



# OHS Professional Certification

## Examples of OHS Professional Practice Reports

The following examples of OHS Professional Practice Report is provided to demonstrate how to complete the report. This is a guide only. Reports should be developed and written to suit the style and approach of the applicant and their project/activity.

### Example 1

|  |                        |                     |                          |
|--|------------------------|---------------------|--------------------------|
| <b>Personal details</b>  |                        |                     |                          |
| Name   | XXXXX                  |                     |                          |
| Contact information  | Email: xxxxx@gmail.com | Phone: 0X XXXX XXXX |                          |
| <b>1 Summary details</b>   |                        |                     |                          |
| Activity/project title: Review of WHSMS by gap analysis.   |                        |                     |                          |
| Duration: 6 hours / week   | Date from:             | Date to:            | Duration (months)<br>Two |
| Brief description of organisation where project/activity undertaken<br>State Government Transport Regulator  |                        |                     |                          |
| Nature of workplace<br>Large regional office of approximately 350 employees.   |                        |                     |                          |
| Nature of workforce<br>Mainly office based workers with some employees that deal with face to face with third party insurance claims.  |                        |                     |                          |
| Objective(s) of activity/project<br>To review the WHSMS, report on shortcomings and develop an action plan.  |                        |                     |                          |
| Project team/people involved in activity/project<br>HR Director, WHS Committee, Building Management personnel, employees.  |                        |                     |                          |
| Summary of activity/project (100 words or less)<br><br>Review of the WHSMS against AS4801 and preparation of a report of the findings to the Director HR.<br>Preparation of a plan of action for bringing the Regulator's WHSMS to compliance with AS4801. Following acceptance of the report and the action plan I was engaged to develop and implement their OHS risk management system, the fire and emergency plan and putting together the emergency planning committee, the emergency control organisation and re-jigging the WHS Committee to make it an effective one. |                        |                     |                          |



| <b>2 Project Description</b>   |   |   |                                       |
|--|---|---|---------------------------------------|
| <p>Description of project and the applicant's role:<br/>This project was to review the Regulator's existing WHSMS which had been in operation for approximately 6 years but within that period has not been reviewed externally although intermittent internal auditing has been undertaken. Given that the WHSMS had not been properly reviewed recently I informed the client that they should agree to a gap analysis rather than audit and then undertake the actions necessary to bring the WHSMS to a standard which would pass an external audit.</p> <p>My role was initially to plan and undertake the review which resulted in a report of some 26 pages and 33 recommendations for improvement including the redevelopment of the organisation's WHS risk management program. The review essentially followed audit requirements in that firstly the documentation of the organisation was reviewed and tested to ensure it was being used and was effective.</p> <p>This involved talking with managers, supervisors and workers within the organisation to obtain their views and understanding of the policies and procedure within the system and their thoughts on the effectiveness.</p> <p>Then outcomes of this process were then listed against each criteria of AS4801 and recommendations were made accordingly. In an appendix to the report I presented a plan of action to redevelop and implement the WHSMS and in particular develop the OHS Risk Management program for the organisation and, in conjunction with the existing, but inactive fire wardens and management create the organization's emergency planning committee and their emergency control organisation including the development and implementation of training matrix and program. In addition I was required to review the activities and outputs of the WHS Committee, provide the committee members with training and assist them to meet the requirements of the organisation.</p> <p>Given the relationship I now have with the senior and executive management of the regulator, I believe that I met their requirements very well.</p> |   |   |                                       |
| <b>3 Knowledge Applied</b>   |   |   |                                       |
| <i>The topics indicated by an asterisk are considered core and must be addressed for certification.</i>  |   |   |                                       |
|  | 4 Work  | x | 21 Bullying, aggression and violence  |
| x  | 5 Safety  |   | 22 Noise & vibration                  |
| x  | 6 Health  | x | 23 Electricity                        |
| x  | *7 Foundation Science                                 |   | 24 Ionising radiation                 |
| x  | 12 The Human: As a biological system                  |   | 25 Non ionising radiation             |
| x  | *13 The Human: Basic psychological principles         |   | 26 Thermal environment                |
| x  | *14 The Human: Basic principles of social interaction |   | 27 Gravitational hazards              |
| x  | *15 Hazard as a concept                               | x | 28 Plant                              |
| x  | *Principles of OHS Law                                |   | 29 Mobile plant                       |
| x  | *8 OHS law in Australia                               | x | 30 Vehicles and occupational driving  |
| x  | *9 Industrial, tech & business imperatives            | x | *31 Risk                              |
| x  | *10 The Organisation                                  | x | *32 Models of causation: Safety       |
| x  | *Organisational culture                               | x | *33 Models of causation: Health       |
| x  | *11 Systems   | x | *34 Control                           |
| x  | 16 Biomechanical hazards                              |   | *User centred safe design             |
| x  | 17 Chemical hazards                                   | x | 35 Mitigation: Emergency preparedness |
| x  | 18 Biological hazards                                 |   | 36 Mitigation: Health impacts         |
| x  | 19 Psychosocial hazards                               |   | 39 Critical consumer of research      |
| x  | 20 Fatigue  | x | *Risk and decision making             |
| <b>Comments:</b>   |   |   |                                       |



