



Australian Government

BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems

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 BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS.</p>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to contribute to the development and implementation of elements of a work health and safety management system (WHSMS).

Application of the Unit

This unit applies to individuals with organisational responsibilities to contribute to the development and implementation of elements of a WHSMS appropriate to the nature and scale of the organisation and its work health and safety (WHS) risks.

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. Promote the implementation of the WHSMS</p>	<p>1.1 Access <i>sources of information</i> to determine the form, content, purposes and functions of a WHSMS</p> <p>1.2 Apply knowledge of WHS legislation to identify <i>duty holders</i> and their roles and responsibilities in a WHSMS</p> <p>1.3 Apply knowledge of WHSMS and the organisation to communicate information about the WHSMS to <i>individuals and parties</i></p> <p>1.4 Advocate for the integration of return-to-work or injury management as part of an effective WHSMS</p> <p>1.5 Consult effectively with individuals and parties about implementing the WHSMS</p>
<p>2. Contribute to the development of WHS policy and commitment to the WHSMS</p>	<p>2.1 Apply knowledge of commitment and policy, to communicate to individuals and parties the <i>requirements</i> of commitment and WHS policy</p> <p>2.2 Contribute to the development and implementation of an initial WHS review as required</p> <p>2.3 Contribute to the development of WHS policy that meets requirements and is <i>appropriate to the organisation</i></p> <p>2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing WHS policy</p> <p>2.5 Support documentation and communication of WHS policy to individuals and parties</p>
<p>3. Contribute to the development of the WHS plan</p>	<p>3.1 Apply knowledge of WHS planning to communicate the requirements of a WHS plan to individuals and parties</p> <p>3.2 Contribute to the development of a WHS plan appropriate to the organisation that meets requirements</p> <p>3.3 Facilitate and support the participation of, and consultation with, individuals and parties in developing the WHS plan</p>
<p>4. Contribute to the implementation of the WHS plan</p>	<p>4.1 Apply knowledge of implementation of the WHS plan to communicate to individuals and parties the requirements for implementation of the WHS plan appropriate to the organisation</p> <p>4.2 Contribute to the implementation of the WHS plan appropriate to own job role</p> <p>4.3 Facilitate and support the participation of, and consultation with, individuals and parties in implementing the WHS plan</p>
<p>5. Contribute to the measurement and</p>	<p>5.1 Apply knowledge of measurement and evaluation of WHS performance, to communicate to individuals and parties the</p>

evaluation of WHS performance	requirements for measurement and evaluation appropriate to the organisation 5.2 Contribute to measurement and evaluation appropriate to own job role 5.3 Facilitate and support the participation of, and consultation with, individuals and parties in measuring and evaluating WHS performance
6. Contribute to the review and improvement of the WHSMS	6.1 Apply knowledge of the review and improvement of the WHSMS, to communicate to individuals and parties the requirements for review and improvement appropriate to the organisation 6.2 Contribute to review and improvement appropriate to own job role 6.3 Facilitate and support the participation of, and consultation with, individuals and parties in reviewing and improving the WHSMS

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
 - present information 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
- consultation and negotiation skills to:
 - develop plans
 - implement and monitor designated actions
- information technology skills to:
 - download and upload information and data
 - use WHSMS and other software
- numeracy skills to analyse workplace information and data
- organisational skills to manage own tasks within a timeframe
- project-management skills to achieve change in WHS matters.

Required knowledge

- barriers to WHSMS implementation and strategies to remove them
- benefits to an organisation of having return-to-work and injury management integrated into the WHSMS
- documents relating to WHSMS:
 - regulatory authority WHSMS tools, standards and guidance
 - Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
 - Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
 - Standards Australia publication HB 211-2001 Occupational Health and Safety Management Systems – A Guide to AS4801 for Small Business
- due diligence obligations as referred to in WHS Acts, regulations and codes of practice
- essential content of a WHS improvement action plan
- legislative requirements for WHS information and data, and consultation

- nature of information and data that provide valid and reliable measures of performance of WHS management processes
- relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications
- range of commonly used WHSMS, and WHSMS certification standards
- requirements for recordkeeping that address WHS, privacy and other relevant legislation
- roles and responsibilities of individuals and parties under WHS legislation
- WHS positive performance indicators.

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"> • contributing to the development and implementation of elements of a WHSMS • formulating a WHS plan • knowledge of relevant WHS Acts, regulations and codes of practice • knowledge of the key elements of a WHSMS.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • office equipment, resources and workplace documentation • relevant Acts, regulations, codes of practice, standards and guidelines.
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 the WHSMS • demonstration of techniques used to implement and maintain the WHSMS • 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 • observation of presentations • oral or written questioning to assess knowledge of the WHSMS • evaluation of WHS needs and priorities • review of WHS plans and action plans.
Guidance information for	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is</p>

assessment	recommended, for example: <ul style="list-style-type: none">• BSBWHS503A Contribute to the systematic management of WHS risk• BSBWHS507A Contribute to managing WHS information systems• BSBWHS508A Manage WHS hazards associated with plant.
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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</i> may include:</p>	<ul style="list-style-type: none"> • employer associations • industry associations • regulatory authority • relevant Australian standards and publications, such as: <ul style="list-style-type: none"> • Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use • Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques • Standards Australia publication HB 211–2001 Occupational Health and Safety Management Systems – A guide to AS 4801 for Small Business • WHS Acts, regulations, codes of practice, standards, guidelines and other information issued by WHS regulators • WHS professionals • WHS professional associations • WHS specialists • WHSMS tools, standards and guidance.
<p><i>Duty holders</i> may include:</p>	<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.
<p><i>Individuals and parties</i> may include:</p>	<ul style="list-style-type: none"> • contractors and suppliers • health and safety committees • health and safety representatives • managers and supervisors • PCBUs or their officers • WHS professionals • WHS professional associations • workers.

<p>Requirements may include:</p>	<ul style="list-style-type: none"> • effective injury and claims management • effective return to work of injured workers • effective rehabilitation management of work injuries and disease • employer associations • industry associations • regulatory authority • relevant sections of relevant Australian standards and publications, such as: <ul style="list-style-type: none"> • Australian Standard AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use • Australian Standard AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques • Standards Australia publication HB 211–2001 Occupational health and safety management systems – A guide to AS 4801 for small business • relevant sections of WHS Acts, regulations, codes of practice, standards, guidelines and other information issued by WHS regulators • WHS specialists • WHSMS tools, standards and guidance.
<p>Appropriate to the organisation may include:</p>	<ul style="list-style-type: none"> • consideration of: <ul style="list-style-type: none"> • size of the organisation • geographic location • nature of the business • available resources • nature of hazards and risks in the organisation • WHS and claims experience • WHS needs • requirement to integrate with other organisational systems, such as quality, finance, management, information technology and human resources.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety