

MTMPS5609B Manage, maintain and continuously improve OH&S plans and systems

Unit descriptor This unit covers the skills and knowledge required to prepare and manage OH&S plans and systems. It includes the development of a positive workplace health and safety culture and the development of systems, procedures and controls. Improved OH&S is a priority in the meat industry. Effective management of OH&S systems produces a safe environment and reduces the financial liabilities of the enterprise.

This standard is consistent with the *National Guidelines for Integrating OH&S Competencies into National Industry Competency Standards [NOHSC: 7025 (1998)] 2nd edition.*

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying Employability Skill requirements.

Application of the unit In the meat *industry context*, managers may have responsibility for OH&S or OH&S responsibilities within production, Human Resources (HR) or other roles.

At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies

ELEMENT

Elements describe the essential outcomes of a Unit of Competency.

PERFORMANCE CRITERIA

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1 Scope the workplace health and safety program	1.1	Legal requirements and obligations for workplace health and safety are identified and interpreted for the enterprise.
	1.2	Scope of enterprise operations and requirements for OH&S systems is determined, including requirements for management of hazardous events.

		1.3	Enterprise's current system is documented and performance is analysed against internal and external benchmarks.
2	Develop OH&S policies and plans	2.1	Policies documenting and defining CEO/organisational commitment to OH&S are developed.
		2.2	Enterprise goals and targets for OH&S performance are set for the short, medium and long term.
		2.3	Resource requirements for the operation of the system are identified and committed.
		2.4	Implementation plan detailing resources and strategies is prepared.
		2.5	Communication strategy for informing <i>stakeholders</i> of policies, obligations and responsibilities is prepared.
3	Develop enterprise commitment to occupational health and safety	3.1	OH&S responsibilities and duties are incorporated in all relevant policies, position descriptions, operating procedures and work instructions.
		3.2	Enterprise OH&S policies, strategies and requirements include all enterprise personnel, contractors, suppliers and visitors on the work site.
		3.3	<i>Consultative and participative</i> mechanisms are established to facilitate the prevention, identification and effective and prompt resolution of OH&S issues.
		3.4	OH&S issues, including hazard and risk identification and control, are considered in the planning, design and evaluation of job design, procedures, technology, work/process flows, plant layout and construction.
4	Develop and maintain procedures for identifying hazards	4.1	<i>OH&S records</i> are analysed to determine trends.
		4.2	Existing and potential hazards are correctly identified.
		4.3	Hazard identification procedures are developed and integrated within enterprise procedures and systems.
5	Manage and maintain procedures for assessing risks	5.1	Risks determined by the identification of hazards are correctly assessed.
		5.2	Procedures for assessment of risks are developed and integrated within enterprise procedures and systems.

6	Manage and maintain procedures for controlling risk	6.1	Risk control measures are developed and implemented, consistent with the hierarchy of control and regulatory requirements.
		6.2	Procedures for control of risks are based on the hierarchy of control and integrated into enterprise procedures and systems.
		6.3	Interim control measures are replaced with permanent measures to control risks at the source.
		6.4	Resources to enable implementation of new or permanent control measures are sought and included in enterprise planning processes.
7	Maintain enterprise commitment to OH&S goals	7.1	Training is resourced, planned and delivered to support commitment to and compliance with regulatory and enterprise requirements for OH&S.
		7.2	Enterprise, team and individual obligations for progress towards OH&S goals are presented clearly and are regularly updated.
		7.3	Enterprise operations and procedures are monitored to ensure the effective adoption of OH&S procedures according to enterprise and regulatory requirements.
8	Manage and maintain procedures for hazardous events	8.1	Potential hazardous events are correctly identified.
		8.2	Potential community health hazards are identified and notified appropriately.
		8.3	Local communities, and emergency and community health services and authorities are consulted in the control of hazardous events and community health incidents.
9	Continuously improve OH&S performance	9.1	OH&S data and record-keeping systems are maintained and secured.
		9.2	Performance data, including team feedback, is collected and analysed against enterprise goals and targets.
		9.3	Performance implications are conveyed to stakeholders.
		9.4	Compliance with enterprise and mandatory OH&S requirements is monitored and reported.
		9.5	Systems and procedures are updated for legislative, technical, process or operational changes.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge required for this unit. Where bold italicised text is used, further information is detailed in the Range Statement.