| 4 Capabilities   |  |
|--|--|
| Capability   | Comment on how this capability was demonstrated  |
| <p><b>Analyse and evaluate information</b><br/>           0 sources relevant to OHS practice.<br/>           Critically analyse and consolidate information from such range of sources.<br/>           Synthesise the information to inform OHS practice.</p>  | <p>This capability was demonstrated by accessing the organisation's WHSMS, discussing its efficacy with managers and workers within the organisation and then analysing the information received and comparing the WHSMS with the relevant sections of AS4801. The required outcomes to ensure the WHSMS is compliant was then put into an action plan.</p>  |
| <p><b>Solve problems and develop strategy</b><br/>           Apply critical thinking, information gathering and communication skills to identify and analyse complex OHS problems.<br/>           Generate practical evidence-informed solutions taking account of legislation and industry standards and justify the proposed solutions.</p>  | <p>Communication skills, information gathering skill and critical thinking skills were applied to this project to identify issues of non-conformance and issues that require improvement and to also identify and promote areas that have been implemented well. The solutions proposed in the recommendations and report were designed to ensure compliance with appropriate legislation and standards as a minimum.</p>  |
| <p><b>Communicate knowledge, skills and ideas</b><br/>           Select and appropriately apply a broad range of communications skills and formats to explain technical information and concepts to workplace audiences.</p>   | <p>The communication skills used were: a) one on one face to face; b) small group discussions; and c) the development of, for example, the risk management program and consultation regarding with managers, HSRs, and employees in general along with the development of a draft training program.</p>  |
| <p><b>Application</b><br/>           Be reliable in meeting commitments in accord with agreed time lines.<br/>           Be accountable for the technical and conceptual underpinnings of one's own practice.<br/>           Recognise the limits of one's own knowledge and skills and seek specialist advice as appropriate.<br/>           Recognise the value of professional, enterprise and industry collaboration.<br/>           Work independently and as part of a team in addressing a range of OHS problems</p>  | <p>For this project I met the timelines and in fact used less time than was agreed in the original proposal. To ensure my review of the organisation's program was comprehensive and the report accurate and appropriate, it was peer reviewed and provided in draft form to enable the client to provide additional evidence if it was missed and to query any or all decisions.<br/>           The project was undertaken within the knowledge and limits of my skills in this area and I was supported by work colleagues who reviewed my work and members of the client organisation who were very helpful indeed.</p> |
| <p><b>5 Application of Model of OHS Practice</b></p> <p><b>Example1:</b></p> <p>The OHS model of practice that was applied whilst conducting the project outlined above was the Identify, Assess, Implement, Monitor model. This model is a cyclical problem-solving approach that focusses on identifying problems or hazards that require addressing, assessing the risk associated with such hazards to allow the prioritisation of control measures, implementing control measures to address the hazards &amp; continuously monitoring the hazard/problem and the controls to ensure that they are still effective.</p> <p>Identify –<br/>           Through the completion of the WHSMS Desktop Audit and Site Risk Assessment we were able to identify hazards, areas of non-compliance, and areas concerns within the PERI Australia WHS Management System and Site Operations. This can be seen through the Hazards Identified On-Site section of the Site Audit Report &amp; the Audit Findings section of the AS/NZS 4801 Report.</p> <p>Assess –<br/>           Within the report, we used a risk ranking tool to identify which hazards created the greatest risks to workers and therefore, required the most immediate action. This can be seen through the Summary of Hazards Identified section of the Site Audit Report &amp; the Status Column of the AS/NZS 4801 Report (Ok, Room for improvement, non-compliant).</p> |  |



