



**Australian Government**

**Australian Public Service Commission**

# **Candidate Skills Recognition Booklet**

**PSP50104 Diploma of Government**

**PSPOHS501A: Monitor and maintain  
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.

## Monitor and maintain workplace safety

### Introduction

This is a core unit of competency in the PSP50104 Diploma of Government and covers the monitoring and improvement of 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.

Being competent in this unit means being able to:

- ✓ *Monitor the provision of workplace safety information*
- ✓ *Monitor and maintain participative arrangements for workplace safety*
- ✓ *Review procedures for identifying hazards and assessing risks*
- ✓ *Monitor and continuously improve procedures for controlling risks*
- ✓ *Monitor and maintain procedures for dealing with hazardous events*
- ✓ *Monitor and maintain procedures for providing workplace safety*
- ✓ *Monitor procedures for maintaining 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: **Monitor and maintain workplace safety** is not appropriate to your skill level, please consider one of the Units below as an alternative.

- PSPOHS301A Contribute to workplace safety
- PSPOHS401B Implement workplace safety procedures and programs
- PSPOHS602A Manage workplace safety

### Useful links

Unit of Competency: PSPOHS501 Monitor and maintain workplace safety

<http://www.ntis.gov.au/?/trainingpackage/PSP04/unit/PSPOHS501A>

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/>

### Relationship to the Integrated Leadership System

This Unit of Competency underpins the following capabilities outlined in the Integrated Leadership System.

#### EL 1 Demonstrates public service professionalism and probity

- Adheres to the APS Values and Code of Conduct and consistently behaves in an honest, ethical and professional way
- Understands and operates within, legal and public policy constraints and limitations

### 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 Diploma of 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 *PSPOHS602A Manage 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](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 Monitor the provision of workplace safety information

This element requires:

- Explanations to the workgroup of relevant provisions of **occupational health and safety legislation and codes of practice** are monitored to ensure they meet individual needs and are in accordance with organisational requirements.
- The quality of information on the organisation's **occupational health and safety policies, procedures** and programs is monitored and improvements implemented to ensure they remain up-to-date and readily accessible to the workgroup.
- Information about identified hazards and the outcomes of risk assessment and risk control procedures is monitored and the workgroup's understanding of the information is regularly assessed through feedback and questioning suited to individual needs.

Text in **italics** is explained in the Range Statement on page 19 of this 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 monitor explanations to the workgroup of relevant provisions of <b>occupational health and safety legislation and codes of practice</b> to ensure they meet <b>individual needs</b> and are in accordance with organisational requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I monitor the quality of <b>information</b> on the organisation's <b>occupational health and safety policies, procedures</b> and programs and implement improvements to ensure they remain up-to-date and readily accessible to the workgroup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I monitor information about identified hazards and the outcomes of risk assessment and risk control procedures and regularly assess the workgroup's understanding of the information is through feedback and questioning suited to individual needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Examples of evidence

- Documented details of occupational health and safety presentations made to the workgroup where Candidate was present.
- Information on improvements made to workgroup procedures for the provision of workplace safety information.



## 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:** Monitor the provision of workplace safety information

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

Use the activity checklist below to review the provision of workplace safety information in your workgroup



### Activity checklist

Who provides explanations to your workgroup of relevant provisions of occupational health and safety legislation and codes of practice?	
When was the last presentation made to your workgroup?	
Who monitored this to ensure it met individual needs and were in accordance with organisational requirements?	
How does the workgroup access information on the organisation's occupational health and safety policies, procedures and programs?	
Is this information up to date?	
What changes could be made to improve the quality (and currency?) of this information?	

## 2 Monitor and maintain participative arrangements for workplace safety

This element requires:

- The importance of effective **participative arrangements** in managing health and safety risks is promoted and all members of the workgroup are encouraged to contribute in accordance with organisational policy and procedures.
- Consultative procedures are monitored to ensure participation of the workgroup in the management of workplace hazards in accordance with legislative requirements.
- Issues raised through consultation are resolved or referred for resolution in accordance with workplace procedures for issue resolution.
- The outcomes of consultation over occupational health and safety issues are monitored and progressed in accordance with organisational policy and procedures.

