

## PIRFO FRONTLINE MANAGEMENT STANDARDS

### PIRFLM4.01C – Meet workplace OHS requirements

#### Functional area

PIRFO Frontline Management

#### Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

#### Descriptor

This unit of competency requires a PIRFO Frontline Manager to follow defined occupational health and safety (OHS) policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

#### Elements

#### Performance criteria

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|--|--|
| <b>1. Follow workplace procedures for hazard identification, risk assessment and risk control</b>      | <ul style="list-style-type: none"><li>1.1 OHS hazards in the workplace are identified, assessed, reported and controlled using the hierarchy of control model</li><li>1.2 Workplace procedures and work instructions for controlling risks are accurately followed</li><li>1.3 Safety checks are undertaken before operation of all machinery and vehicles</li><li>1.3 Manual handling jobs are performed using safe manual handling techniques</li><li>1.4 Risks to workplace bystanders are identified and action taken to reduce risk</li></ul> |
| <b>2. Follow appropriate emergency procedures</b>  | <ul style="list-style-type: none"><li>2.1 Workplace procedures for dealing with accidents, injuries, fires, and other emergencies are followed</li><li>2.2 Emergency equipment is used, serviced and maintained according to manufacturer specifications</li><li>2.3 Appropriate authorities are notified of emergencies according to workplace policy</li></ul>   |
| <b>3. Participate in arrangements for maintaining health and safety of all people in the workplace</b> | <ul style="list-style-type: none"><li>3.1 OH&amp;S issues are raised with designated personnel according to workplace procedures</li><li>3.2 Contributions are made to workplace OHS participative arrangements and ongoing monitoring and reporting of all aspects of OHS</li><li>3.3 Hierarchy of control model is followed to the individual's level of responsibility</li><li>3.4 Assistance is provided in developing effective solutions to control the level of risk associated with tasks</li></ul>  |

## **Evidence guide**

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

### **Required knowledge**

The essential knowledge and understanding a person needs to perform work to the required standard include:

- OHS principles
- Workplace OHS policies and procedures relevant to the person's jurisdiction
- Designated personnel responsible for OHS within the agency
- Emergency services
- Preferred order of ways to control risks (i.e. hierarchy of control)
- Reasons for and purpose of workplace health and safety requirements
- Significant hazards in the workplace
- Relevant OHS Acts, regulations and codes of practice
- Ways in which OHS is managed in the workplace, and activities required under OHS legislation

### **Required skills**

The essential skills a person needs to perform work to the required standard include:

- Applying the hierarchy of control model
- Communicating and contributing to OHS participative arrangements and reporting hazards and risks
- Undertaking workplace activities following accepted OHS practices
- Following workplace procedures for acting in an emergency
- Following workplace procedures for hazard identification and risk control
  
- Interpreting OHS symbols
- Reading labels, notices and relevant enterprise documentation and manufacturer specifications

Numeracy skills used for:

- Estimating weight of items to be lifted or moved.

### **Critical aspects of competence**

Assessment must confirm the ability to:

- Act correctly in an emergency
- Follow workplace procedure for hazard identification and risk control when completing a range of workplace operations and circumstances
  
- Emergency services
- Occupational health and safety risk management
- Relevant parts of OHS legislation, relevant regulations and codes of practice which apply in the person's jurisdiction
- Significant physical, environmental and chemical hazards in the workplace.

## **Context of assessment**

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the OHS activities that a PIRFO Frontline Manager or Coordinator undertakes in day to day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in OHS activities, as part of Frontline Management operations after training and assessment should be analysed.

## **Method of assessment**

The following assessment methods are suggested:

- Observation of the candidate while participating in real or simulated OHS components of effective Frontline Management operations, as described in the performance criteria and skills and knowledge outlined in this unit of competency.
- Written or oral short answer questions to assess underpinning knowledge of OHS.
- Practical exercises involving the observation of the candidate verifying correct OHS procedures and processes during a simulated Frontline Management activity
- Third-party reports, including reports from the Observer Program Manager superior

## **Interdependent assessment of units**

This unit should be assessed in conjunction with other units relating to Frontline Management operations to confirm that OHS procedures are followed during all Frontline Management activities.

## **Resources required for assessment**

Resources may include:

- Relevant OHS policies and procedures
- Relevant OHS Acts, regulations and codes of practice