#### Implement –

Due to the consulting nature of my role, I do not have the ability to, nor would ever require a client to implement a control. The implementation component of the project can be seen through the provision of recommendations to the client outlining possible ways to address the hazards identified. Additionally, through the completion of a review meeting with the client, we were able to review all proposed recommendations with the PERI team and discuss which were most practicable for the clients operations. The next phase of this project involves the client implementing the most reasonably practicable control measures.

#### Monitor –

As part of our ongoing relationship with our clients, the monitoring phase of the model of practice is evidenced through the conducting of ongoing WHS Reviews or Audits. Once the control measures have been implemented by the client, we conduct periodic reviews each quarter to ensure that the control measures are being implemented and remain effective in addressing the identified hazard and new hazards have not arisen from the work activities.

#### Example 2:

When identifying the key areas for improvement and developing the strategy to address the identified deficiencies, I used the "Integrated Approach to better Mental health" based on Tony LaMontagnes integrated approach model. This approach is recommended in the "Developing a Workplace mental health strategy - a how-to guide for organisations" put out by Heads Up. The model focusses on: protecting the mental health of staff, promoting wellbeing and supporting those with mental health conditions, regardless of cause, promotion and support.

When developing the strategy, each component of the Integrated Approach mode I was expanded on. KPIs were linked to organisational priorities and values based on each component of the model. Where identified, KPIs/objective built on existing policies and programs. This formed the structure of the strategic plan.

#### Example 3:

The model of OHS practice applied closely aligns with that described in the OHS Body of knowledge.

Actions undertaken to develop & execute the project:

Identify scope, understand the problem & articulate understanding.

- Conducted research on explosives industry before commencing project
- Reviewed background information including proposals, presentation and draft/superseded project documentation upon initial engagement
- Met with leaders, stakeholders, OHS professionals & software developer to establish relationship, map their needs & clarify project goals
- Worked with leadership to agree on methods for working and engagement
- Established communication expectations and frameworks with key stakeholders including setting up/attending meetings, agreed communication timeframes/channels and establishing methods to relay progress and roadblocks.
- Worked with peers to establish a stakeholder & subject matter expert directory

Develop options, decide on actions and operationalize decisions

- Developed & documented draft Process in consultation with stakeholders
- Developed conceptual models including BowTies, Performance Standards & Audit templates.
- Facilitated training and awareness in key concepts to leaders and stakeholders
- Conducted workshops to communicate options, identify changes and gain buy in
- Collaborated with leadership to identify preferred approach, resourcing & timeframes



Implement actions, monitor implementation & report to key people

- Executed agreed project actions including; conducting training, facilitating workshops, documenting results, developing BowTies, implementing RiskView, overseeing OHS professionals, developing & piloting the critical control assurance program
- Engaged with stakeholders, OHS professionals and SMEs to undertake project activities concurrently across multiple sites Australia wide
- Maintained records of project progress and milestones, developed reports and communicated with leadership and management on project framework, milestones, projects and outstanding activities.
- Conducted regular reviews of project with stakeholders and leadership, identified gaps and opportunities for improvement and continuously revised and updated plans, and activities to improve project outcomes.

**Example 4:**

The model of practice used on the project was the OHS BOK model of Practice for OHS professionals.