Text in **italics** is explained in the Range Statement on page 19 of this 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 promote the importance of effective <b>participative arrangements</b> in managing health and safety risks and encourage all members of the workgroup to contribute in accordance with organisational policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I monitor consultative procedures to ensure participation of the workgroup in the management of workplace hazards in accordance with legislative requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I resolve issues raised through consultation or refer them for resolution in accordance with workplace procedures for issue resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I monitor the outcomes of consultation over occupational health and safety issues and progress them in accordance with organisational policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Examples of evidence

- Information on workgroup consultative activities
- Details of outcomes and how issues were resolved.



### 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:** Monitoring participative arrangements for workplace safety

Use the following checklist describe the participative arrangements in your workplace.



### Activity checklist

Name and description of your workgroup?	
What participative arrangements operate within your workgroup?	
Who participates?	
How does the workgroup participate in management of workplace hazards?	
How are consultation issues resolved?	
If issues raised through consultation are referred, to whom are they referred?	
How are the outcomes of consultation monitored and progressed?	
Third party confirmation: Have a third party (supervisor, Subject Matter Expert or work colleague confirm your responses.	Confirmed Signature: ..... Date: .....

### 3 Review procedures for identifying hazards and assessing risks

This element requires:

- Procedures for *identifying* existing and potential *hazards* in the work area are monitored and evaluated for effectiveness.
- Improvements are identified and recommended for hazard identification where necessary.
- Recommendations are made for risk assessment and risk control procedures to be enhanced where necessary.

Text in *italics* is explained in the Range Statement on page 19 of this 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 monitor procedures for <i>identifying</i> existing and potential <i>hazards</i> in the work area and evaluate them for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I identify and recommend improvements for hazard identification where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I make recommendations for risk assessment and risk control procedures to be enhanced where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



#### Examples of evidence

- Copy of procedures for identifying existing and potential hazards, including
  - Information on improvements made
  - Details of enhancements to risk assessment procedures
  - Details of enhancements to 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:** Review procedures for identifying hazards and assessing risks

Undertake a review of workplace procedures for identifying existing and potential hazards in the work area, and complete the following checklist



### Activity checklist

Name of work area reviewed	
Location of workplace procedures	
How effective are the current procedures for identifying existing and potential hazards in your opinion?	
What enhancements could be made to improve these procedures?	
How effective are the current procedures for risk assessment and risk control in your opinion?	
What enhancements could be made to improve these procedures?	

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](http://www.comcare.gov.au/_data/assets/pdf_file/0019/667/OHS_10_identifying_hazards_Feb_05.pdf)

#### 4 Monitor and continuously improve procedures for controlling risks

This element requires:

- Work procedures to ***control risks*** and adherence to them by the workgroup are monitored in accordance with workplace procedures.
- Results of monitoring existing risk control measures are analysed and recommendations for any action are reported regularly in accordance with workplace procedures.
- Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and are reported to designated personnel.
- Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel.

Text in ***italics*** is explained in the Range Statement on page 19 of this 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 monitor work procedures to <b><i>control risks</i></b> and adherence to them by the workgroup in accordance with workplace procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I analyse the results of monitoring existing risk control measures and regularly report recommendations for any action regularly in accordance with workplace procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I identify inadequacies in existing risk control measures in accordance with the hierarchy of control and are reported to designated personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



#### Examples of evidence

- A copy of workplace procedures for controlling risks, indicating areas improved as a result of analysis.
- A list of changes made to improve 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:** Monitor and improve procedures for controlling risks

Locate and analyse your work area's risk control procedures. Apply them to actual workplace event you have monitored, e.g. a building evacuation, workplace assessment, eyesight testing etc.



### **Activity checklist**

Briefly describe the event?	
Was it addressed in the organisations documented risk control procedures?	
Were the procedures, as documented, followed?	
Were inadequacies in the risk control measures identified?	
If so, what action was taken?	
Were inadequacies in resource allocation for implementation of risk control measures identified?	
If so, what action was taken?	

## 5 Monitor and maintain procedures for dealing with hazardous events

This element requires:

- Workplace **procedures** for dealing with **hazardous events** are monitored whenever necessary to ensure that control action is effective and timely.
- Hazardous events are investigated to identify their cause in accordance with investigation procedures.
- 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.

Text in **italics** is explained in the Range Statement on page 19 of this 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 monitor workplace <b>procedures</b> for dealing with <b>hazardous events</b> whenever necessary to ensure that control action is effective and timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I investigate hazardous events to identify their cause in accordance with investigation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I implement control measures to prevent recurrence and minimise risks of hazardous events based on the hierarchy of control if within scope of responsibilities and competencies or, alternatively, refer them to designated personnel for implementation?	<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.