- Access, where appropriate, *specialist external advice* to assist in the development of OH&S systems and plans.
- Analyse the impact of *workforce characteristics* and enterprise communication patterns and culture on OH&S system design, implementation and operation.
- Apply analysis of enterprise culture (including ethical standards and values), communication systems and workforce characteristics to the development of effective OH&S consultative processes.
- Apply principles and procedures for hazard identification, risk analysis and hierarchy of controls in any or all areas of the workplace.
- Apply problem-solving strategies. This may involve developing practical and creative solutions, showing independence, developing a range of strategies to resolve problems, testing assumptions, and addressing customer and workplace concerns.
- Collect, analyse and report complex OH&S information to stakeholders, using a variety of formats appropriate for the purpose and the audience.
- Consult with the community to develop strategies to minimise community health and safety impacts of enterprise operations (eg hazardous events, Q fever from stockyards).
- Demonstrate ability to maintain currency of knowledge through independent research and/or professional development.
- Develop and monitor systems to ensure workforce ownership of and compliance with enterprise safety procedures. This will include establishing OH&S consultative strategies and processes, mandatory workplace safety committees and provision of *training*.
- Develop *hazardous events* plans in consultation with appropriate workplace personnel and external agencies, including emergency services and government agencies.
- Establish record management systems to monitor compliance, including mandatory notifications and reporting, mandatory licences and certificates, registers, listings and labelling of regulated materials.
- Identify and apply relevant *communication* and *mathematical skills*.
- Identify and apply relevant *workplace* and *regulatory requirements*.
- Identify and interpret the implications, *obligations and requirements* of relevant legislation, regulations, guidelines, codes of practice, Australian Standards for health and safety for the enterprise's directors, management and workforce.
- Identify appropriate industry or enterprise benchmarks for OH&S performance.
- Identify enterprise requirements for external expertise and assistance in the development of OH&S systems and plans.
- Identify the impacts of enterprise OH&S policies, systems and procedures on all organisational management systems and operations including processing and production, maintenance, contractors, distribution, administration.
- Improve health and safety performance. This will include developing OH&S plans and strategies, acting on performance information, developing continuous review processes, including recommendations in the OH&S planning process.
- Integrate enterprise OH&S policies, systems and procedures with relevant organisational management systems and procedures. This will involve the inclusion of OH&S

responsibilities in all relevant position descriptions/procedures and work instructions, and strategies for ensuring visitor and contractor compliance with enterprise health and safety policies and procedures.

- Monitor enterprise health and safety performance. This will include analysing **health and safety information**, and reports **measuring performance** against enterprise goals, targets and agreed benchmarks.
- Observe standard workplace **OH&S requirements** during performance of duties.
- Outline health and safety hazards, risks and controls relevant to enterprise operations, procedures and products.
- Prepare action plans which identify goals, managerial responsibilities and operational strategies for OH&S.
- Prepare and monitor enterprise training plan for all levels of the organisation to support workforce commitment and contribution to workplace health and safety.
- Present reports according to legal and enterprise requirements. Set enterprise health and safety goals and targets. This will involve consultation with stakeholders, analysis of enterprise OH&S data.
- Systematically analyse the causes of accidents, incidents and work related **injuries and illnesses** and take corrective action. This will involve identifying and introducing programs for reducing accidents and injuries.
- Take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or technologies.
- Update enterprise policies, plans and practices for changes in relevant legislation, regulation, codes and guidelines.
- Utilise available information and communications technology, including modelling and evaluation software, to collect, monitor, analyse and report enterprise safety data.

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments within the meat industry and situations that may affect performance. This includes any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. Bold italics wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Industry context includes:

- cost centres or departments operating semi-autonomously within guidelines of the parent enterprise or company, eg retail meat departments, boning rooms, food service and meat retail
- domestic and export establishments
- medium and large enterprises.

Stakeholders may include:

