



**Australian Government**

# **BSBWHS603A Implement WHS risk management**

**Release 1**

## BSBWHS603A Implement WHS risk management

### 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 BSBOHS603B Analyse and evaluate OHS risk.</p>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to implement work health and safety (WHS) risk management.

The unit addresses the processes and techniques necessary for the implementation of WHS risk management.

### Application of the Unit

This unit applies to people who apply advanced practical knowledge to coordinate, facilitate and maintain the WHS program within an organisation.

*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

<b>Element</b>	<b>Performance Criteria</b>
<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

1. Manage effective WHS risk-management consultation and participation processes	<p>1.1 Identify <i>individuals and parties</i> who need to participate in, contribute to, and be consulted during all stages of WHS risk management</p> <p>1.2 Apply knowledge of effective WHS consultation and participation processes to review existing consultation and participation processes</p> <p>1.3 Modify existing consultation and participation processes and/or implement new processes to ensure effective consultation and participation during all stages of WHS risk management</p> <p>1.4 Use consultation and participation processes to ensure WHS risk-management processes are appropriate to the organisation and the WHS risks</p>
2. Arrange for necessary resources during WHS risk management	<p>2.1 Identify necessary <i>resources</i> required for all stages of WHS risk management</p> <p>2.2 Budget for necessary resources</p> <p>2.3 Procure resources and ensure availability as required</p>
3. Review existing WHS risk-management processes	<p>3.1 Access existing workplace WHS information and data</p> <p>3.2 Identify existing WHS risk-management processes</p> <p>3.3 Consult with individuals and parties on WHS risk-management processes</p> <p>3.4 Review processes with regard to effectiveness of current risk controls, lessons learnt from <i>events</i>, changes in the internal and external contexts, emerging risks and performance against indicators</p> <p>3.5 Use results of review to develop and implement effective WHS risk management</p>
4. Establish the WHS risk-management framework	<p>4.1 Identify <i>sources of information and data</i></p> <p>4.2 Obtain information and data to determine the purposes, objectives, principles and framework of a systematic approach to WHS risk management</p>
5. Establish the context for WHS risk management	<p>5.1 Apply knowledge of <i>WHS legislation</i>, to identify <i>duty holders</i> and legislative requirements for WHS risk management</p> <p>5.2 Identify individuals and parties impacting on WHS risk management</p> <p>5.3 Identify factors that will impact on WHS risk management</p> <p>5.4 Establish <i>context</i> of the WHS risk-management process</p>

	5.5 Define <i>risk criteria</i>
6. Assess risk	6.1 Apply knowledge of WHS hazards and risks to undertake <i>hazard identification</i> 6.2 Apply knowledge of WHS legislation, WHS risk assessment and workplace WHS information and data to undertake <i>risk analysis and evaluation</i>
7. Treat risk	7.1 Apply knowledge of outcomes of risk assessment, WHS hazards and risk controls, and WHS legislation to select <i>risk treatment options</i> 7.2 Prepare and implement risk treatment
8. Monitor, review and record the WHS risk-management process	8.1 Apply knowledge of the organisation's WHS management system (WHSMS) to monitor and review WHS risk management 8.2 Apply knowledge of the organisation's WHS information system (WHSIS) to record the WHS risk-management process

## 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
- communication skills to:
  - conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation, and with external parties and individuals
  - use language appropriate to the work team and the task
  - write policies, procedures and plans
- consultation and negotiation skills to:
  - develop plans
  - implement and monitor designated actions
- information technology skills to:
  - access and enter internal and external information and data on WHS
  - use a range of communication media
- numeracy skills to:
  - analyse workplace information and data
  - carry out calculations
  - identify trends
- organisational skills to manage own tasks within a timeframe
- project-management skills to:
  - achieve continuous improvement
  - action processes about WHS matters
- research skills to:
  - access relevant WHS information and data
  - identify areas for improvement
  - interpret information and data.

### Required knowledge

- any existing workplace WHSIS or other information systems
- any existing workplace WHSMS or other information systems
- different definitions of hazard and risk and how they are used by different individuals and parties
- internal and external sources of WHS information and data, and how to access them
- legislative requirements for WHS
- 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
- principles of duty of care, including concepts of causation, foreseeability and preventability
- principles of incident causation and injury processes

- range of risk analysis and assessment techniques and tools, and their application and limitations
- relevant and applicable Australian standards and publications, including:
  - AS/NZS ISO 31000–2009 Risk management – Principles and guidelines
  - Standards Australia publication HB 327:2010 Communicating and consulting about risk (Companion to AS/NZS ISO 31000:2009)
  - Standards Australia publication HB 158-2010 Delivering assurance based on ISO 31000:2009 – Risk management – Principles and guidelines
  - relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications (including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks)
- risk as the effect of uncertainty on objectives
- risk management as a duty of persons conducting businesses or undertakings (PCBUs) or their officers 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:
  - 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
- toxicology of hazardous chemicals and potential health effects in the workplace.

