Australian Government

BSBWHS415 Contribute to implementing WHS management systems

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role.

The unit applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.

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 *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.

3. For the purposes of this unit of competency 'safe systems of work' refers to a formal procedure that results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or, where this is not possible, risks are minimised.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to developing WHSMS implementation plan	1.1 Apply knowledge of WHS laws and organisational policies and procedures to identify duty holders relevant to own role 1.2 Contribute to identifying elements of WHSMS plan to be implemented relevant to own role 1.3 Record plan according to organisational policies and procedures 1.4 Communicate plan to others, and integrate their feedback as required
2 Contribute to implementing developed plan	2.1 Implement plan for WHSMS within scope of own role 2.2 Communicate plan to others in relation to their roles and responsibilities as specified in plan, and clarify as required 2.3 Facilitate contribution of others to implement plan
3 Contribute to reviewing WHSMS implementation plan	3.1 Contribute to monitoring safe systems of work according to organisational policies and procedures and within scope of own role 3.2 Contribute to evaluating effectiveness of implemented elements of WHSMS plan and implementation process 3.3 Contribute to adjusting implementation plan as required according to organisational policies and procedures 3.4 Document and distribute adjusted plan to required personnel according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Locates, reviews and interprets WHS laws and organisational texts
Writing	• Uses structure, layout and language suitable for audience to document WHSMS implementation plan

Skill	Description
	• Develops required documentation using appropriate organisational formats and industry-specific vocabulary
Numeracy	• Collects, organises and analyses information about systems of work and draws conclusions in relation to effectiveness of WHSMS plan
Oral communication	• Presents information and advice about WHSMS using language, structure and register appropriate to audience • Asks questions and listens closely to gather required information
Navigate the world of work	• Takes responsibility for own adherence to legal and regulatory responsibilities, and organisational policies and procedures in relation to WHS and WHSMS • Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	• Identifies what, with whom and how to communicate in the context of WHS policy and performance, and WHSMS processes • Cooperates with others as part of WHS and WHSMS processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes
Get the work done	• Applies formal processes to plan, sequence and prioritise tasks and workload, showing awareness of time, resource constraints and needs of others • Uses digital systems and programs to assist with planning, implementing and tracking progress, and communicating • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Applies formal problem-solving processes, identifying and evaluating several options for action

Unit Mapping Information

Supersedes and is equivalent to BSBWHS405 Contribute to implementing and maintaining WHS management systems.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10