from the Australian Public Service Commission website [www.apsc.gov.au/rto/](http://www.apsc.gov.au/rto/) and printed for completion by hand or electronic means. If there is insufficient space to record your input, please insert or attach additional pages. A completed **copy** of this booklet (with appropriate supporting evidence) can be submitted for recognition. This can lead to the awarding of a nationally recognised Statement of Attainment or a Qualification from the Australian Public Service Commission.

### **Introduction**

This is a core unit of competency in the PSP30104 Certificate III in Government and is an elective unit within the PSP40104 Certificate IV in Government. This unit covers implementation of the organisation's occupational health and safety policies, procedures and program by those with supervisory responsibilities, to meet occupational health and safety standards.

Being competent in this unit means being able to:

- ✓ *Contribute to participative workplace safety arrangements*
- ✓ *Identify hazards and control risks*

There are other related competencies in the key area of working in government that deal with occupational health and safety. If you feel this unit: **Contribute to workplace safety** is not appropriate to your skill level, please consider one of the Units below as an alternative.

- PSPOHS201B Follow workplace safety procedures
- PSPOHS401B Implement workplace safety procedures and programs
- PSPOHS501A Monitor and maintain workplace safety

### **Useful links**

Unit of Competency: PSPOHS301A Contribute to workplace safety

<http://www.ntis.gov.au/Default.aspx?/trainingpackage/PSP04/unit/PSPOHS301A>

The National Training Information Service: <http://www.ntis.gov.au/>

Comcare: <http://www.comcare.gov.au/>

The APSC Registered Training Organisation website: <http://www.apsc.gov.au/rto/>

### **For further information**

Please consult the Commission's Candidate Information Guide for additional information on the recognition process and how to initiate formal assessment and recognition by the Australian Public Service Commission.

## Information for supervisors

As a supervisor you play an important role in assisting the Candidate to develop their knowledge and skills. By undertaking this recognition activity, the Candidate will be assessed against competencies developed by Government Skills Australia, the Industry Skills Council with responsibility for the public sector. By having their skills recognised, the Candidate is contributing to the identification of your organisation's intellectual capital.

As every organisation is different, you may be able to assist the Candidate identify the work requirements, work practices and knowledge relevant to your environment.

The Candidate is encouraged to complete the self-assessment checklist and identify appropriate evidence, which is then recorded in the 'supporting evidence list' section. Sample work-based activities have been included in the Booklet for the Candidate who is unable to identify sufficient evidence to address each competency and needs to produce further evidence of their skills and knowledge. The sample activities in the Booklet could be modified by the candidate and their supervisor to better suit workplace requirements and needs.

## Third party reports

At the end of the booklet is a blank Third Party Report template. In some cases the candidate may require a corroborating statement from a third party. Supervisors, or other third parties, can complete these reports, where appropriate, which Candidates can add to their portfolio of evidence.

On completing their portfolio of evidence, Candidates can submit a **copy** of it to the Australian Public Service Commission for recognition, which will lead to a Statement of Attainment that can contribute to the awarding of a Certificate III in Government qualification.

## Benefits for Supervisors

The self assessment process will enable you and your staff to identify current skill levels and assists you in determining if your staff are ready to undertake recognition or whether they may require additional training and/or development. Formal training can be an expensive option, especially if the Candidate can already demonstrate their existing skills and have them recognised.

Additionally, the assistance you provide the Candidate can be used as evidence for recognition of **your** skills against the *PSPGOV416A Monitor performance and provide feedback* and *PSPGOV510A Undertake and promote career management units of competency*.

**Note:** If all your subordinate staff have recognised Occupational Health and Safety competencies, at the appropriate level for their responsibilities, you should consider seeking recognition for *PSPOHS401B Implement workplace safety procedures and programs*.

## Further information

If you have any questions, you can contact the National Recognition Coordinator on 02 6202 3787 or email your query to [rto@apsc.gov.au](mailto:rto@apsc.gov.au).

## Feedback

Finally, a feedback form template is included at the end of this Booklet. As we seek to continuously improve our processes, procedures and resource materials, we would appreciate your feedback as a supervisor. You can use a copy this template to detail your comments. If you provide feedback, consider keeping a copy of your submission as it supports *PSPGOV405B Provide Input to change processes*.

