



Australian Government

Australian Public Service Commission

Candidate Skills Recognition Booklet

PSP40104 Certificate IV in Government

**PSPOHS401B: Implement workplace safety
procedures and programs**



**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 <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 which can lead to the awarding of a nationally recognised Statement of Attainment or a Qualification from the Australian Public Service Commission.

Implement workplace safety procedures and programs

Introduction

This is a core unit of competency in the PSP40104 Certificate IV in Government and 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:

- ✓ *Provide workplace safety information to the workgroup*
- ✓ *Implement and monitor participative arrangements for workplace safety*
- ✓ *Identify hazards and assess risks*
- ✓ *Implement and report on procedures for controlling risks*
- ✓ *Implement procedures for dealing with hazardous events*
- ✓ *Implement procedures for providing workplace safety training*
- ✓ *Implement procedures for providing workplace safety records*

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: **Implement workplace safety procedures and programs** is not appropriate to your skill level, please consider one of the Units below as an alternative.

- PSPOHS201B Follow workplace safety procedures
- PSPOHS301A Contribute to workplace safety
- PSPOHS501A Monitor and maintain workplace safety

Useful links

Unit of Competency: PSPOHS401B Implement workplace safety procedures and programs

<http://www.ntis.gov.au/?/trainingpackage/PSP04/unit/PSPOHS401B>

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 IV 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 *PSPOHS501A Monitor and maintain workplace safety*.

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.

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 Provide workplace safety information to the workgroup

This element requires:

- Relevant provisions of **occupational health and safety legislation and codes of practice** are confirmed as current and are explained to the workgroup using language and materials to suit their level of experience, existing knowledge and **individual needs**
- **Information** on the organisation's **occupational health and safety policies, procedures** and programs is provided in a readily accessible manner to the workgroup
- Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and explained to the workgroup

Text in **italics** is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I confirm relevant provisions of occupational health and safety legislation and codes of practice as current and are explained to the workgroup using language and materials to suit their level of experience, existing knowledge and individual needs ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I provide information on the organisation's occupational health and safety policies, procedures and programs in a readily accessible manner to the workgroup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I regularly provide and explain information about identified hazards and the outcomes of risk assessment and risk control procedures to the workgroup?	<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.

- A copy of notes used to prepare for a presentation/meeting on Occupational Health and Safety matters – they should:
 - explain Occupational Health and Safety legislation
 - identify the organisation's occupational health and safety policies, procedures and programs.
- A report outlining the hazards in the workplace which addresses:

- outcomes of the risk assessment
- options for risk control procedures



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: Provide workplace safety information to the workgroup

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

Prepare a presentation to your workgroup on occupational health and safety in your workplace. Use the checklist below to assist you in developing this activity.



Activity checklist

How did you confirm the currency of the information to be presented?	
How did you ensure that the information to be presented was appropriate for the target audience?	
How was the information provided?	
What information was provided about identified hazards in the workplace?	
What information was provided about risk assessments and control procedures for these hazards?	

2 Implement and monitor participative arrangements for workplace safety

This element requires:

- **Participative arrangements** for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the workgroup have the opportunity to contribute
- Issues raised through consultation are dealt with in accordance with organisational consultation procedures
- The outcomes of consultation over occupational health and safety issues are recorded and communicated to the workgroup in accordance with organisational policy and procedures

Text in **italics** is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I implement and monitor participative arrangements for consultation over occupational health and safety issues to ensure that all members of the workgroup have the opportunity to contribute?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I deal with issues raised through consultation in accordance with organisational consultation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I record and communicate the outcomes of consultation over occupational health and safety issues to the workgroup in accordance with organisational policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Examples of evidence

- Agenda and Minutes of workplace discussions and consultation on occupational health and safety matters.
- A report from a recent meeting where consultation occurred on occupational health and safety matters, which documents:
 - those involved
 - the issues raised
 - the outcomes reached



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: Implement and monitor participative arrangements for workplace safety

Use the following checklist to analyse a recent consultative discussion on occupational health and safety matters which you implemented/participated in.