Gather Information:

The first part of the project was to Gather information, this involved reviewing the current risk register and the risk ratings, incident statistics to identify reoccurring themes, attending different offices to observe practices and speak with employees to understand key risks and issues faced in their roles. Key legislative requirements were reviewed to determine if these were being met. A review session was held with the current health and safety representatives across Australia and New Zealand to clarify and agree main issues and effectiveness of current controls.

Apply Conceptual Framework

The framework applied was AS 4801 Risk Management, with codes of practice and guidance notes used in relation to specific risks within the business, to ensure currency of knowledge.

Understand the Problem

Critical risks faced by staff were determined to be safe driving and working alone in the field. Further information was sourced to confirm current controls and to evaluate their adequacy, this information was used to distil key goals and objectives of the Project.

Diagnose / Articulate Thinking

A problem statement was developed in relation to the effectiveness of current controls associated with high risk activities of occupational driving and working alone. The validity of this statement was tested across the stakeholder group and management team.

Develop and Decide Options for Action

Several different options were discussed with various levels within the business to determine the most appropriate controls and to ensure they met business needs.

Recommended actions associated with both risks were presented to and discussed with health and safety representatives across Australia and New Zealand and with Regional directors within the business, to ensure various business contexts and environments were considered. After receiving feedback, controls were amended and presented to senior management for approval.

Operationalise

Final agreed actions were incorporated into a specific business project plan, which was communicated across the business. For the safe driving project, ten champions were identified to support a trial of identified controls across Australia to test their effectiveness, which was supported by local OHS Representatives in each office. All aspects of the programs were communicated directly to all employees and placed on the intranet as a place for employees to reference.

Implement Actions

The trial involved an initial evaluation of the current state and post evaluation following the trial. The trial also involved a testing schedule to ensure all aspects of the driving devices worked and coverage was good across Australia.

Monitor Implementation

A weekly compliance report was developed to monitor the trial and identify any issues (e.g. safe driving monitoring devices battery lifespan, activations, coverage etc.). Feedback was obtained from Champions in the trial and then through a line survey following broader implementation across all employees required to drive for work.



Evaluate Change

Any feedback or requested changes were reported directly to the H&S Manager, who reviewed these to identify the need for change. As a result, alternate devices were implemented for remote locations to ensure adequacy of coverage.

Evaluate Professional Practice

Following implementation of the Project, the OHS Representative group conducted a review to identify areas for improvement on future projects, inclusive of a longer trial period, provision of additional support when changes were first implemented across the boarder business (e.g. training in use of devices) and more frequent communication to support changes.

Report to Key Personnel

The outcomes of this project were communicated to the Management team through a formal report, which included a comparison of pre and post statistics and staff feedback, and presentation at a senior management forum.

Knowledge Framework

To develop the program I applied multiple frameworks of knowledge which informed actions (detailed above) including:

- Australian legislation
- State specific and Australian model codes of practice
- AS/NZS ISO 31000 (Risk Management) standard
- ICMM critical control management guideline
- NOPSEMA Control Measures & Performance Standards guideline
- BowTie methodology

Professional Skills

I successfully undertook the project by applying a broad range of professional skills, gained and refined through tertiary education, training, mentoring and over 10 years of experience in safety, health & risk management. Specific demonstrated skills include (but not limited to):

- Project management
- Understanding & communicating internal/external context and impact
- Pattern recognition, problem solving & synthesizing multiple information sources
- Stakeholder & leadership engagement, consultation & influencing
- Interpersonal communication & listening
- Peer collaboration, engagement & support
- Coaching & mentoring
- Written & verbal communication including technical writing
- Facilitation, presentation & training
- Research, Critical analysis & evidence based practice
- Data management, analysis, interpretation & communication
- IT skills, particularly OHS specific software

**6 Declaration**

I certify that the project activity description is a true and correct description and analysis of the OHS practice undertaken.