## 1 Contribute to participative workplace safety arrangements

This element requires:

- Occupational health and safety **issues** are addressed/reported to **designated personnel** in accordance with workplace procedures and **occupational health and safety legislation**
- Contributions** are made to participative workplace safety **arrangements** within organisational procedures and scope of responsibilities and competencies

Text in **italics** is explained in the Range Statement on page 9 of the Booklet.



### Self assessment

Answering the following questions will help you assess the level of your current skills and help you identify appropriate evidence for your portfolio.

Ask yourself the following questions and indicate your response accordingly.	Yes	No	?	If you answer <b>Yes</b> , list examples of evidence you can provide
Do I address/report occupational health and safety <b>issues</b> to <b>designated personnel</b> in accordance with workplace procedures and <b>occupational health and safety legislation</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I make <b>contributions</b> to participative workplace safety <b>arrangements</b> within organisational procedures and scope of responsibilities and competencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Examples of evidence

The following list may provide guidance in identifying suitable evidence of your knowledge and skills.

- Copies of two different OH&S policies with notes summarising how your behaviour complies with these requirements.
- Documentary evidence that demonstrates your contribution to the creation of a safe workplace. This should include one of the following:
  - minutes of meetings you've attended where you've been involved in discussions about OH&S issues (make sure the minutes illustrate that you were an active participant)
  - a testimonial from your OH&S officer/ OH&S representative verifying your active involvement in workplace safety.
- A flow chart or diagram illustrating your workplace OH&S structure and identifying your OH&S representative and committee members.
- Copies of emails you've sent or reports you've submitted to your line manager or OH&S representative suggesting modifications to existing OH&S policies or procedures.
- Copies of certificates of attendance (or course outlines) demonstrating your attendance at OH&S training sessions. Provide a brief description of how attending these courses helped you support and maintain a safe working environment.



### Confirm self-assessment with supervisor

Discuss your self assessment with your supervisor or other support person. If you have answered **Yes** to a question you should be able to identify potential examples of evidence to support this. List details of the evidence that you can enclose in a portfolio to submit with this booklet.

Reference number	Details of documents or other evidence that demonstrates your knowledge, skills and abilities.

If you have answered **No** to any of the above questions, or are unsure, or have been unable to identify sufficient suitable evidence, you could consider whether training, a work based activity or some other form of development would assist you in developing these skills.

The following work-based activity may assist in generating evidence for inclusion above.



### Work-based activity: Contribute to participative workplace safety arrangements

The following suggestion for a work-based activity may be of use in demonstrating your ability to meet the competency requirements of this unit.

Design a flow chart or diagram illustrating your workplace OH&S structure and identifying your OH&S representative and committee members and complete the following checklist.

A copy of this illustration can be included in your portfolio of evidence.

Complete the following checklist in relation to this activity



### Activity checklist

Task	Activity
Locate a copy of the <i>Occupational Health and Safety Act 1991</i> and identify the responsibilities of employers and employees.	<p>What section of the Act relates to the duties of employers in relation to their employees? Section: _____</p> <p>What section of the Act relates to the duties of employees in relation to occupational health and safety? Section: _____</p>
Locate your Agency's Occupational Health and Safety Policy / Agreement and identify how it addresses the responsibilities of employers and employees.	Attach a copy of the respective responsibilities in your portfolio of evidence.

## 2 Identify hazards and control risks

This element requires:

- Existing and potential **hazards** in the work area are identified, dealt with and/or reported to designated personnel according to workplace procedures
- **Workplace procedures** and work instructions for **controlling risks** are identified and implemented
- Workplace procedures for dealing with accidents and **other hazardous events** are followed whenever necessary within scope of responsibilities and competencies
- Feedback on the effectiveness of safety procedures and risk control measures is provided to enable improvements to be made where necessary



### Self assessment

Answering the following questions will help you assess the level of your current skills and help you identify appropriate evidence for your portfolio.

