

BSBOHS407A Monitor a Safe Workplace

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

Designed for: This course is suitable for all frontline managers.

Duration: 1 day

Application of the unit: This unit applies to employees with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area.

This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

Elements and performance criteria:

Element	Performance criteria
Provide information to the workgroup about OHS policies and procedures	<ul style="list-style-type: none"> Accurately explain relevant provisions of OHS legislation and codes of practice to the workgroup Provide information to the workgroup on the organisation's OHS policies, procedures and programs, ensuring it is readily accessible by the workgroup Regularly provide and clearly explain information about identified hazards and the outcomes of risk assessment and control to the workgroup
Implement and monitor participative arrangements for the management of OHS	<ul style="list-style-type: none"> Explain the importance of effective consultative mechanisms in managing health and safety risks Implement and monitor consultative procedures to facilitate participation of workgroup in management of work area hazards Promptly deal with issues raised through consultation, in accordance with organisational consultation procedures Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues
Implement and monitor the organisation's procedures for providing OHS training	<ul style="list-style-type: none"> Systematically identify OHS training needs in line with organisational requirements Make arrangements to meet OHS training needs of team members in consultation with relevant individuals Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs Identify and report to management the costs associated with providing training for work team, for inclusion in financial plans
Implement and monitor procedures for identifying hazards and assessing risks	<ul style="list-style-type: none"> Identify and report on hazards in work area in accordance with OHS policies and procedures Promptly action team member hazard reports in accordance with organisational procedures



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Implement and monitor the organisation's procedures for controlling risks	<ul style="list-style-type: none">▪ Implement procedures to control risks using the hierarchy of controls and organisational requirements▪ Identify and report inadequacies in existing risk control measures in accordance with the hierarchy of controls▪ Monitor outcomes of reported inadequacies, where appropriate, to ensure a prompt organisational response
Implement and monitor the organisation's procedures for maintaining OHS records for the team	<ul style="list-style-type: none">▪ Accurately complete and maintain OHS records of incidents of occupational injury and disease in work area in accordance with OHS legal requirements▪ Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area



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