

# MANAGEMENT & CONTROL OF HAZARDOUS SUBSTANCES IN THE WORKPLACE

## LEARNING OUTCOMES & ASSESSMENT CRITERIA FROM CORE TRAINING ELEMENTS FOR THE NATIONAL STANDARD FOR THE CONTROL OF WORKPLACE HAZARDOUS SUBSTANCES



### Learning Outcome 1

Describe the legislation relating to the Hazardous Substances Regulatory Reform Package.

#### Assessment Criteria

- 1.1 Identify and explain the inter-relationships of the acts, regulations, standards, codes of practice and guidelines which make up and supplement the hazardous substances regulatory reform package.
- 1.2 Identify the major requirements of the regulation.
- 1.3 Access the numerous documents relating to the hazardous substances legislation.
- 1.4 Define hazardous substances and dangerous goods.

### Learning Outcome 2

Describe the health and safety effects relating to the use of hazardous substances.

#### Assessment Criteria

- 2.1 Interpret some of the specialised terms and acronyms used in conjunction with the hazardous substances regulatory reform package.
- 2.2 Describe what is meant by a hazardous substance and the types of health effects (acute & chronic).
- 2.3 Identify the routes of entry and examples of health effects associated with exposure to hazardous substances.
- 2.4 Provide examples of hazardous substances that have the potential to cause adverse health effects

### Learning Outcome 3

Participate in hazard identification, risk assessment and control as it relates to hazardous substances.

#### Assessment Criteria

- 3.1 Outline the steps to be taken to implement the requirements of the hazardous substances regulatory reform package.
- 3.2 Be able to participate in workplace discussions on the implementation of a hazardous substances program.
- 3.3 Identify the responsibilities of all parties affected by the hazardous substances regulation.

### Learning Outcome 4

Identify hazards relating to hazardous substances and associated tasks in the workplace.

#### Assessment Criteria

- 4.1 Know how to find out if a substance is hazardous.
- 4.2 Use Worksafe Australia's List of Designated Hazardous Substances.
- 4.3 Recognise the process of applying Worksafe Australia's Approved Criteria for Classifying Hazardous Substances.
- 4.4 Interpret material safety data sheets and labels.

### Learning Outcome 5

Assess risks relating to the use of hazardous substances and associated tasks in the workplace.

#### Assessment Criteria

- 5.1 Decide if an assessment is simple and obvious, or if a detailed assessment is needed.
- 5.2 Discuss the purpose of a generic assessment.
- 5.3 Determine if expert assistance is required, for example, measuring of atmospheric contaminants.
- 5.4 Conduct a suitable and sufficient risk assessment.
- 5.5 Document risk assessments.
- 5.6 Demonstrate a knowledge of when assessments need to be reviewed and how long the reports are to be kept.

### Learning Outcome 6

Control risks relating to hazardous substances and associated tasks in the workplace.

#### Assessment Criteria

- 6.1 Recognise the need for appropriate control measures.
- 6.2 Demonstrate an understanding of the regulatory duty to prevent or minimise exposure to hazardous substances in order to minimise the risks to health.
- 6.3 Identify appropriate control measures in accordance with the hierarchy of controls.
- 6.4 Recognise the need for ongoing maintenance, examination and testing of control measures.
- 6.5 Identify the need for emergency procedures.

### Learning Outcome 7

Communicate and consult regarding implementation of the hazardous substances management plans in the workplace.

#### Assessment Criteria

- 7.1 Define the term consultation as it applies to the National Model Regulations for the Control of Workplace Hazardous Substances and National Code of Practice for the Control of Workplace Hazardous Substances.
- 7.2 Identify the elements of a hazardous substances program that require consultation.
- 7.3 Consult effectively and in accordance with hazardous substances legislation.
- 7.4 Develop strategies for addressing the communication needs of special groups.

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### Learning Outcome 8

Design a management program for hazardous substances.

#### Assessment Criteria

8.1 List all workplace substances.

8.2 Manage the purchase and recording of all substances on entry to the workplace.

8.3 Establish a hazardous substances register.

8.4 Design and implement a management program.

8.5 Identify needs for training for all employees with a potential for exposure to hazardous substances, and for those employees who may have special needs relating to language or literacy skills.

8.6 Develop procedures for recording actions.

8.7 Determine which records have to be kept and the length of time that records have to be kept.

### Learning Outcome 9

Implement an appropriate monitoring and health surveillance program for hazardous substances.

#### Assessment Criteria

9.1 Distinguish between biological and environmental monitoring.

9.2 Decide when monitoring should be conducted.

9.3 Identify the elements of a monitoring program.

9.4 Determine when health surveillance should be implemented.

9.5 Identify the responsibilities placed on all parties in health surveillance.

9.6 Identify obligations of employers to employees being tested in a health surveillance program.

9.7 Identify areas that require expert advice.

#### Assessment strategy

##### 1. Questionnaire

The questionnaire is used both as a training tool, by making trainees read the course notes after the course, and as an assessment tool.

As all answers to the questions are clearly set out in the course notes, attendees must get 100% in the questionnaire.

##### 2. Assignment

a) Completion of the hazard identification checklist provided by CTC.

b) Completion of the hazard identification & risk evaluation form provided by CTC.



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