



Australian Government

BSBWHS504A Manage WHS hazards and risks

Release 1

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Modification History

Release	Comments
Release 1	<p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces but is not equivalent to BSBOHS505C Manage hazards in the work environment AND BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk.</p>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage work health and safety (WHS) hazards and risks.

Application of the Unit

This unit applies to individuals who contribute to the management of WHS hazards and risks. This management is based on the organisation's WHS management system (WHSMS), WHS information system (WHSIS) and risk-management approach (as covered in BSBWHS503A Contribute to the systematic management of WHS risk).

The unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

<p>1. Access information and data on WHS hazards and risks</p>	<p>1.1 Identify <i>sources of information and data</i></p> <p>1.2 Obtain information and data to determine the nature and scope of <i>hazards and risks</i>, the range of harms they may cause, and how these harms happen</p> <p>1.3 Obtain information and data to determine techniques, tools and processes to assess risk associated with identified hazards and risk control options</p>
<p>2. Prepare to manage WHS hazards and risks</p>	<p>2.1 Apply knowledge of the organisation's WHSMS and WHSIS to identify requirements for managing WHS hazards and risks</p> <p>2.2 Apply knowledge of <i>WHS legislation</i> to identify <i>duty holders</i> and legislative requirements for managing WHS hazards and risks</p>
<p>3. Develop and implement WHS hazard and risk-management processes</p>	<p>3.1 Apply techniques, tools and processes to assess risks associated with hazards and risk control options</p> <p>3.2 Apply knowledge of hazards and risks to develop appropriate risk controls</p> <p>3.3 Develop and implement a risk control plan and evaluate risk controls</p> <p>3.4 Carry out hazard identification and risk management according to organisational and legal requirements, adopting a risk-management approach</p>

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - analyse relevant workplace information and data
 - contribute to the assessment of resources needed to manage risk and where appropriate access these resources
 - identify areas for WHS improvement
- communication skills to:
 - conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation
 - use language appropriate to the work team and the task
- consultation and negotiation skills to:
 - develop plans
 - implement and monitor designated actions
- information technology skills to:
 - access and download internal and external information and data on WHS
 - use a range of communication media
- literacy skills to prepare plans and reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- organisational skills to manage own tasks within a timeframe
- project-management skills to achieve change in WHS matters
- research skills to:
 - access relevant WHS information and data
 - identify areas for improvement
 - interpret information and data.

Required knowledge

- basic principles of incident causation and injury processes
- difference between hazard and risk
- formal and informal communication and consultation processes, and key personnel related to communication
- how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:
 - communication skills
 - cultural background and diversity
 - gender
 - labour market changes
 - language, literacy and numeracy levels of the workforce

- structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location
- workers with specific needs and limitations
- workplace culture towards alcohol and other drug use
- internal and external sources of WHS information and data, and how to access them
- limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- methods for providing evidence of compliance with WHS legislation
- nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- organisational culture as it impacts on the work team
- organisational WHS policies, procedures, processes and systems
- other functional areas that impact on the management of WHS
- principles and practices of a systematic approach to managing WHS
- relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications
- risk as the effect of uncertainty on objectives
- risk management as a duty of PCBU's or their officers under WHS legislation
- roles and responsibilities of individuals and parties under WHS legislation
- standard industry controls for a range of hazards
- techniques, tools and processes for identifying and controlling health and safety hazards and risks, including:
 - hazard and risk checklists
 - hazard hunts
 - job safety analyses
 - manifests and registers, including for dangerous goods, hazardous chemicals and plant
 - safe work method statements
 - surveys using questionnaires, interviews and other survey techniques
 - workplace inspections and walk throughs.

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	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • complete risk assessment using a range tools and processes • outline risk factors and recommended risk controls for a hazard • action plan to implement risk controls and risk-management processes, including positive performance indicators to monitor implementation • knowledge of relevant WHS Acts, regulations, codes of practice, standards and guidance material.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • a workplace or simulated workplace • workplace documentation • office equipment and resources • relevant Acts, regulations, codes of practice, standards and guidelines relating to risks found in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • assessment of written reports on the effectiveness of hazard identification, risk assessment, and control and management actions taken • demonstration of techniques used to identify hazards, to assess associated risks, and to control, monitor and evaluate risks • direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate • observation of performance in role plays

	<ul style="list-style-type: none"> • observation of presentations • oral or written questioning to assess knowledge • review of action plans • written reports on hazard-identification and risk-management activities.
<p>Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • BSBWHS503A Contribute to the systematic management of WHS risk • BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems • BSBWHS507A Contribute to managing WHS information systems • BSBWHS508A Manage WHS hazards associated with plant.

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.

<p><i>Sources of information and data</i> may include:</p>	<ul style="list-style-type: none"> • Australian and international standards • industry bodies and groups • unions • websites, journals and newsletters • WHS Acts, regulations, codes of practice, guidelines and other information issued by WHS regulators • WHS specialists • workers' compensation insurance agents • workplace policies, procedures, processes and systems.
<p><i>Hazards and risks</i> may include:</p>	<ul style="list-style-type: none"> • hazards and risks associated with particular industries and/or occupations • hazards and risks determined by: <ul style="list-style-type: none"> • needs of the workplace, local industry and regional contexts • how common they are or could be • how big a problem they are or could be, in terms of severity of actual or potential harm, and numbers of workers they may harm • potential or actual costs, impacts on the organisation/industry, and requirements to comply with hazard and industry-specific WHS regulations and codes of practice • commonly occurring hazards: <ul style="list-style-type: none"> • biological hazards, such as viruses, bacteria, hepatitis, legionnaires' disease, Q fever, brucellosis, leptospirosis, HIV and fungi • electrical • extreme temperature • hazardous chemicals • ionising and non-ionising radiation • machinery and equipment • manual tasks • noise and vibration

	<ul style="list-style-type: none">• psychosocial hazards, such as work-related stress and fatigue, bullying and violence• working at height, falling objects, falls, slips and trips.
<i>WHS legislation</i> may include:	<ul style="list-style-type: none">• Acts• regulations• codes of practice.
<i>Duty holders</i> may include:	<ul style="list-style-type: none">• as specified in WHS Acts:<ul style="list-style-type: none">• PCBUs or their officers• workers• other persons at a workplace.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety