



**Australian Government**

# **AHCWHS402 Maintain workplace health and safety processes**

**Release: 1**

# AHCWHS402 Maintain workplace health and safety processes

## Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

## Application

This unit of competency describes the skills and knowledge required to maintain workplace health and safety processes, including facilitating meetings and documenting actions that relate to the consideration of workplace health and safety issues.

The unit applies to individuals who apply specialist skills and knowledge to maintaining workplace health and safety processes. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.

### NOTES:

1. 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 *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations, and model WHS Codes of Practice. See Safe Work Australia for further information.

No 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
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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide information about workplace health and safety	<p>1.1 Access relevant provisions of workplace health and safety legislation, regulations and codes of practice</p> <p>1.2 Provide and explain information on workplace health and safety policies, procedures and programs to the work group</p> <p>1.3 Provide information and updates on identified hazards, the outcomes of risk assessment and control procedures</p>
2. Facilitate the participation of workers in workplace health and safety observance and decision-making	<p>2.1 Implement and monitor workplace health and safety consultation procedures</p> <p>2.2 Consult with work group to determine workplace health and safety procedures</p> <p>2.3 Resolve issues raised through consultation or refer them to designated personnel</p> <p>2.4 Communicate to the work group the outcomes of consultation over workplace health and safety issues</p>
3. Implement procedures for identifying hazards and assessing and controlling risks	<p>3.1 Identify and report existing and potential workplace health and safety hazards</p> <p>3.2 Check that the work group implements procedures to control workplace health and safety risks and undertake regular monitoring to ensure ongoing adherence and effectiveness of risk control</p> <p>3.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report inadequacies to designated personnel</p> <p>3.4 Identify and report inadequacies in allocation of resources to management to ensure safe work practice</p> <p>3.5 Monitor and report existing risk control measures according to workplace health and safety policies and procedures</p>
4. Implement workplace procedures for dealing with emergencies and hazardous events	<p>4.1 Implement workplace procedures for dealing with near misses, and workplace health and safety emergencies</p> <p>4.2 Report workplace health and safety near-misses and emergencies according to workplace health and safety policies and procedures</p> <p>4.3 Implement control measures according to the hierarchy of control, or refer measures to designated personnel for implementation</p>
5. Implement and monitor workplace procedures for providing work health and safety	<p>5.1 Identify workplace health and safety induction and training needs, specifying the gaps between the required workplace health and safety competencies and those held by the work group</p>

<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>
training	5.2 Facilitate identified workplace health and safety training
6. Implement and monitor workplace procedures for maintaining work health and safety records	6.1 Complete workplace health and safety records for work area 6.2 Review workplace health and safety records to identify hazards and monitor risk control procedures

## 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>Access and interpret workplace health and safety legislation, regulations and codes of practice</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Use clear language and standard industry terminology to provide relevant information on workplace health and safety hazards, risks, control measures and reporting</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
AHCWHS402 Maintain workplace health and safety processes	AHCWHS401 Maintain work health and safety processes	Minor changes to unit title and application  Major changes to performance criteria  Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>