## 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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• documented risk-management plans</li> <li>• actions taken as part of the risk-management process</li> <li>• ensuring continuous improvement is part of the ongoing review process</li> <li>• knowledge of relevant sections of relevant Australian standards, WHS Acts, regulations and codes of practice, including the Safe Work Australia model code of practice: How to Manage Work Health and Safety Risks.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• actual workplaces and stakeholder groups</li> <li>• office equipment and resources</li> <li>• relevant legislation, standards and guidelines</li> <li>• workplace documentation</li> <li>• reports from other parties consulted during the approach to WHS risk management.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques used to identify, analyse, evaluate, control and monitor risks</li> <li>• direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate</li> <li>• observation of performance in role plays</li> <li>• observation of presentations</li> <li>• oral or written questioning</li> <li>• review of information and data communicated to</li> </ul>



	<p>stakeholders about the WHS risk-management process</p> <ul style="list-style-type: none"><li>• assessment of comparison of outcomes of WHS risk analysis with criteria</li><li>• review of documentation of process and outcomes of analysis and evaluation of WHS risk of a task or process.</li></ul>
<b>Guidance information for assessment</b>	<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"><li>• BSBWHS601A Apply legislative frameworks for WHS</li><li>• BSBWHS602A Facilitate WHS activities.</li></ul>

## 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><b><i>Individuals and parties</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• contractors and suppliers</li> <li>• health and safety committees</li> <li>• health and safety representatives</li> <li>• industry associations</li> <li>• managers and supervisors</li> <li>• PCBUs or their officers</li> <li>• unions</li> <li>• WHS inspectors</li> <li>• WHS regulators</li> <li>• WHS specialists</li> <li>• workers</li> <li>• other specialists.</li> </ul>
<p><b><i>Resources</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• access to internal and external sources of information</li> <li>• equipment</li> <li>• external personnel, including WHS specialists and advisors</li> <li>• information technology resources for communication, planning, management, documentation and risk-management software</li> <li>• internal personnel</li> <li>• training and training resources.</li> </ul>
<p><b><i>Events</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• failures</li> <li>• near misses</li> <li>• successes</li> <li>• trends.</li> </ul>
<p><b><i>Sources of information and data</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• Standards Australia publication HB 327:2010 Communicating and consulting about risk (Companion to AS/NZS ISO 31000:2009)</li> <li>• Standards Australia publication HB 158-2010 Delivering assurance based on ISO 31000:2009 – Risk management – Principles and guidelines</li> <li>• Safe Work Australia model Code of Practice: How</li> </ul>

	<p>to Manage Work Health and Safety Risks</p> <ul style="list-style-type: none"> <li>• industry associations</li> <li>• unions</li> <li>• WHS specialists.</li> </ul>
<b>WHS legislation</b> may include:	<ul style="list-style-type: none"> <li>• Acts</li> <li>• regulations</li> <li>• codes of practice.</li> </ul>
<b>Duty holders</b> may include:	<ul style="list-style-type: none"> <li>• as specified in WHS Acts: <ul style="list-style-type: none"> <li>• PCBUs or their officers</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul> </li> </ul>
<b>Context</b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• as specified in WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• organisational requirements, such as integration with work processes, and other organisational systems, for example environmental, information technology, human resources, quality and management.</li> </ul>
<b>Risk criteria</b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• as specified in WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks.</li> </ul>
<b>Hazard identification</b> may include:	<ul style="list-style-type: none"> <li>• analysing existing WHS information – ‘desktop identification’</li> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• incident investigations</li> <li>• using hazard registers</li> <li>• workplace inspections.</li> </ul>
<b>Risk analysis and evaluation</b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• assessing who may be harmed and how many may be harmed by a hazard</li> </ul>

	<ul style="list-style-type: none"> <li>• examining ‘acceptability’ of a risk</li> <li>• examining severity and likelihood of harm occurring</li> <li>• gathering information on hazards to see what harms they may cause</li> <li>• meeting requirements of (as specified in) WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• using risk level matrices to rate and prioritise risks</li> </ul>
<p><i>Risk treatment options</i> may include:</p>	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• options based on the as low as reasonably practicable (ALARP) principle</li> <li>• options based on the hierarchy of control</li> <li>• options that meet the requirements of WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks.</li> </ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety