


Generic competency A

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

Position description	Element of competency	Performance criteria	Underpinning knowledge and skills	Critical aspects of evidence
Employees without managerial or supervisory responsibilities	A.1 Follow workplace procedures for <i>hazard identification</i> and risk control.	<p>A.1.1 Hazards in the work area are recognised and reported to <i>designated personnel</i> according to workplace procedures.</p> <p>A.1.2 Workplace procedures and work instructions for controlling risks are followed accurately.</p> <p>A.1.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities and competencies.</p>	<ul style="list-style-type: none"> • Legal rights and responsibilities. • The way occupational health and safety is managed in the workplace and legal requirements. • Workplace hazards. • Preferred ways to control risks. • Occupational health and safety procedures. • Occupational health and safety symbols and signs. • Workplace designated occupational health and safety personnel. 	<ul style="list-style-type: none"> • demonstrated ability to recognise and report hazards to designated personnel; • demonstrated ability to accurately follow workplace procedures relevant to controlling risks in the workplace; and • demonstrated ability to communicate about hazards and risks in the workplace.
	A.2 Contribute to <i>participative arrangements</i> for the management of occupational health and safety	<p>A.2.1 Occupational health and safety issues are raised with <i>designated personnel</i> in accordance with workplace procedures and relevant occupational health and safety legislation.</p> <p>A.2.2 Contribute to <i>participative arrangements</i> for occupational health and safety management in the workplace within organisational procedures and scope of responsibilities and competencies.</p>		

Generic competency B

Implement and monitor the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.

Position description	Element of competency	Performance criteria	Underpinning knowledge and skills	Critical aspects of evidence
Employees with supervisory responsibilities	B.1 Provide <i>information</i> to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs.	<p>B.1.1 Relevant provisions of occupational health and safety legislation and codes of practice are accurately and clearly explained to the work group.</p> <p>B.1.2 <i>Information</i> on the organisation’s occupational health and safety policies, procedures and programs is provided in a readily accessible manner and is accurately and clearly explained to the work group.</p> <p>B.1.3 <i>Information</i> about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided and is accurately and clearly explained to the work group.</p>	<p>Knowledge</p> <ul style="list-style-type: none"> Provisions of relevant occupational health and safety legislation. Principles and practice of effective occupational health and safety management. Workplace hazards, range and selection of control measures. Organisational occupational health and safety management systems and policies and procedures needed for legislative compliance. Impact of characteristics and composition of the workforce on occupational health and safety management. Relevance of occupational health and safety management to other 	<ul style="list-style-type: none"> knowledge, consistent with the elements of competence, of all applicable occupational health and safety Acts, regulations and codes of practice; understanding of, and ability to apply, organisational management systems and procedures to occupational health and safety; understanding of, and ability to apply, risk management procedures (that is, undertake hazard identification, risk assessment and risk control in accordance with the hierarchy of control); and knowledge of how characteristics of the workforce impact on the management of occupational health and safety, and an ability to apply that understanding.
	B.2 Implement and monitor <i>participative arrangements</i> for the management of occupational health and safety.	<p>B.2.1 Organisational procedures for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute.</p> <p>B.2.2 Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures for issue resolution.</p> <p>B.2.3 The outcomes of consultation over occupational health and safety issues are made</p>		

Employees with supervisory responsibilities		known to the work group promptly.	<p>organisational management policies, procedures and systems.</p> <p>Skills</p> <ul style="list-style-type: none"> • Ability to analyse entire work environment and judge occupational health and safety interventions. • Ability to analyse relevant workplace data. • Ability to assess resources needed for risk control.
	B.3 Implement and monitor the organisation's procedures for <i>identifying hazards and assessing risks</i> .	B.3.1 Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied.	
	B.4 Implement and monitor the organisation's procedures for <i>controlling risks</i> .	<p>B.4.1 Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures.</p> <p>B.4.2 Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures.</p> <p>B.4.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel.</p> <p>B.4.4 Inadequacies in resource allocation for implementation of risk control measures identified and reported to designated personnel.</p>	
	B.5 Implement the organisation's procedures for dealing with <i>hazardous events</i> .	<p>B.5.1 Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken.</p> <p>B.5.2 Hazardous events are investigated to identify their cause in accordance with investigation procedures.</p> <p>B.5.3 Control measures to prevent recurrence and minimise risks of hazardous events are</p>	

Employees with supervisory responsibilities		implemented based on the hierarchy of control if within scope of responsibilities and competencies or alternatively referred to designated personnel for implementation.		
	B.6 Implement and monitor the organisation's procedures for providing occupational health and safety <i>training</i> .	<p>B.6.1 Occupational health and safety training needs are identified accurately, specifying gaps between occupational health and safety competencies required and those held by work group members.</p> <p>B.6.2 Arrangements are made for fulfilling identified occupational health and safety training needs in both on and off-the-job training programs in consultation with relevant parties.</p>		
	B.7 Implement and monitor the organisation's procedures for maintaining occupational health and safety <i>records</i> .	<p>B.7.1 Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace requirements for occupational health and safety records and legal requirements for the maintenance of records of occupational injury and disease.</p> <p>B.7.2 Aggregate information from the area's occupational health and safety records is used to identify hazards and monitor risk control procedures within work area according to organisational procedures and within scope of responsibilities and competencies.</p>		

