



Candidate Resource and Assessment

BSBCMN311B

Maintain Workplace Safety



Whether as an individual, or as part of a group, real progress depends on entering whole-heartedly into the process and being motivated to make you a more deeply satisfied human being.

Focusing on your training needs



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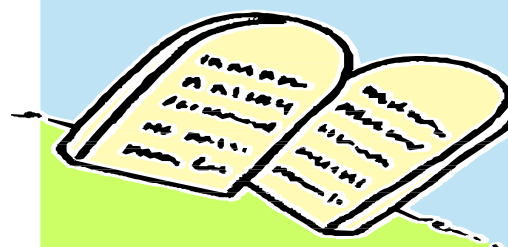
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"You're either part of the solution or part of the problem".

Eldridge Cleaver

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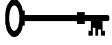
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Focus on

Your Area of Influence

Use considered risk taking in your 'grey' area

And others will follow you!

Legend	This course is divided into several sections of learning. Each section begins with the title of the element of the unit being taught, a quotation and a graphic related to content across the top of the page.
	This symbol indicates the beginning of new content. The bold title matches the content of the competency and they will help you to find the section to reference for your assessment activities.
	Activity: Whenever you see this symbol, there is an activity to carry out which has been designed to help reinforce the learning about the topic and take some action.
	This symbol is used at the end of a section to indicate the summary key points of the previous section.

Qualification Pathways



A goal without a plan is just a wish.

Antoine de Saint-Exupery

Qualification Pathways

This unit of competency is provided to meet the requirements of BSB07 Business Services Training Package although can be used in a range of different qualifications. The BSB07 Business Services Training Package does not state how a qualification is to be achieved. Rather, Registered Training Organisations are required to use the qualification rules to ensure the needs of the learner and business customer are met. This is to be achieved through the development of effective learning programs delivered in an order which meets the stated needs of nominated candidates and business customers.

Qualification Rules

Qualification requirements include core and elective units. The unit mix is determined by specific unit of competency requirements which are stated in the qualification description. Registered Training Organisations then work with learners and business customers to select elective units relevant to the work outcome, local industry requirements and the qualification level.

All vocational education qualifications must lead to a work outcome. BSB07 Business Services Training Package qualifications allows for Registered Training Organisations (RTOs) to vary programmes to meet:

- Specific needs of a business or group of businesses.
- Skill needs of a locality or a particular industry application of business skills.
- Maximum employability of a group of students or an individual.

When packaging a qualification elective units are to be selected from an equivalent level qualification unless otherwise stated.

Introduction



"If learning comes through experience, it follows that the more one participates in guided experiences, the more one learns. Therefore venturing into uncharted waters - and experiencing the failures that may occur - is an important part of organisational learning."

Gould, DiBella, Nevis

Introduction

This unit of competency is all about safety in the workplace, and in particular the ways in which you can participate in its improvement. It covers OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. It will help you with the skills you need to demonstrate competency for the unit *BSBCMN311B Maintain Workplace Safety*. This is one of the units that make up the Certificates in Business.


This manual is broken up into four distinct sections. These are:

- 1. Assist Incorporation of Occupational Health and Safety Policy and Procedures into The Work Team.**
- 2. Support Participative Arrangements for the Management of Occupational Health and Safety.**
- 3. Support the Organisation's Procedures for Providing Occupational Health and Safety Training.**
- 4. Participate in Identifying Hazards and Assessing and Controlling Risks for the Work Area.**

At the conclusion of this training you will be asked to complete an assessment pack for this unit of competency. The information contained in this resource will assist you to complete this task. You may also find it useful to have access to your working environment, and employee and Health and Safety manuals. You will also require someone who is able to assess your performance and verify the evidence you supply.

On conclusion of this unit of competency you will have demonstrated the skills and knowledge necessary to maintain workplace safety.

SAMPLE

<p>BSBCMN311B/01</p> <p>Assist Incorporation of Occupational Health and Safety Policy and Procedures into the Work Team</p>	
<p>"It's not the situation ... It's your reaction to the situation."</p> <p>Robert Conklin Author and Speaker</p>	



Demonstrate basic requirements of Occupational Health and Safety legislation in area of responsibility appropriate for health and safety needs of a small work team

Provide information and clearly explain to the work group the organisation's Occupational Health and Safety policies, procedures and programs

Regularly provide information and clearly explain to the work group information about identifying hazards and the outcomes of risk assessment

Rules, Regulations and Codes of Practice

Before we begin this section on making a positive contribution towards Health and Safety in the workplace, let's take a look at the legislative requirements that apply. Employers in Australia have a duty of care for their employees. They must provide all employees with a healthy and safe working environment under the law. The major piece of legislation is the Occupational Health and Safety (Commonwealth Employment) Act of 1991. Section 16 of this Act states that:

An employer must take all reasonably practicable steps to protect the health and safety at work of the employer's employees.

