Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS404B Contribute to the implementation of strategies to control OHS risk

Revision Number: 1

BSBOHS404B Contribute to the implementation of strategies to control OHS risk

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals with supervisory responsibilities for managing OHS in the workplace who contribute to the implementation of OHS risk controls in the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop option/s for risk control	1.1. Review *hazard register*, outcomes of incident investigations and risk assessments to identify *hazards* requiring control action 1.2. Apply knowledge of OHS legislation and standards to develop a range of options to control specific *risks* in the workplace 1.3. Apply the *principles of the hierarchy of control* when developing risk control options 1.4. Seek input from *stakeholders* and *key personnel* 1.5. Seek advice from *OHS specialists* and *technical advisors* where required
2. Select appropriate option/s to control risks	2.1. Review outcomes of risk assessments to inform the process of selecting option/s to control risks 2.2. Prioritise appropriate interventions when selecting risk controls 2.3. Identify potential *factors that may limit effectiveness of controls* 2.4. Consult with and involve workplace stakeholders in selecting appropriate control options 2.5. Communicate recommendations for risk control to stakeholders
3. Contribute to implementation of controls	3.1. Seek appropriate authority and relevant resources to implement controls 3.2. Identify and document *actions required to achieve change* 3.3. Consult with and involve workplace stakeholders in implementation of change 3.4. Provide advice on the fitting, use, maintenance and storage of *personal protective equipment* (PPE)
4. Contribute to monitoring and evaluation of effectiveness of controls	4.1. Monitor and evaluate the extent of change as a consequence of new controls, in consultation with stakeholders 4.2. Monitor and document compliance with new procedures 4.3. Access *workplace sources of information and data* to evaluate effectiveness of risk controls and to check for new hazards introduced as a result of controls 4.4. Identify areas for further improvement in consultation with stakeholders and action as appropriate 4.5. Develop and document an improvement plan

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- consultation and negotiation skills to develop risk management plans and implement risk controls effectively
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities across all levels of an organisation
- evaluation skills to analyse the effectiveness of own performance in implementing strategies chosen to control OHS risks
- information management skills to evaluate OHS data
- interpersonal skills to establish rapport and build networks with a range of internal and external stakeholders
- literacy skills to prepare reports for a range of target groups
- organisational and time management skills to sequence tasks and meet timelines
- research and data analysis skills to assess resources required to systematically manage OHS and to analyse relevant workplace information and data
- research and data analysis skills to evaluate interactions between employees, their activities, equipment, environment and work systems
- technology skills to access internal and external OHS data.

Required knowledge

- appropriate data collection methods for OHS purposes
- characteristics, mode of action and measurement of major hazard types
- concepts of risks, factors that affect risk and difference between a hazard and a risk
- internal and external sources for OHS information and data
- legislative requirements for:
    - consultation and communication
    - information and data collection
    - notification of incidents
    - record keeping
    - reporting of incidents
    - specific hazards
- organisational culture as it impacts on the workgroup
- organisational policies and procedures for managing OHS
- organisational work processes and structure
- principles and practices of systematic approaches to managing OHS
- principles of incident causation and injury processes
- principles of the hierarchy of control
- principles, tools and techniques to identify and control workplace hazards and

REQUIRED SKILLS AND KNOWLEDGE

manage risks in the OHS context

- relevant state/territory and commonwealth OHS legislation, codes of practice and standards
- requirements for individual fitting, use, maintenance and storage of a range of PPE items
- roles and responsibilities of personnel as specified in relevant OHS legislation
- sources of OHS data
- standard industry controls for a range of hazards.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • contribution to the development and implementation of risk control options to control risks associated with hazards in the workplace or simulated environment • contribution to the monitoring and evaluation of the effectiveness of risk controls implemented and the making of appropriate adjustments where necessary • knowledge of the principles of the hierarchy of control.
Context of and specific resources for assessment	Assessment must ensure: • access to office equipment and resources • access to relevant legislation, standards and guidelines • access to workplace documentation.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • analysis of responses to case studies and scenarios • demonstration of techniques used to select, implement, monitor and evaluate risk controls • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • observation of the application of risk control techniques • oral or written questioning to assess knowledge of the principles, tools and techniques to identify and control workplace hazards and manage risks in the OHS context • review of communication to stakeholders of recommendations for risk control • review of documented compliance with new procedures • evaluation of improvement plan.

EVIDENCE GUIDE	
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBOHS403B Identify hazards and assess OHS risks.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Hazard register may include:	• a list of hazards • location of hazards • range of possible scenarios or circumstances under which hazards may cause injury or damage • results of the risk analysis related to the hazards

Hazards may include:	• sources of potential harm in terms of human injury, ill health, damage to property, damage to the environment, or a combination of these, including:
	  • biological
	  • chemical
	  • environment
	  • mechanical and/or electrical
	  • physical
	  • psychosocial
	  • radiological
	  • nuclear

Risks may include:	• the chance of something occurring that will result in injury or damage measured in terms of consequences (injury or damage) and likelihood of the consequence

Principles of the hierarchy of control may include:	• eliminating hazards
	• and where this is not practicable, minimising risk by:
	  • substitution
	  • isolating hazard from personnel
	  • using engineering controls
	  • using administrative controls (such as procedures, training)
	  • using PPE

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RANGE STATEMENT	
Stakeholders may include:	• community • employees • health and safety, and other employee representatives • managers • OHS committees • supervisors
Key personnel may include:	• managers from other areas • people involved in OHS decision making or who are impacted by decisions
OHS specialists may include:	• ergonomists • health professionals • injury management advisors • occupational hygienists
Technical advisors may include:	• engineers (design, acoustic, safety, mechanical, civil) • legal practitioners • maintenance and tradespeople • workplace trainers and assessors
Factors that may limit effectiveness of controls may include:	• cultural diversity • language • literacy and numeracy • shift work and rostering arrangements • training required • workplace culture related to OHS, including commitment by managers and supervisors, and compliance with procedures and training • workplace organisational structures (for example geographic, hierarchical)
Actions required to achieve change may include:	• development of new procedures or revision of existing procedures • purchase of equipment or modification of equipment • training

Personal protective equipment may include:	• equipment designed to be worn by a person to provide protection from hazards such as:
	  • clothing and footwear
	  • face and eye protection
	  • hand protection
	  • head protection

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RANGE STATEMENT

	• hearing protection • respiratory protection
Workplace sources of information and data may include:	• audits • Australian Standards • hazard and incident reports • incident investigations • manufacturers' manuals and specifications • material safety data sheets (MSDSs) and registers • minutes of meetings • OHS legislation • reports • workplace inspections

Unit Sector(s)

Unit sector	

Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety

Co-requisite units

Co-requisite units		