Signature of candidate

First name Surname

Date: 30th June, 2015

**7 Verification**



|  |   |
|--|---|
| Name   | XXXXXX  |
| Contact information  | Email: <a href="mailto:xxxx@xx.com">xxxx@xx.com</a> |
|  | Phone: 0XXX XXX XXX                                 |
| Position   | Manager   |
| Relationship to candidate  | Client  |
| Involvement in activity/project  | Engaged to undertake this project.                  |
| OHS qualifications (as relevant)   | Certificate IV OHS                                  |
| I verify that to the best of my knowledge this is a true account of the candidate's work |   |
| Signature  | XX  |
| Date   | xx  |

## Example 2

|   |  |                    |                             |
|---|--|--------------------|-----------------------------|
| <b>Personal details</b>   |  |                    |                             |
| Name  | XXXXXX   |                    |                             |
| Contact information   | Email <a href="mailto:xxxx@web.net.au">xxxx@web.net.au</a> | Phone              | 0X XXXX XXXX                |
| <b>1 Summary details</b>  |  |                    |                             |
| Activity/project title: OHS Strategy and Operational Plan   |  |                    |                             |
| Duration: 1 year  | Date from 01/07/2014                                       | Date to 30/06/2015 | Duration (months) 12 months |
| Brief description of organisation where project/activity undertaken<br><br>Company X has over 500 employees. It manufactures advanced materials for the metals, chemicals, carbon fibre, cotton, biomedical and biotechnology industries. Company X has a broad OHS risk profile with significant and potentially catastrophic risk exposures from plant (machinery and equipment), hazardous chemicals and gases, electricity and radiation. |  |                    |                             |
| Nature of workplace<br><br>Manufacturing, laboratories, pilot-scale equipment.  |  |                    |                             |
| Nature of workforce<br><br>Engineers, technicians and administration staff.   |  |                    |                             |
| Objective(s) of activity/project<br><br>To articulate a new OHS Strategy and implement an operational plan.   |  |                    |                             |



Project team/people involved in activity/supervision

Director, Leadership Team, line leaders, OHS team.

Summary of activity (100 words or less)

On 1 July 2014, Company X implemented a new operational structure and new management roles. Jane Doe was appointed as the OHS Manager with a team of three OHS Advisors. Jane's role was to engage with managers, line leaders and employees to identify the key elements of an OHS strategy and to draft and implement an operational plan.

## 2 Project Description

Description of project and the applicant's role

*Depending on the nature and complexity of the project 500 to 1500 words is a guide*

In 1 July 2014, Company A implemented a new operational structure and new management roles. Jane Doe was appointed as the OHS Manager with a team of three OHS Advisors. Jane's role was to engage with managers, line leaders and employees to identify the key elements of an OHS strategy and to draft and implement an operational plan.

There were immediate challenges to address that included:

- Former company cultural norms with invisible leadership and reactive approaches to compliance
- Lack of staff consultation on OHS initiatives
- Inaccurate registers of regulatory areas such as high-risk work and irradiating apparatus and materials
- Inadequate systems for emergency management and workplace inspections
- Psychosocial risk generated by the extensive organisational restructure and workforce reduction (redundancy).

My role as a OHS Manager was to:

- Provide strategic advice to the Director, senior leaders, management team and OHS Committees
- Directly manage a team of OHS Advisors and oversee a OHS support function with first-aiders and fire wardens
- Maintain regulatory compliance and implement OHS policies and procedures
- Monitor the OHS risk profile and risk plans
- Monitor incident trends and performance
- Conduct audits and inspections
- Deliver OHS training.

The following steps were taken to identify the elements of the OHS strategy and to address cultural challenges:

1. Made new connections in the company and consulted with the Director, management team, line leaders and staff about what was working and what was not working in OHS and sought suggestions for improvement. The consultation occurred through management meetings, team leader training, OHS committees, and general discussions in the lunch room and corridors. Key themes emerged along with behaviours that staff wanted changed. These were articulated as part of an OHS Strategy that was communicated to staff and endorsed by the management team. A new recognition and reward system was introduced for OHS.
2. Conducted a critical review of safety systems and regulatory registers, and the substantial work required to update them.
3. Formed new site OHS committees and emergency planning committees with diverse representation.
4. Improved communication of OHS through a new OHS intranet, site OHS newsletter, distribution of incident summaries including contributory causes and preventative actions, and notification of learnings from key incidents in the company.



