Australian Government

ACMWHS501 Manage workplace health and safety processes

Release: 1

ACMWHS501 Manage workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage work health and safety.

This unit applies to managers of small organisations or several work groups within an organisation, who manage systematic processes to control risk. Work is likely to have a focus on maintaining already established processes and the unit assumes that workplace health and safety advice and expertise would be available.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work health and safety information and	1.1 Identify, access and evaluate relevant WHS legislation, standards, codes of practice, compliance codes, guidance materials and other

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records	sources of WHS information for their relevance to the specific work context
	1.2 Collect, collate and provide information on WHS requirements, trends and risk controls
	1.3 Review records and record-keeping processes to ensure they meet legal requirements for WHS record-keeping
	1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of WHS records
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures
	2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable
	2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety
	2.4 Evaluate processes for addressing WHS issues to ensure the prompt resolution of issues raised through consultation
	2.5 Provide information about the outcomes of consultation in a format readily accessible to employees
3. Manage work health and safety risk management processes	3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies
	3.2 Monitor processes to ensure that hazard identification and risk assessments occur
	3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements
	3.4 Identify and address any WHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work
	3.5 Recognise limits of own professional expertise and consult with expert advisors as required
4. Manage work health and safety training	4.1 Undertake WHS training needs assessment for work group members that takes account of existing skills of work group members

Element	Performance Criteria
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program	and risk control requirements
	4.2 Implement and monitor training programs to ensure identified WHS training requirements are addressed
	4.3 Implement and monitor processes to ensure that all new employees receive WHS induction
	4.4 Access and consult with relevant WHS and training specialists, as required, when developing and implementing the WHS training program
5. Manage work health and safety continuous improvement process	5.1 Consider input from individuals and workgroup in identifying and implementing WHS improvements
	5.2 Determine WHS priorities in consultation with appropriate managers and stakeholders
	5.3 Develop WHS action plans, taking account of priorities and training needs
	5.4 Monitor achievements against WHS plans and update plans accordingly

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and analyse WHS legislation, policies, procedures and relevant documentation
Oral communication	• Interact with others using appropriate language and style

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

ACMWHS501 Manage workplace health and safety processes	ACMWHS501A Manage workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
	ACMOHS501A Manage occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS legislation	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502 d154103