Australian Government

Department of Education, Employment and Workplace Relations

BSBMGT505A Ensure a safe workplace

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBMGT505A Ensure a safe workplace

Modification History

Not applicable.

Unit Descriptor

This unit has been adapted from Generic Competency C in the **National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards** [NOHSC:7025 (1998) 2nd edition].
It is relevant for those with managerial responsibilities, either as an owner or employee manager, of a business.
The unit is concerned with establishing, maintaining and evaluating the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area in accordance with OHS legal requirements. All those who have (or are likely to have) a management responsibility for OHS should undertake this unit.
This unit is related to BSBMGT603A Review and develop business plans, BSBMGT604A Manage business operations, BSBMGT608A Manage innovation and continuous improvement, BSBMGT609A Manage risk and BSBMGT610A Manage environmental management systems.
This unit has been adapted from Generic Competency C in the **National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards** [NOHSC:7025 (1998) 2nd edition].
It is relevant for those with managerial responsibilities, either as an owner or employee manager, of a business.
The unit is concerned with establishing, maintaining and evaluating the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area in accordance with OHS legal requirements. All those who have (or are likely to have) a management responsibility for OHS should undertake this unit.
This unit is related to BSBMGT603A Review and develop business plans, BSBMGT604A Manage business operations, BSBMGT608A Manage innovation and continuous improvement, BSBMGT609A Manage risk and BSBMGT610A Manage environmental management systems.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Establish and maintain an Occupational Health and Safety system	1.1 Occupational health and safety policies are developed which clearly express the organisation's commitment to implement relevant Occupational Health and Safety legislation in the enterprise
	1.2 Occupational Health and Safety responsibilities for all workplace personnel are defined to allow implementation of Occupational Health and Safety policies, procedures and programs
	1.3 Financial and human resources for the effective operation of the Occupational Health and Safety system are identified and provided
	1.4 Information on the Occupational Health and Safety system and its operational procedures is provided and explained to employees
2 Establish and maintain participative arrangements for the management of Occupational Health and Safety	2.1 Participative arrangements are established and maintained with employees and their representatives in accordance with relevant Occupational Health and Safety legislation
	2.2 Issues raised through participative arrangements and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution
	2.3 Information about the outcomes of participation

		and consultation is provided in a manner accessible to employees promptly	
3	Establish and maintain procedures for identifying hazards, and assessing and controlling risks	3.1	Procedures for ongoing hazard identification and assessment &; control of associated risks are developed
		3.2	Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes
		3.3	Procedures for selection and implementation of risk control measures in accordance with the hierarchy of control are developed and maintained
		3.4	Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and resources enabling implementation of new measures are provided promptly
4	Establish and maintain a quality Occupational Health and Safety management system	4.1	An Occupational Health and Safety induction and training program is developed and provided for all employees as part of the organisation's training program
		4.2	A system for Occupational Health and Safety record keeping is established and maintained to allow identification of patterns of occupational injury and disease in the organisation
		4.3	Measurement and evaluation of the Occupational Health and Safety system is undertaken in line with the organisation's Quality Systems' framework
		4.4	Improvements to the Occupational Health and Safety system are developed and implemented to achieve organisational Occupational Health and Safety objectives
		4.5	Compliance with the Occupational Health and Safety legislative framework is assessed to ensure that legal Occupational Health and Safety standards are maintained as a minimum

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Detailed knowledge and application of all relevant OHS legislative frameworks

Principles and practice of effective OHS management in a small, medium or large business

Establishment and maintenance of arrangements for managing OHS within the organisations' business systems and practices

Identification of intervention points for expert OHS advice

Detailed knowledge of workforce characteristics and how they impact on the design and maintenance of OHS in the organisation

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Understanding the principles and practices of effective Occupational Health and Safety management

Understanding of the application of the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls, personal protective equipment)

Knowledge of relevant OHS legislative frameworks

Understanding the principles and techniques associated with modelling safe work practices, hazard identification and risk management

Knowledge of how to develop and promote a safety culture

Understanding how to provide and arrange support so individuals/groups are competent to fulfil workplace requirements

Understanding the actual and potential workplace and environmental impact of non-conformance

Knowledge of facilitating incident investigation and process improvement

Knowledge non-conformance reporting requirements

Prepare and negotiate reports and recommendations to improve safety

Knowledge of literacy levels and communication skills of work group members and consequent suitable communication techniques

Underpinning Skills

Ability to analyse the working environment in order to identify hazards, assess risks and control risks

Ability to analyse relevant workplace data in order to identify hazards, assess and control risks

Ability to analyse relevant workplace data in order to evaluate effectiveness of the OHS management system

Functional literacy skills to access and use workplace information

Communication skills including researching and analysing information, reporting

Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds

Problem-solving skills to deal with complex and non-routine difficulties

Team work skills to work effectively with teams/groups

Consultation skills to effectively consult with colleagues

Select and use technology skills at the appropriate level

Coaching and mentoring skills to provide support to colleagues

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria including the Evidence Guide and the Range Statement applicable to the workplace

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, **analysing and organising information** (**Level 2**) - to obtain information to advise colleagues of safety responsibilities

Communicating ideas and information (**Level 2**) - to resolve safety issues with work team

Planning and organising activities (**Level 2**) - to plan resource requirements

Working with teams and others (**Level 2**) - to consult on the control of risk

Using mathematical ideas and techniques (**Level 2**) - to calculate resource requirements