### 3 Knowledge Applied

*The OHS Body of Knowledge describes the key concepts, core theories and empirical evidence that provide a sound basis for generalist OHS professionals to understand the aetiology and control of work-related fatality, injury and disease and ill-health (FIDI). As at 2014, the OHS Body of Knowledge addresses the following concepts and sub-concepts. 1 The applicant should indicate the areas of knowledge that informed the activity/project.*

*While it is expected that the OHS Professional will be familiar with the OHS Body of Knowledge for Generalist OHS Professionals the knowledge map below should indicate the topic areas, not necessarily the specific content of the OHS Body of Knowledge.*

*The topics indicated by an asterisk are considered core and must be addressed for certification. While specific hazards are not designated as core activity across a range of hazards is a required core for certification as an OHS Professional. It is expected that a number of practice reports will be required to address the core knowledge.*

|   |   |   |                                       |
|---|---|---|---------------------------------------|
| X | 4 Work  | X | 21 Bullying, aggression and violence  |
| X | 5 Safety  |   | 22 Noise & vibration                  |
| X | 6 Health  | X | 23 Electricity                        |
| X | *7 Foundation Science                                 | X | 24 Ionising radiation                 |
|   | 12 The Human: As a biological system                  | X | 25 Non ionising radiation             |
| X | *13 The Human: Basic psychological principles         |   | 26 Thermal environment                |
| X | *14 The Human: Basic principles of social interaction |   | 27 Gravitational hazards              |
| X | *15 Hazard as a concept                               | X | 28 Plant                              |
| X | *Principles of OHS Law                                | X | 29 Mobile plant                       |
| X | *8 OHS law in Australia                               |   | 30 Vehicles and occupational driving  |
| X | *9 Industrial, tech & business imperatives            | X | *31 Risk                              |
| X | *10 The Organisation                                  | X | *32 Models of causation: Safety       |
| X | *Organisational culture                               | X | *33 Models of causation: Health       |
| X | *11 Systems   | X | *34 Control                           |
| X | 16 Biomechanical hazards                              | X | *User centred safe design             |
| X | 17 Chemical hazards                                   |   | 35 Mitigation: Emergency preparedness |
|   | 18 Biological hazards                                 |   | 36 Mitigation: Health impacts         |



|   |                         |  |                                  |
|---|-------------------------|--|----------------------------------|
| X   | 19 Psychosocial hazards |  | 39 Critical consumer of research |
| X   | 20 Fatigue              | X  | *Risk and decision making        |
| <b>Comments:</b><br>Company X has a broad OHS risk profile with significant and potentially catastrophic risk exposures from plant (machinery and equipment), hazardous chemicals and gases, electricity and radiation. Emerging risks include psychosocial issues such as overseas travel and organisational change. |                         |  |                                  |
| <b>4 Capabilities</b>   |                         |  |                                  |
| <i>The capabilities reflect the learning outcomes for qualifications at Level 7 of the Australian Qualification Framework as a minimum. For certification activity must be recorded for each capability. This may be over a number of practice reports.</i>   |                         |  |                                  |
| <b>Capability</b>   |                         | <b>Comment on how this capability was demonstrated</b>   |                                  |
|   |                         | <i>Depending on the nature of the activity 50 to 100 words per capability is a guide</i>   |                                  |
| <b>Analyse and evaluate information</b><br>Access and evaluate knowledge from a range of sources relevant to OHS practice.<br>Critically analyse and consolidate information from such range of sources.<br>Synthesise the information to inform OHS practice.  |                         | Kept abreast of latest information through professional journals from the AIHS and RACI.<br>Maintained records of lead and lag indicators, and identified improvements where required.<br>Summarised all incidents for the company including contributory causes and preventative action, and analysed results.  |                                  |
| <b>Solve problems and develop strategy</b><br>Apply critical thinking, information gathering and communication skills to identify and analyse complex OHS problems.<br>Generate practical evidence-informed solutions taking account of legislation and industry standards and justify the proposed solutions.        |                         | Reviewed the OHS risk profile of the company, OHS risk management plans and Standard Operating Procedures.<br>Developed the OHS Strategy and Operational Plan.   |                                  |
| <b>Communicate knowledge, skills and ideas</b><br>Select and appropriately apply a broad range of communications skills and formats to explain technical information and concepts to workplace audiences.   |                         | Wrote monthly strategic OHS reports for the Director and management team, highlighting high-level compliance and lead and lag indicators with recommendations for improvement.<br>Prepared reports for and presented at site OHS Committee meetings and general staff meetings.<br>Established the new OHS intranet that included: <ul style="list-style-type: none"> <li>• OHS Committee minutes</li> </ul> |                                  |



