

1. Module details**Module name****Occupational Health and Safety - Implementing and Monitoring****Module duration**

It is expected that students with the appropriate entry knowledge and skills will successfully complete this module in 18 - 20 hours.

Module code

NUE213

Discipline code

08052

2. Module purpose

This module provides the knowledge and skills necessary for employees with team and/or supervisory responsibilities who are charged with implementing and monitoring the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve, maintain and promote occupational health and safety standards in the work situation.

3. Prerequisites

NBB002 Occupational Health & Safety.

4. Relationship to competency standards

This module addresses Units 2.16, 3.12, 4.1 and 4.7 of the E.S.I. National Competency Standards for Overhead Line Work and Cable Jointing and all units of the Electrical Contracting Industry Award Standard (Volume 8) which call up OH&S and/or where teams are used to assure OH&S implementation.

5. Content**Legislation and Australian Standards**

AS1470 - 1986

OHSC:7025 (1994) - Generic competencies A, B & C

Relevant Acts (Electrical)

General duty of care

Policy and program development

program development

assigning accountability

focus on improvement

Consultative processes

OH&S committee

meetings and workshops

information gathering

Training and development

provision and type

dissemination of information

cultural considerations

literacy considerations

	<p>Hazard identification and assessment safety audits workplace inspections incident investigations injury and illness records, statistics complaints and observations contributing factors to a hazard (exposure, severity, human differences)</p> <p>Risk assessment and management hierarchy of control (elimination, substitution, design, mitigation)</p> <p>Management and improvement promoting OH&S activities integration of OH&S into management structures evaluation of control strategies evaluation of educational and training programs</p>
6. Assessment strategy	
Assessment methods	<p>Short answer questions (written, oral or graphic or computer based), multiple choice questions, oral questions, observations, assignments, other recognised methods. Suitable practical exercises which assess the skills required of each learning outcome.</p>
Conditions of assessment	<p>Theory room for written tests together with workplace observation where appropriate.</p>

7. Learning outcome details

Learning outcome 1

Identify relevant legislative and government guidelines for the implementation and monitoring of OH&S in the workplace.

Assessment criteria

- 1.1 Describe the essential features of the Worksafe Australia Guidelines NOHSC: 7025 (1994) in the context of State/Territory legislation.
- 1.2 State the differences in the applicability of the generic competencies A, B, and C of NOHSC: 7025 (1994).
- 1.3 Describe the important features of relevant Australian Standards.
- 1.4 Describe the important features of legislation relevant to the workplace.
- 1.5 Explain what is meant by 'duty of care'.

Learning outcome 2

Identify and analyse the salient features of the workplace occupational health and safety plan of the enterprise.

Assessment criteria

- 2.1 For various situations describe the responsibilities of each of the members of a work team.
- 2.2 Describe the review processes for changing and/or improving the enterprise safety plan and/or standing instructions.

Learning outcome 3

Explain the consultative processes on OH&S issues in place in an enterprise and the extent to which all employees are involved.

Assessment criteria

- 3.1 State the functions and duties of the workplace OH&S committee.
- 3.2 State the process that are used to elicit information from employees regarding OH&S.
- 3.3 Describe the processes that are used to disseminate OH&S information to employees of the enterprise.

Learning outcome 4	Identify the training and staff development activities required to support the requirements of the OH&S plan of the enterprise.
Assessment criteria	<p>4.1 State the legislative requirements relating to training in the enterprise in respect of the responsibilities of the employer and the rights and responsibilities of the employee.</p> <p>4.2 Describe the methods by which the limitations of poor literacy and the issues of cultural differences in perception are addressed in the implementation of OH&S.</p>
Learning outcome 5	Identify the techniques used for hazards identification and assessment.
Assessment criteria	<p>5.1 Define the term <i>hazard</i> and some general classification of hazards.</p> <p>5.2 Describe the processes which identify hazards in the workplace and the extent to which these processes are used in the enterprise.</p> <p>5.3 For various scenarios describe the contributing factors that lead to a particular hazard.</p>
Learning outcome 6	Explain the concept of risk assessment and its management.
Assessment criteria	<p>6.1 Define the hierarchy of control in the reduction or elimination of hazards.</p> <p>6.2 For various scenarios discuss the effectiveness and limitations of the various components of the hierarchy of control.</p>
Learning outcome 7	Develop strategies for the maintenance of an OH&S program.
Assessment criteria	<p>7.1 Describe and develop processes for promoting OH&S in the enterprise/workplace.</p> <p>7.2 Describe processes for maintaining and improving OH&S in the enterprise/workplace.</p> <p>7.3 Identify techniques for evaluating and reviewing education and training programs.</p>

8. Delivery of the module

Delivery strategy

Delivery strategies must be suitable for both theoretical and/or practical learning and module purpose. It is recommended that learning and assessment be facilitated in a holistic manner which may require a learning sequence other than indicated in the body of this module descriptor.

Resource requirements

Relevant Australian Standards including AS1470 – 1986
Worksafe Australia Guidelines NOHSC: 7025 (1994)
Relevant Acts and Legislation
Relevant enterprise instructions and manuals
Textbook: Butrej, P. & Douglas, G. Hazards at Work: A Guide to Health & Safety in the Workplace. 2Ed, 1990, Sydney, OTEN.

Occupational health and safety requirements

Students should be made aware of Occupational Health and Safety issues in all situations and be expected to demonstrate safe working practices at all times. Electrical safety must be emphasised.