Solving problems (**Level 3**) - to investigate improved work methods

Using technology(**Level 2**)   - to use computing systems to access safety information

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Detailed knowledge and application of all relevant OHS legislative frameworks

Principles and practice of effective OHS management in a small, medium or large business

Establishment and maintenance of arrangements for managing OHS within the organisations' business systems and practices

Identification of intervention points for expert OHS advice

Detailed knowledge of workforce characteristics and how they impact on the design and maintenance of OHS in the organisation

Underpinning Knowledge*

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Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Understanding the principles and practices of effective Occupational Health and Safety management

Understanding of the application of the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls, personal protective equipment)

Knowledge of relevant OHS legislative frameworks

Understanding the principles and techniques associated with modelling safe work practices, hazard identification and risk management

Knowledge of how to develop and promote a safety culture

Understanding how to provide and arrange support so individuals/groups are competent to fulfil workplace requirements

Understanding the actual and potential workplace and environmental impact of non-conformance

Knowledge of facilitating incident investigation and process improvement

Knowledge non-conformance reporting requirements

Prepare and negotiate reports and recommendations to improve safety

Knowledge of literacy levels and communication skills of work group members and consequent suitable communication techniques

Underpinning Skills

Ability to analyse the working environment in order to identify hazards, assess risks and control risks

Ability to analyse relevant workplace data in order to identify hazards, assess and control risks

Ability to analyse relevant workplace data in order to evaluate effectiveness of the OHS management system

Functional literacy skills to access and use workplace information

Communication skills including researching and analysing information, reporting

Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds

Problem-solving skills to deal with complex and non-routine difficulties

Team work skills to work effectively with teams/groups

Consultation skills to effectively consult with colleagues

Select and use technology skills at the appropriate level

Coaching and mentoring skills to provide support to colleagues

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria including the Evidence Guide and the Range Statement applicable to the workplace

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

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Key Competency Levels

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Working with teams and others (**Level 2**) - to consult on the control of risk

Using mathematical ideas and techniques (**Level 2**) - to calculate resource requirements

Solving problems (**Level 3**) - to investigate improved work methods

Using technology(**Level 2**)   - to use computing systems to access safety information

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, **codes and national standards relevant to the workplace which may include**:
award and enterprise agreements and relevant industrial instruments
relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
relevant industry codes of practice

Occupational Health and Safety legislation will depend on state and territory legislation and requirements and will include:
common law duties to meet general duty of care requirements
regulations and approved codes of practice relating to hazards in work area
requirements for establishment of consultative arrangements including those for health and safety representatives and Health and Safety committees
requirements for effective management of hazards
requirements for provision of information and training including training in safe operating procedures, procedures for workplace hazards, hazard identification, risk assessment and risk control and emergency and evacuation procedures
requirements for the maintenance and confidentiality of records of occupational injury and disease

Establishment and maintenance of arrangements for management of OHS in the organisation may include:
obtaining expert OHS advice as required
consultation
designing safe operations&systems of work
provision of information and training
specific hazard management policies and procedures for:
  hazard reporting by employees
  hazard identification
  assessment of risks associated with identified hazards
control of risks in accordance with the hierarchy of control namely:
  elimination
  engineering
  administrative
  personal protective equipment
  workplace inspections including plant and equipment
  OHS records' maintenance and analysis
  housekeeping and storage
  purchasing of supplies and equipment
  issue resolution
  counselling/disciplinary processes

Organisational health and safety record-keeping may relate to:
audit&inspection reports
workplace environmental monitoring records

consultation, e.g. meetings of Health&Safety Committees, work group meeting agendas including OHS items and actions

induction, instruction&training

manufacturer's and supplier's information including dangerous goods storage lists

hazardous substances registers

plant and equipment maintenance and testing reports

workers compensation&rehabilitation records

first aid/medical post records

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, **codes and national standards relevant to the workplace which may include**:

award and enterprise agreements and relevant industrial instruments

relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

relevant industry codes of practice

Occupational Health and Safety legislation will depend on state and territory legislation and requirements and will include:

common law duties to meet general duty of care requirements

regulations and approved codes of practice relating to hazards in work area

requirements for establishment of consultative arrangements including those for health and safety representatives and Health and Safety committees

requirements for effective management of hazards

requirements for provision of information and training including training in safe operating procedures, procedures for workplace hazards, hazard identification, risk assessment and risk control and emergency and evacuation procedures

requirements for the maintenance and confidentiality of records of occupational injury and disease

Establishment and maintenance of arrangements for management of OHS in the organisation may include:

obtaining expert OHS advice as required

consultation

designing safe operations&systems of work

provision of information and training

specific hazard management policies and procedures for:

  hazard reporting by employees

  hazard identification

  assessment of risks associated with identified hazards

control of risks in accordance with the hierarchy of control namely:

  elimination

  engineering

  administrative

  personal protective equipment

  workplace inspections including plant and equipment

  OHS records' maintenance and analysis

  housekeeping and storage

purchasing of supplies and equipment
issue resolution
counselling/disciplinary processes
Organisational health and safety record-keeping may relate to:
audit&inspection reports
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consultation, e.g. meetings of Health&Safety Committees, work group meeting agendas
including OHS items and actions
induction, instruction&training
manufacturer's and supplier's information including dangerous goods storage lists
hazardous substances registers
plant and equipment maintenance and testing reports
workers compensation&rehabilitation records
first aid/medical post records

Unit Sector(s)

Not applicable.

Innovation and Business Skills Australia