- Reports on the investigation of hazardous events.
- Examples of control measures to prevent recurrence and minimize risks 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.

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:** Monitor and maintain procedures for dealing with hazardous events

Familiarise yourself with workplace procedures for dealing with hazardous events.



## Activity checklist

If possible, describe a recent <b>hazardous event</b> within your workplace Note: Use the information contained in the Range Statement (Page 19) to assist you	
If unable to identify an actual event, describe a possible event that could feasibly occur?	
Who is responsible for the investigation of hazardous events within your work area?	
For either of the above, explain how the hierarchy of control was applied, or could have been applied to prevent a recurrence.	

## 6 Monitor and maintain procedures for providing workplace safety training

This element requires:

- Training records and skills audits are regularly monitored to ensure ongoing **workplace safety training** needs are identified and addressed in accordance with organisational policy and procedures.
- The effectiveness of both on-the-job and off-the-job training programs to address the organisation's occupational health and safety training needs is evaluated in consultation with relevant parties, and continuous improvements are negotiated and implemented as necessary.

Text in *italics* is explained in the Range Statement on page 19 of this 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 regularly monitor training records and skills audits to ensure ongoing <b>workplace safety training</b> needs are identified and addressed in accordance with organisational policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I evaluate the effectiveness of both on-the-job and off-the-job training programs to address the organisation's occupational health and safety training needs in consultation with relevant parties, and negotiate and implement continuous improvements as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Examples of evidence

- Copies of workplace safety training records detailing existing skill levels and action identified to eliminate skill gaps.



### 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:** Monitor and maintain procedures for providing workplace safety training

Undertake the following skills audit to ascertain the current level of occupational health and safety skills in your workplace.



### Audit checklist

Career Level	No. at level	Appropriate skill level	No. with skill
Senior Manager (EL2)		PSPOHS602A	
Middle Manager (APS 6 – EL1)		PSPOHS501A	
Supervisor (APS 4-5)		PSPOHS401B	
Entry Level (APS 2-3)		PSPOHS301A	
Inductee (< 6/12 in position)		PSPOHS201B	
Total Staff		Number with appropriate skills	

If there is a skills gap identified in the above audit, outline what strategies could be adopted to reduce the gap.

## 7 Monitor procedures for maintaining workplace safety records

This element requires:

- **Occupational health and safety records** for the work area are monitored to ensure they meet workplace requirements and legal requirements for the maintenance of records of occupational injury and disease.
- Aggregate information from the area's occupational health and safety records is used to identify hazards and monitor risk control procedures within the 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 this 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 monitor <b>occupational health and safety records</b> for the work area to ensure they meet workplace requirements and legal requirements for the maintenance of records of occupational injury and disease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do I use aggregate information from the area's occupational health and safety records to identify hazards and monitor risk control procedures within the 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

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

- Record of monitoring workplace safety records.
- Details of information obtained by aggregating information from occupational health and safety records.



## 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:** Monitor procedures for maintaining workplace safety records

Review the workplace safety records for your work area. Use the following checklist to record your findings.



## Activity checklist

What workplace safety records are maintained in your area?	
Who is responsible for maintaining workplace safety records in your area?	
Do they meet workplace and legal requirements for the maintenance of occupational injury and disease records?	
How is aggregated information from the area's occupational health and safety records used to identify hazards and monitor risk control procedures?  <b>Note:</b> This needs to be considered according to organisational procedures and within the scope of responsibilities and competencies	

## 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 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
- level of experience
- existing knowledge

***Information*** topics may include

- induction to new work/management systems
- the nature of work
- tasks and procedures
- hazards and risk management procedures; to assist 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

**Participative arrangements** may include

- occupational health and safety recordkeeping
- reporting occupational health and safety issues
- occupational health and safety issue resolution
- change management
- 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
- external providers
- clients/visitors

**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

**Hazardous events** may include

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

**Procedures** for dealing with hazardous events may include

- evacuation
- chemical containment
- first aid
- accident/incident reporting and investigation

**Workplace safety training** may include

- induction training
- management systems/policy
- specific hazard training
- specific task or equipment training
- emergency and evacuation training
- training as part of broader programs, for example, equipment operation

**Occupational health and safety** records may include

- complying with privacy and confidentiality 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

### 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>
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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