This Act is an overriding commonwealth piece of legislation; however each state also has its own system of legislation that may apply in a given circumstance. The general principle of each of the states' legislation is:

Employers should do all that is practicable to set up a working environment that is safe and without risks to the health of the employees, contractors and other persons in the workplace.

The relevant State legislation is:

- Australia Capital Territory - Occupational Health and Safety Act 1989
- New South Wales - Occupational Health and Safety Act 1983
- Northern Territory - Work Health Act 1986
- Queensland - Workplace Health and Safety Act 1995
- Tasmania - Occupational Safety, Health and Welfare Act 1977
- Victoria - Occupational Health and Safety Act 1985
- Western Australia - Occupational Safety, Health and Welfare Act 1984
- Tasmania - Occupational Health, Safety and Welfare Act 1986

The Commonwealth Occupational Health and Safety legislation has a number of parts. There is the overriding Act of Law, as well as numerous regulations and approved codes of practice that should be considered. Regulations are those laws that are written under the authority of a piece of legislation.

Regulations are used to give effect to the Act. You may be prosecuted under a regulation if you do not adhere to it. Codes of Practice are written to give people practical guidance under the relevant regulations. A person cannot be prosecuted if they do not comply with a Code of Practice, but they can be used in evidence to show that a person did not fulfil their general duty under the Act or Regulations.

Some of the major Occupational Health and Safety Codes of practice are:

- National Code of Practice for Noise Management and Protection of Hearing at Work
- National Code of Practice for the Control of Work Related Exposure to Hepatitis and HIV (blood-borne) Viruses
- National Code of Practice for the Preparation of Material Safety Data Sheets
- National Code of Practice for the Storage and Handling of Workplace Dangerous Goods
- National Code of Practice for Management and Protection of Hearing at Work
- National Code of Practice for the Control of Major Hazard Facilities
- National Code of Practice for the Control of Scheduled Carcinogenic Substances
- National Code of Practice for the Control and Safe Use of Inorganic Lead at Work
- National Code of Practice for the Prevention of Occupational Overuse Syndrome
- National Code of Practice for the Control of Workplace Hazardous Substances
- National Code of Practice for the Labelling of Workplace Substances
- National Code of Practice for the Preparation of Material Safety Data Sheets
- National Code of Practice for the Safe Use of Synthetic Mineral Fibres
- National Code of Practice for Manual Handling
- National Code of Practice for the Safe Handling of Timber Preservatives and Treated Timber

For more information on State Legislation, Regulations and Codes of Practice, visit the work safe website www.worksafe.gov.au.

The screenshot shows the homepage of the Australian Government National Occupational Health and Safety Commission. The page includes a search bar, a navigation menu with links like 'About', 'News', and 'Publications', and a 'LATEST NEWS' section. The news items include:

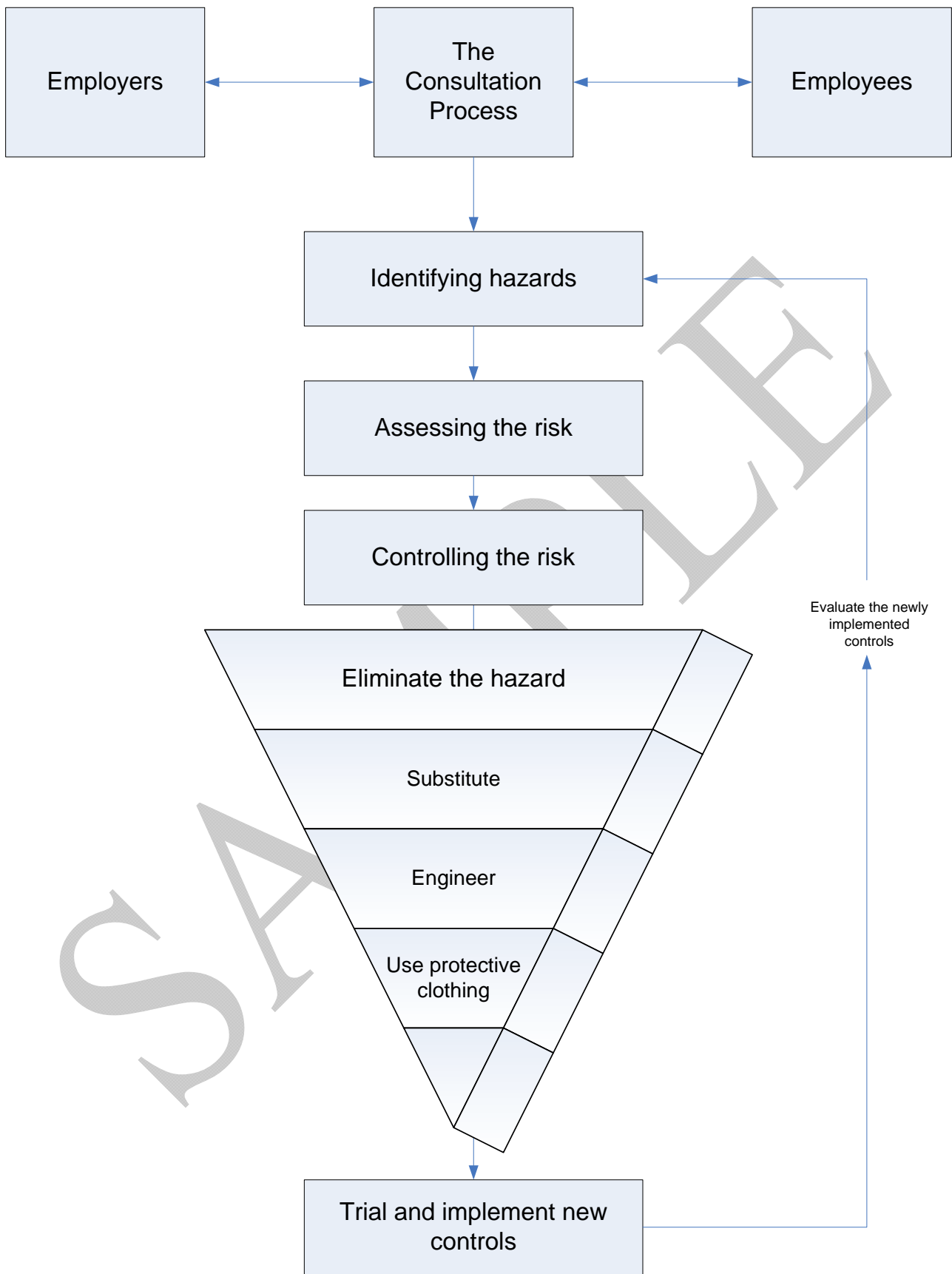
- Construction Standard:** NOHSC has declared a national standard for OHS for the construction industry after more than two years of consultations.
- Asbestos Codes:** NOHSC has declared a revised code for safely removing asbestos and a new code for managing and controlling asbestos in workplaces.
- Minister Andrews Media Release - 18 Jan - New Hazardous Substances database released**
- NOHSC releases a new Hazardous Substances Information System, an online database with hazard classification information for over 3500 hazardous substances, and associated National Exposure Standards for over 580 atmospheric contaminants.**
- NOHSC declares amendments to the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(1999)]**
- NOHSC declares amendments to the exposure standards for crystalline silica**
- Does your OHS reporting measure up? Check it against the world best practice.**
- Update on the Codes of Practice and Guidance Note for asbestos**
- Workplace Health and Safety Queensland to lead national *Design 4 Health* campaign to reduce manual handling risks in the health and community services industry**

 A large watermark 'SA' is overlaid on the page.

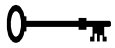
Reporting Hazards

The Health and Safety legislation in Australia defines a hazard as being 'anything that could cause harm'. When you know the kinds of hazards that exist in an office, it is easy for you to spot them and prevent accidents happening. If you see a dangerous situation, it is your responsibility to report it immediately to your supervisor or the OHS officer. Sometimes, you will be able to fix the hazard yourself.

The basic principles of hazard management are described as follows:



The Hazard Management Process



Key Points Section 1

- Section 16 of the Occupational Health and Safety (Commonwealth Employment) Act of 1991. states that: *An employer must take all reasonably practicable steps to protect the health and safety at work of the employer's employees.*
- You may be prosecuted under a regulation if you do not adhere to it.
- Codes of Practice are written to give people practical guidance under the relevant regulations.
- The Health and Safety legislation in Australia defines a hazard as being 'anything that could cause harm'.
- All workplaces should have a set of workplace safety policies and procedures.

SAMPLE



Section 1 - 'True' or 'False' Quiz



T	F	Australia is covered by a single piece of workplace legislation.
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T	F	An employer must take all reasonably practicable steps to protect the health and safety at work of the employer's employees.
----------	----------	--



T	F	State and Federal legislation has the same underlying principle.
----------	----------	--



T	F	Regulations and Codes of Practice are the same.
----------	----------	---



T	F	You can be prosecuted for not adhering to a safety regulation.
----------	----------	--



T	F	Regulations give effect to an Act.
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T	F	Codes of Practice are written to give people practical guidance under a regulation.
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T	F	A hazard is anything that can harm you.
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T	F	The first step in hazard management is minimising risk.
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T	F	Top level management should not be concerned with Health and Safety.
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