|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• OHS incident summaries and statistics for 2014- 15</li> <li>• List of OHS risk management plans and SOPs</li> <li>• Online tools on a range of risk areas (e.g., chemical safety, gas safety, plant and equipment, radiation safety)</li> </ul> <p>Designed and authored the new quarterly site OHS Newsletter.</p> <p>Arranged training on gas safety, UV and laser safety, and radiation safety.</p> <p>Presented training on contractor OHS management.</p> <p>Designed and delivered a module on OHS leadership to new team leaders as part of a new training initiative designed and run by the HR team.</p> <p>Sent 'Safety Alerts' to staff on key incident learnings along with actions required. For example there was a Safety Alert on faulty fuses in electrical devices.</p> <p>Consulted with site Health and Safety Representatives (HSRs) on the formation of new work groups and call for HSR nominations.</p> <p>Held monthly meetings of the OHS Team (direct reports).</p> <p>Articulated the roles and responsibilities of leaders and staff in Specific Operating Instructions (SOIs), and communicated these widely. SOIs were issued on radiation safety and international travel.</p> <p>Invited speaker at two national conferences.</p> |
| <p><b>Application</b></p> <p>Be reliable in meeting commitments in accord with agreed timelines.</p> <p>Be accountable for the technical and conceptual underpinnings of one's own practice.</p> <p>Recognise the limits of one's own knowledge and skills and seek specialist advice as appropriate.</p> <p>Recognise the value of professional, enterprise and industry collaboration.</p> <p>Work independently and as part of a team in addressing a range of OHS problems.</p> | <p>Demonstrated the company values.</p> <p>Delivered tasks on time and on budget. Lead an OHS team.</p> <p>Member of the management team.</p> <p>Successfully completed my 2014-15 Annual Performance Appraisal.</p> <p>Carried out the role of Technical Committee representative for the Standards Australia Committee on Plant Safety.</p> <p>Maintained professional membership of the AIHS and RACI.</p>   |



## 5 Application of Model of OHS Practice

*A model of practice is a conceptual approach to professional practice where understanding of the relevant theory is linked with practical tasks and skill requirements. This section requires the applicant to describe their approach to a project/activity in terms of a model of practice. An example of an OHS Model of practice is that described in the OHS Body of Knowledge. This model is a cyclic problem solving approach informed by the conceptual framework of the OHS Body of Knowledge.<sup>3</sup> It may be applied in extended or truncated versions over a range of timeframes, contexts and situations.*

*The model of practice used to complete this section of the OHS Practice Report may be that as described in the OHS Body of Knowledge, another recognised model of practice or a conceptual approach developed and enunciated by the applicant. Whatever model is used it should have three components: actions, which are informed by a knowledge framework, and professional skills.<sup>1</sup>*

*As a guide, 500 words should be sufficient to address this criterion.*

### *Actions*

Company X operates in a range of environments and must continue to be ever vigilant in protecting the wellbeing of its people, partners and the community by:

- Complying with all relevant legislation, standards, procedures and requirements
- Embedding clear accountability for safety and environmental sustainability across the company
- Using risk management processes to identify, assess and manage risks
- Consulting with our people, partners, and customers to improve the safety and sustainability of our working environments
- Learning from and providing appropriate training to our people, partners and customers
- Reporting, investigating, learning from and responding to work-related injuries, illnesses, near misses, hazards and environmental incidents
- Supporting the management of injuries and illnesses through early intervention, rehabilitation and the return to suitable employment for our people
- Ensuring continuous improvement by measuring, evaluating and reporting our performance progress against objectives and targets.