Ask yourself the following questions and indicate your response accordingly.	Yes	No	?	If you answer <b>Yes</b> , list examples of evidence you can provide
Existing and potential <b>hazards</b> in the work area are identified, dealt with and/or reported to designated personnel according to workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workplace procedures</b> and work instructions for <b>controlling risks</b> are identified and implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace procedures for dealing with accidents and <b>other hazardous events</b> are followed whenever necessary within scope of responsibilities and competencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback on the effectiveness of safety procedures and risk control measures is provided to enable improvements to be made where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Examples of evidence

- A copy of a report or form you have submitted to the OH&S representative or committee identifying a workplace hazard. Explain how the situation was resolved.
- Minutes from meetings where you have raised specific concerns about health and safety issues. Describe the action that was taken as a result of your input and how the situation was satisfactorily resolved.
- A report describing action you have taken to remedy or remove a hazard in your work area.
- A performance appraisal mentioning your ability to identify and report OH&S hazards and control workplace risks.
- An OH&S audit form you've completed and submitted as part of an OH&S workplace review.
- A testimonial from the OH&S representative or committee thanking you for your contribution to a workplace audit or for alerting them to a potential hazard.
- A short report describing two actions you undertake on a regular basis to minimise workplace risks (e.g. ensuring heavy objects are correctly stored on lower shelves).



### Confirm self-assessment with supervisor

Discuss your self assessment with your supervisor or other support person. If you have answered **Yes** to a question you should be able to identify potential examples of evidence to support this. List details of the evidence that you can enclose in a portfolio to submit with this Booklet.

Reference number	Details of documents or other evidence that demonstrates your knowledge, skills and abilities.

If you have answered **No** to any of the above questions, or are unsure, or have been unable to identify sufficient suitable evidence, you could consider whether training, a work based activity or some other form of development would assist you in developing these skills.

The following work-based activity may assist in generating evidence for inclusion above.



**Work-based activity:** Identify hazards and control risks

Use the following checklist to record potential hazards and identify possible control measures.



### Activity checklist

Existing of potential hazard	Possible control measures

## Range statement

The following information is taken from the Unit of Competency as outlined in the Public Sector Training Package (PSP04).


The range statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The range statement also provides a focus for assessment. It relates to the unit as a whole. Text in italics in the Performance Criteria is explained here.

Occupational health and safety <i>issues</i> may include	<ul style="list-style-type: none"> <li>▪ hazards relating to the physical environment</li> <li>▪ workplace stress</li> <li>▪ conflict</li> <li>▪ bullying</li> <li>▪ harassment</li> </ul>
<b>Designated personnel</b> may include	<ul style="list-style-type: none"> <li>▪ supervisors</li> <li>▪ managers</li> <li>▪ team leaders</li> <li>▪ designated occupational health and safety officers</li> <li>▪ health and safety representatives</li> <li>▪ other persons authorised or nominated by the enterprise or industry to: <ul style="list-style-type: none"> <li>○ perform specified work</li> <li>○ approve specified work</li> <li>○ inspect specified work</li> <li>○ direct specified work</li> </ul> </li> </ul>
<b>Occupational health and safety legislation</b> may include	<ul style="list-style-type: none"> <li>▪ State/Territory/Commonwealth occupational health and safety acts, regulations and codes of practice including, but not limited to: <ul style="list-style-type: none"> <li>○ regulations and codes of practice relating to hazards present in the workplace or industry</li> <li>○ general duty of care under occupational health and safety legislation and common law</li> <li>○ provisions relating to roles and responsibilities of health and safety representatives and/or occupational health and safety committees</li> <li>○ provisions relating to occupational health and safety issue resolution</li> </ul> </li> </ul>
<b>Contributions</b> may include	<ul style="list-style-type: none"> <li>▪ identifying and reporting hazards and their associated risks</li> <li>▪ identifying safety issues and hazards that can be addressed immediately and taking action in accordance with safety procedures</li> <li>▪ reporting on effectiveness of safety procedures and risk controls</li> <li>▪ suggesting improvements to procedures and controls</li> <li>▪ listening to the ideas and opinions of others in the workplace</li> <li>▪ sharing opinions, views, knowledge and skills</li> </ul>

