



**Australian Government**

# **ACMWHS501 Manage workplace health and safety processes**

**Release: 2**

# ACMWHS501 Manage workplace health and safety processes

## Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
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.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

## Pre-requisite Unit

Nil

## Unit Sector

Work Health and Safety (WHS)

## Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage work health and safety information	1.1 Identify, access and evaluate relevant workplace health and safety legislation, standards, codes of practice, compliance codes, guidance

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and records	<p>materials and other sources of workplace health and safety information for their relevance to the specific work context</p> <p>1.2 Collect, collate and provide information on workplace health and safety requirements, trends and risk controls</p> <p>1.3 Review records and record-keeping processes to ensure they meet legal requirements for workplace health and safety record-keeping</p> <p>1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of workplace health and safety records</p>
2. Manage work health and safety participative processes	<p>2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures</p> <p>2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable</p> <p>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</p> <p>2.4 Evaluate processes for addressing workplace health and safety issues to ensure the prompt resolution of issues raised through consultation</p> <p>2.5 Provide information about the outcomes of consultation in a format readily accessible to employees</p>
3. Manage work health and safety risk management processes	<p>3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies</p> <p>3.2 Monitor processes to ensure that hazard identification and risk assessments occur</p> <p>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</p> <p>3.4 Identify and address any workplace health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work</p> <p>3.5 Recognise limits of own professional expertise and consult with expert advisors as required</p>
4. Manage work health	4.1 Undertake workplace health and safety training needs assessment

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and safety training program	<p>for work group members that takes account of existing skills of work group members and risk control requirements</p> <p>4.2 Implement and monitor training programs to ensure identified workplace health and safety training requirements are addressed</p> <p>4.3 Implement and monitor processes to ensure that all new employees receive workplace health and safety induction</p> <p>4.4 Access and consult with relevant workplace health and safety and training specialists, as required, when developing and implementing the WHS training program</p>
5. Manage work health and safety continuous improvement process	<p>5.1 Consider input from individuals and workgroup in identifying and implementing workplace health and safety improvements</p> <p>5.2 Determine workplace health and safety priorities in consultation with appropriate managers and stakeholders</p> <p>5.3 Develop workplace health and safety action plans, taking account of priorities and training needs</p> <p>5.4 Monitor achievements against workplace health and safety plans and update plans accordingly</p>

## 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.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Analyse and interpret workplace health and safety legislation, policies, procedures</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Adjust language and communication style to suit target audience</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Recognise the significance of own role in managing compliance and effectiveness of workplace health and safety policies and procedures in the work environment</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS501 Manage workplace health and safety processes Release 2	ACMWHS501 Manage workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a WHS issue	Equivalent unit

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>