Generic competency C

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

Position description	Element of competency	Performance criteria	Underpinning knowledge and skills	Critical aspects of evidence
Employees with managerial responsibilities	C.1 Establish and maintain the <i>framework</i> for the occupational health and safety system in the area of managerial responsibility.	<p>C.1.1 Occupational health and safety policies are developed which clearly express the organisation’s commitment with respect to occupational health and safety within the area of managerial responsibility and how relevant occupational health and safety legislation will be implemented, consistent with overall organisational policies.</p> <p>C.1.2 Occupational health and safety responsibilities and duties which will allow implementation and integration of the occupational health and safety system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions.</p> <p>C.1.3 Financial and human resources for the operation of the occupational health and safety system are identified, sought and/or provided in a timely and consistent manner.</p> <p>C.1.4 Information on the occupational health and safety system and procedures for the area of managerial responsibility is provided and explained in a form which is readily accessible to employees.</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • Provisions of relevant occupational health and safety legislation. • Principles and practice of effective occupational health and safety management. • Management arrangements related relating to regulatory compliance. • Enterprise hazards and risks, control measures and relevant expertise required. • Characteristics and composition of workforce and their impact on OHS management. • Relevance of enterprise management systems to OHS management. <p>Skills</p> <ul style="list-style-type: none"> • Ability to analyse working environment and design appropriate occupational health and safety management systems. 	<ul style="list-style-type: none"> • detailed knowledge of all relevant occupational health and safety Acts, regulations and codes of practice and how they will be implemented within the area of managerial responsibility; • understanding of the principles and practice of effective occupational health and safety, including the significance of organisational management systems and procedures for occupational health and safety, and an ability to establish and maintain appropriate arrangements for occupational health and safety within those systems and procedures; • ability to establish and/or maintain the organisation’s occupational health and safety management system; • detailed understanding of how the characteristics of the workforce impact on the design and maintenance of occupational health and safety management systems, and an ability to apply that understanding; and • ability to identify when expert advice is needed, to obtain that advice and to act on it appropriately.

Employees with managerial responsibilities	C.2 Established and maintain <i>participative arrangements</i> for the management of occupational health and safety.	<p>C.2.1 Appropriate consultative processes are established and maintained in consultation with employees and their representatives in accordance with relevant occupational health and safety legislation and consistent with the organisation's overall process for consultation.</p> <p>C.2.2 Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution.</p> <p>C.2.3 Information about the outcomes of participation and consultation is provided in a manner accessible to employees.</p>	<ul style="list-style-type: none"> • Ability to analyse relevant data and evaluate occupational health and safety system effectiveness. • Ability to assess resources to establish and maintain occupational health and safety management systems.
	C.3 Establish and maintain procedures for <i>identifying hazards</i> .	<p>C.3.1 Existing and potential hazards within the area of managerial responsibility are correctly identified and identification confirmed in accordance with occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system.</p> <p>C.3.2 A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures.</p> <p>C.3.3 Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.</p> <p>C.3.4 Hazard identification is addressed at the planning, design and evaluation stages of any</p>	

Employees with managerial responsibilities		change in the workplace to ensure that new hazards are not created.		
	C.4 Establish and maintain procedures for <i>assessing risks</i> .	<p>C.4.1 Risks presented by identified hazards are correctly assessed in accordance with occupational health and safety legislation and codes of practice.</p> <p>C.4.2 A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures.</p> <p>C.4.3 Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility.</p> <p>C.4.4 Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased.</p>		
	C.5 Establish and maintain procedures for <i>controlling risks</i> .	<p>C.5.1 Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system.</p> <p>C.5.2 When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a control measure is developed.</p>		

Employees with managerial responsibilities	C.5 Establish and maintain procedures for <i>controlling risks</i> .	<p>C.5.3 A procedure for ongoing control of risks, based on the hierarchy of control, is developed and integrated within general systems of work and procedures.</p> <p>C.5.4 Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility.</p> <p>C.5.5 Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included.</p> <p>C.5.6 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures.</p>		
	C.6 Establish and maintain organisational procedures for dealing with <i>hazardous events</i> .	<p>C.6.1 Potential hazardous events are correctly identified</p> <p>C.6.2 Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services.</p> <p>C.6.3 Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances.</p>		

Employees with managerial responsibilities				
	C.7 Establish and maintain an occupational health and safety <i>training</i> program.	C.7.1 An occupational health and safety training program is developed and implemented to identify and fulfil employees' occupational health and safety training needs as part of the organisation's general training program.		
	C.8 Establish and maintain a system for occupational health and safety <i>records</i> .	C.8.1 A system for keeping occupational health and safety records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility.		
	C.9 Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.	<p>C.9.1 The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organisation's aims with respect to occupational health and safety.</p> <p>C.9.2 Improvements to the occupational health and safety system are developed and implemented to ensure more effective achievement of the organisation's aims with respect to occupational health and safety.</p> <p>C.9.3 Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained as a minimum.</p>		