<p>Participative workplace safety <b>arrangements</b> may include</p>	<ul style="list-style-type: none"> <li>▪ formal and informal health and safety meetings</li> <li>▪ health and safety committees</li> <li>▪ other committees, for example, consultative, planning and purchasing</li> <li>▪ meetings called by health and safety representatives</li> <li>▪ suggestions, requests, reports and concerns put forward to management</li> </ul>
<p><b>Hazard identification</b> may include</p>	<ul style="list-style-type: none"> <li>▪ checking equipment or the work station and work area before work commences and during work</li> <li>▪ workplace inspections</li> <li>▪ responding to physical cues that ergonomics are ineffective and need adjustment</li> <li>▪ on-the-job housekeeping checks (spills, furniture out of place, loose hand rails, curling mats, frayed cords, etc)</li> <li>▪ anticipation of potential hazards</li> </ul>
<p><b>Workplace procedures</b> may include</p>	<ul style="list-style-type: none"> <li>▪ complying with workplace occupational health and safety symbols and signs</li> <li>▪ hazard reporting procedures</li> <li>▪ job procedures, safe work instructions and allocation of responsibilities</li> <li>▪ emergency procedures</li> <li>▪ incident and near miss reporting and recording procedures</li> <li>▪ consultation on occupational health and safety issues</li> <li>▪ correct selection, use, storage and maintenance procedures for use of personal protective equipment</li> <li>▪ risk control procedures</li> </ul>
<p><b>Controlling risks</b> may include actions such as</p>	<ul style="list-style-type: none"> <li>▪ consultation with others</li> <li>▪ measures to remove the cause of the risk at its source</li> <li>▪ application of the hierarchy of control, namely: <ul style="list-style-type: none"> <li>○ elimination</li> <li>○ substitution</li> <li>○ engineering controls</li> <li>○ administrative controls</li> <li>○ personal protective equipment</li> </ul> </li> </ul>
<p><b>Other hazardous events</b> may include</p>	<ul style="list-style-type: none"> <li>▪ fires</li> <li>▪ bomb threats</li> <li>▪ chemical spills</li> <li>▪ occupational violence</li> <li>▪ natural disasters/events</li> <li>▪ terrorist attacks</li> </ul>

 **Do you have any questions?**

A list of Frequently Asked Questions is published in the Candidate Information Guide and also available via the Australian Public Service Commission's RTO website.  
<http://www.apsc.gov.au/rto/faq.html>

 **Third party report**

Third party reports provide supplementary evidence to support the recognition of your skills. Completed Third Party Reports can be referenced in your booklet and a copy placed in your portfolio of evidence. Copy this form if you require additional Reports. An electronic version in Microsoft Word format can be downloaded from <http://www.apsc.gov.au/rto/downloads.html>.

 **Candidate to complete:**

Dear <insert name of third party>,

In support of my seeking skills recognition I am requesting a third party report for the following Unit of Competency element.

<Candidate to write in element name>

I would appreciate your comments in relation to myself against the above criteria I would appreciate your return of the report to me on completion

Portfolio reference: \_\_\_\_\_

Candidate Name:.....Signature:.....

 **Third Party to complete:**

It would be appreciated if you could provide comments relating to the above-named Candidate for recognition against the criteria they have selected

Please provide your appraisal on the Candidate in the context of observed performance. Where possible please refer to relevant situations and examples of which you have observed or are aware.

Name:	Signature:
Position:	Date:
Relationship to Candidate: Indicate one (eg supervisor, manager, peer, other)	Duration: for ..... months

If you have any queries about this process, please email the [rto@apsc.gov.au](mailto:rto@apsc.gov.au)  
Additional information is available on the Australian Public Service Commission's RTO website:  
<http://www.apsc.gov.au/rto/>

## Feedback

The Australian Public Service Commission welcomes for comments, feedback and suggestions for improvement.

We hope you have had the opportunity to review this booklet and would especially appreciate your thoughts.

Please forward completed forms to:

National Recognition Coordinator  
Level 5, 16 Furzer Street  
PHILLIP ACT 2606  
Facsimile: 02 6202 3799  
Email: [rto@apsc.gov.au](mailto:rto@apsc.gov.au)

## Please Note:

If you provide feedback, keep a copy for your evidence portfolio as it supports *PSPGOV405B Provide Input to change processes*.

Please tick / circle your answers

1. I found this Skill Recognition Booklet to be?

Difficult to use      1    2    3    4    5      Easy to use

2. What suggestions do you have to improve this Skills Recognition Booklet?

- 3 Other comments