Activity checklist

When and where was the meeting or discussions held?	
Who convened the meeting?	
Who was present?	
Did all members of the workgroup have an opportunity to participate?	
What issues were raised during the consultation?	
What were the outcomes agreed as a result of the consultations?	
How were the consultations documented?	
To whom and how were the outcomes communicated?	

3 Identify hazards and assess risks

This element requires:

- o Existing and potential **hazards** in the work area are **identified** and reported so that risk assessment and risk control procedures can be applied
- o Risks are prioritised in accordance with risk management procedures

Text in **italics** is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I identify and report existing and potential hazards in the work area so that risk assessment and risk control procedures can be applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I prioritise risks in accordance with risk management procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Examples of evidence

- A risk assessment for your workgroup which identifies existing and potential hazards in the work area and prioritises the degree of risk involved.



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 assess risks

Undertake an identification of potential hazards in your workplace, record your findings and complete the following check list.

You may wish to consult Comcare's *Identifying hazards in the workplace* publication: http://www.comcare.gov.au/_data/assets/pdf_file/0019/667/OHS_10_identifying_hazards_Feb_05.pdf



Activity checklist

Prioritise the existing/potential hazards/risks identified and describe the process you used	
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4

Implement and report on procedures for controlling risks

This element requires:

- o Work procedures to **control risks** are implemented and adherence to them by the workgroup is overseen in accordance with workplace procedures
- o Existing risk control measures are monitored and **results** reviewed and reported regularly in accordance with workplace procedures

Text in **italics** is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I implement work procedures to control risks and oversee the adherence to them by the workgroup in accordance with workplace procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I monitor existing risk control measures, review results and report regularly in accordance with workplace procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Examples of evidence

- A list of identified occupational health and safety risks in the workplace and the control measures in place to manage them.



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: Implement and report on procedures for controlling risks

Review current procedures for controlling risks in your workplace.

Complete the following checklist to document you approach to this activity.



Activity checklist

When was the previous review undertaken?	
How many procedures were reviewed?	
What changes were made as a result of your review?	
How were the review outcomes reported?	
How will the next person to undertake a review of your workplace become aware of this review?	

5

Implement procedures for dealing with hazardous events

This element requires:

- Workplace **procedures** for dealing with **hazardous events** are implemented whenever necessary to ensure that prompt control action is taken
- Hazardous events are analysed, and information to identify their cause/s is gathered in accordance with organisational procedures
- 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

Text in *italics* is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I implement workplace procedures for dealing with hazardous events whenever necessary to ensure that prompt control action is taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I analyse hazardous events and gather information to identify their cause/s in accordance with organisational procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I implement measures to prevent recurrence and minimise risks of hazardous events based on the hierarchy of control if within scope of responsibilities and competencies? Alternatively, do I refer matters to designated personnel for implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Examples of evidence

- A copy of your organisation's procedures for dealing with hazardous events with comments of
- An analysis of hazardous events you have undertaken that identifies causes in order to prevent recurrence and minimize risks of hazardous events.
- An explanation of the hierarchy of control and how it can be applied in the workplace to minimize the risk of hazardous events.



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.

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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: Implement procedures for dealing with hazardous events

Identify approved procedures for dealing with hazardous events within your workplace.



Activity checklist

What range of events are covered in your organisation's hazardous event procedures?	
What is the nature and frequency of hazardous events in your workplace?	
What measures can implement to minimise the risk of hazardous events?	

6 Implement procedures for providing workplace safety training

This element requires:

- **Occupational health and safety training** needs are identified, specifying gaps between occupational health and safety competencies required and those held by workgroup members
- Arrangements are made for fulfilling identified occupational health and safety training needs in both on-the-job and off-the-job training programs in consultation with relevant parties

Text in *italics* is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I identify occupational health and safety training needs, specifying gaps between occupational health and safety competencies required and those held by workgroup members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do I make arrangements for fulfilling identified occupational health and safety training needs in both on-the-job and off-the-job training programs in consultation with relevant parties?