A key action for Company X was to identify an OHS Strategy and Operational Plan. Embedded in this action was a strong need to turn around historical cultural norms including invisible leadership, reactive approaches to compliance, inadequate safety systems and 'change fatigue' brought about by the organisational restructure.

### *Knowledge Framework*

Company X is regulated under the Work Health and Safety Act 2011, Australian Radiation and Nuclear Safety Act 1998, and the Safety, Rehabilitation and Compensation Act 1988. It is also subject to other Acts and Regulations around environment and security.

Company X has a diverse OHS risk profile with OHS Procedures across a wide range of risks that are supported with tools and training. It has significant and potentially catastrophic risk exposures from plant (machinery and equipment), hazardous chemicals and gases, electricity and radiation.

<sup>3</sup> See Pryor, P., Tepe, S. (2012). Model of OHS Practice in HaSPA (Health and Safety Professionals Alliance), *The Core Body of Knowledge for Generalist OHS Professionals*. Tullamarine, VIC. Safety Institute of Australia. Accessed at: [www.ohsbok.org.au](http://www.ohsbok.org.au)



An emerging risk is psychosocial issues including overseas travel and organisational change. I applied sound advice and practical solutions to achieve safe work practices and reduce the risk of injury and ill-health. In the last 12 months, I increased my 'soft skills' by attending training on change management, influencing and feedback, and mental health awareness. I improved staff knowledge and skills in working safely through a range of communication tools, training, and committees.

*Professional Skills*

I provided sound advice and practical solutions to achieve safe work practices, leading to a decrease in disabling injuries and workers compensation claims (lag indicators) and an improvement in lead indicators such as number of OHS Reviews conducted. I also acquired increased proficiency and know-how across a range of business skills.

As an OHS professional, I made a positive contribution to Company X in the first 12 months of operation to successfully design and deploy a new OHS strategy and operational plan in a company recovering from a major organisational restructure and with historical cultural issues. Employee feedback indicated a strong sense of inclusiveness, active demonstration of leadership and proactive action on compliance.

**6 Declaration**

I certify that the project activity description is a true and correct description and analysis of the OHS practice undertaken.

|                        |  |
|------------------------|--|
| Signature of candidate |  |
|------------------------|--|

|      |            |
|------|------------|
| Date | 19/07/2015 |
|------|------------|

**7 Verification**

*This section should be completed by a person who is familiar with the applicant's work related to this project/activity. Ideally this will be an experienced OHS professional or peer but may be a manager, client or other person with whom applicant interacted as part of the activity. If verification is not possible the applicant should include a statement to that effect and why it is not possible.*

|      |        |
|------|--------|
| Name | XXXXXX |
|------|--------|

|                     |                        |
|---------------------|------------------------|
| Contact information | Email xxxxx@web.net.au |
|---------------------|------------------------|

|  |                    |
|--|--------------------|
|  | Phone 0X XXXX XXXX |
|--|--------------------|

|          |          |
|----------|----------|
| Position | Director |
|----------|----------|

|                           |              |
|---------------------------|--------------|
| Relationship to candidate | Line manager |
|---------------------------|--------------|

|                                 |  |
|---------------------------------|--|
| Involvement in activity/project |  |
|---------------------------------|--|

|                                  |  |
|----------------------------------|--|
| OHS qualifications (as relevant) |  |
|----------------------------------|--|

I verify that to the best of my knowledge this is a true account of the candidate's work

|           |  |
|-----------|--|
| Signature |  |
|-----------|--|

|      |  |
|------|--|
| Date |  |
|------|--|