Modification history

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

AMPWHS4X1	Monitor workplace health and safety processes
Application	This unit describes the skills and knowledge required to participate in the reduction of work health and safety (WHS) risks in a meat processing plant. This unit is applicable to supervisors or those with workplace health and safety responsibilities in meat processing premises such as abattoirs, boning rooms, knackeries, game processing plants, smallgoods plants, food services operations, wholesalers and retailers. All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Work Health and Safety (WHS)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide WHS information to the work group	1.1 Identify and explain requirements of health and safety legislation, standards, codes of practice/compliance codes, guidance material and safe working procedures and practices to the work group 1.2 Provide information on workplace policies and procedures to the work group
2. Participate in workplace inspections	2.1 Facilitate group processes to identify potential workplace health and safety hazards 2.2 Participate in workplace inspections to identify potential hazards 2.3 Fulfil reporting obligations 2.4 Implement risk control processes
3. Participate in workplace health and safety risk control process	3.1 Participate in risk assessment processes 3.2 Control hazards in accordance with hierarchy of controls 3.3 Initiate workplace procedures for dealing with hazardous events 3.4 Inform relevant parties about any action taken and/or report it to designated personnel
4. Monitor implementation of safe work practices	4.1 Demonstrate and model compliance with safe work practices 4.2 Monitor safe work performance by employees 4.3 Implement safe work practices in accordance with regulatory requirements
5. Assist development of safe work practices	5.1 Develop changes to work procedures or standard operating procedures (SOPs) in accordance with risk control processes and regulatory requirements 5.2 Consult employees in relation to the development of safe work practices 5.3 Reinforce employee understanding of safe work procedures on-the-job
6. Contribute to participative arrangements for the management of workplace health and safety	6.1 Implement and monitor consultation procedures about workplace health and safety issues to ensure that all workers may contribute 6.2 Deal with, resolve promptly, or refer issues raised through consultation in accordance with workplace procedures 6.3 Disseminate outcomes of consultation over WHS issues to the work group promptly

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
7. Contribute to workplace rehabilitation program	7.1 Contribute to workplace rehabilitation programs in accordance with the requirements of a rehabilitation co-ordinator and/or provider
	7.2 Monitor the rehabilitation of employees in own work area

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret WHS requirements from a range of sources
Writing	• Write, edit and proofread documents to ensure clarity and readability
Oral communication	• Use collaborative and inclusive techniques including active listening and questioning to convey and clarify safety information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPWHS4X1 Monitor workplace health and safety processes	AMPCOR403 Participate in workplace health and safety risk control process	Unit code and title updated Element 1 added (from information included in Assessment Requirements) Performance Evidence, Knowledge Evidence and Assessment Conditions revised.	Equivalent

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

TITLE	Assessment requirements for AMPWHS4X1 Monitor workplace health and safety processes

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored workplace health and safety processes for a work group of at least three members, including:
- applied participative problem-solving techniques to identify and resolve work health and safety (WHS) issues
- facilitated group processes to assess hazards and control risks in work area
- demonstrated and modelling safe work practices associated with work tasks
- identified relevant hazard control equipment and explain function, safe operation, maintenance and storage requirements
- encouraged participation from all group members.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:
- current legislative requirements for workplace health and safety
- hazards and risks associated with hand tools, plant, equipment and vehicles
- personal protective equipment (PPE) and clothing for working in a meat processing facility
- sources of health and safety information both internal and external to the workplace
- procedures for reporting hazards, accidents and incidents
- legislative requirements for reporting
- risk management principles
- process for developing and altering work procedures or standard operating procedures (SOPs)
- roles and responsibilities of health and safety representatives and committees
- rehabilitation program for employees returning to work after injury.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:
- physical conditions:
  - skills must be demonstrated in a meat processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to health and safety advice and direction
- specifications:
  - legislation, regulations, standards and codes of practice
  - workplace policies and procedures for WHS, and for emergencies
- relationships:
  - access to a work group of at least three members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7