- company owners, directors, shareholders, financiers
 - competitors
 - emergency services including ambulance, hospital, fire, police, rescue
 - insurance agencies, brokers and underwriters
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	<ul style="list-style-type: none"> • local community • management and employees • OH&S agencies and government departments • suppliers, customers, consumers • unions and employer associations.
<i>Consultative and participative</i> processes may include:	<ul style="list-style-type: none"> • continuous improvement and review • inclusion of OH&S in other consultative processes and forums eg consultative committee or maintenance meetings • involvement of workforce at all levels in problem-solving, management and monitoring of OH&S, including inspections, audits, risk assessment, risk control • OH&S representatives and/or committees • procedures for reporting hazards, risks and issues.
<i>OH&S records</i> may include:	<ul style="list-style-type: none"> • audit and inspection reports • environmental monitoring and health surveillance records • first aid and sick room records • information from suppliers and agencies including stock handling, equipment and machinery usage and maintenance, etc • maintenance reports • mandatory requirements: compensation and rehabilitation, Material Safety Data Sheets (MSDSs), accident, injury and illness notifications, certificates and licences, hazardous substances registers, driver's log books, etc • training.
<i>Specialist external advice</i> may be:	<ul style="list-style-type: none"> • provided by health and safety professionals eg ergonomists, rehabilitation specialists, occupational therapists • provided by technical experts eg ergonomists • utilised in the design of control measures, monitoring systems and health surveillance.
<i>Workforce characteristics</i> may include:	<ul style="list-style-type: none"> • age • cultural and language background • education and training experience • employment history and work experience • gender • individual ethical standards and values

	<ul style="list-style-type: none"> • literacy, numeracy, communication skills • part-time, casual, contract and permanent employment.
Training may include:	<ul style="list-style-type: none"> • first aid training • OH&S training for all levels and areas of enterprise • safety committee training.
Hazardous events and community health hazards may include:	<ul style="list-style-type: none"> • lairage of livestock carrying Q fever and other zoonotic diseases • refrigerant leaks • seepage from holding ponds.
Communication may:	<ul style="list-style-type: none"> • be inclusive of the cultural, ethnic and social diversity of individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace-related documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • may be formal or informal and involve face-to-face and technological/electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
<p>Mathematical skills may relate to complex actual and hypothetical, technical and financial modelling, calculations, interpretation and analysis. Mathematical information may be complex and relate to product and product quality, financial operations, personnel, operations, sales and turnover, exports, etc.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • compliance including AS 3806-2006 Compliance programs • consumer law

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- corporate law, including registration, licensing, financial reporting
 - current NOHSC Codes of Practice, including noise management and protection of hearing at work, preparation of MSDSs, and prevention of occupational overuse
 - environmental and waste management legislation and regulations
 - equal opportunity, anti-discrimination and sexual harassment
 - Export Control Act
 - industrial awards, agreements
 - OH&S management systems including AS/NZS 4581:1999 Management system integration – Guidance to business government and community organizations; AS/NZS 4801:2001 Occupational Health & Safety management systems – Specification with guidance for use; AS/NZS 4804:2001 Occupational Health & Safety management systems – General guidelines on principles, systems and supporting techniques
 - relevant regulations
 - risk management including AS/NZS 4360:2004 Risk management
 - state regulations regarding meat processing
 - taxation.
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Specific OH&S *obligations and requirements* may include:

- duty of care under OH&S legislation and common law
 - hazards management
 - OH&S representative and consultative mechanisms and issues resolution provisions
 - security and confidentiality relating to individual OH&S records
 - training.
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Health and safety information and reports may include:

- audit reports, accident investigation reports, financial reports relating to premiums, costs and claims
 - detailed, summarised, expanded or synthesised information
 - oral, written, graphic, technical or statistical information
 - sketches, photographs, video or audio taped information.
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Measuring of OH&S *performance* may include:

- average time lost rate, days lost per reporting period
 - costs, including preventative, rehabilitation and compensation, etc
 - reported incidents, accidents, incident rates, reports by
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	types of accidents and incidents.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> — coat and apron — ear plugs or muffs — eye and facial protection — head-wear — lifting assistance — protective boot covers — protective hand and arm covering — protective head and hair covering — uniforms — waterproof clothing — work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
Occupation <i>injuries and illnesses</i> may include:	<ul style="list-style-type: none"> • cuts, sprains and strains • substance abuse • zoonotic diseases.

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence – not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat</p>
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	industry standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.
Context of and specific resources for assessment	Resources may include: <ul style="list-style-type: none"> • a workplace with typical operating and production conditions • enterprise system information.
Method of assessment	Recommended methods of assessment are: <ul style="list-style-type: none"> • a third party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations • workplace projects with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	Australian Q Fever Register (www.qfever.org.au), <i>Q Fever Information Kit</i> . Meat and Livestock Australia (www.mla.com.au): <ul style="list-style-type: none"> • <i>Injury management resource pack</i> (May 2003) PPI 261 • <i>OHS Continuous Improvement</i> (1998) • <i>OHS Reference Guide Australian Meat Industry CD and Guide</i> (2002) PPI 202 • <i>Technology Transfer Resource Package #2</i> (+ CD ROM).