Examples of evidence

- An analysis of occupational health and safety training needs for your workgroup.



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: Implement procedures for providing workplace safety training

Undertake a survey to identify the occupational health and safety needs of your workgroup. Identify the gaps between occupational health and safety competencies required and those held by workgroup members. Make arrangements for filling the identified needs.

Complete the following checklist in relation to this activity.



Activity checklist

How many members in your workgroup?	
How many workgroup members have occupational health and safety competencies?	
What gaps were identified?	

What options were identified for meeting identified gaps?	
What arrangements did you make to have these needs fulfilled?	

7 Implement procedures for maintaining workplace safety records

This element requires:

- Occupational health and safety **records** for work area are 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
- Records are compiled to allow evaluation of hazard identification and risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies

Text in *italics* is explained in the Range Statement on page 19 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 Yes , list examples of evidence you can provide
Do I complete occupational health and safety records for work area in accordance with workplace requirements for occupational health and safety records and legal requirements for the maintenance of records of occupational injury and disease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I compile records to allow evaluation of hazard identification and risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Examples of evidence

- Description of procedures for maintaining workplace safety records.
- Copy of records compiled for the evaluation of hazard identification and risk control.




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:** Implement procedures for maintaining workplace safety records

Develop and implement a procedure for maintaining workplace safety records.

Activity checklist

What workplace safety records are kept in your workplace?	
Who is responsible for these records?	
How are they stored?	
How are they accessed?	
How are they used for hazard identification and risk control?	

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 legislation may include

- 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, consultation and training
- provisions relating to health and safety representatives and/or occupational health and safety committees
- provisions relating to occupational health and safety issue resolution

Individual needs may relate to

- literacy
- communication skills
- gender
- cultural background
- people with disabilities
- part-time, contract or casual workers

Information topics may include

- induction to new work/management systems
- the nature of work
- tasks and procedures
- hazards and risk management procedures
- consequences of breaching safety procedures/programs and procedures for dealing with breaches
- assistance in work tasks
- new/inexperienced workers
- legislation and codes of practice, for example, relating to hazards in the work area
- consultation with health and safety representatives and occupational health and safety committees

Occupational health and safety policies and procedures, may include

- job procedures and work instructions
- maintenance of plant and equipment
- purchasing of supplies and equipment
- counselling/disciplinary processes
- 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 recordkeeping
- reporting occupational health and safety issues
- occupational health and safety issue resolution

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
- 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
- identifying employee concerns

Controlling risks may include actions such as

- measures to remove the cause of a risk at its source
- consultation with workers and their representatives
- application of the hierarchy of control, namely:
 - elimination of the risk
 - substitution
 - engineering controls
 - administrative controls
 - personal protective equipment

Results of risk control monitoring may include

- inadequacies in risk control measures
- inadequacies in resource allocation for implementation of risk control measures

Hazardous events may include

- incidents and near misses
- fires and explosions
- emergencies such as chemical spills
- bomb scares
- violent incidents, for example, armed robberies
- natural disasters/events
- occupational violence, including bullying

Procedures for dealing with hazardous events may include

- evacuation
- chemical containment
- first aid
- accident/incident reporting and investigation
- counselling
- de-briefing
- use of Employee Assistance Program

Occupational health and safety training may include

- induction training of staff/visitors
- specific hazard training
- specific task or equipment training
- emergency and evacuation training
- management system
- training as part of broader programs, for example,

equipment operation

Occupational health and safety **records** may include


- complying with privacy requirements
- 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
- first aid/medical post records
- purchasing criteria



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
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
Facsimilie: 02 6202 3799
Email: 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