



**Australian Government**

# **BSBWHS416 Contribute to workplace incident response**

**Release: 1**

## BSBWHS416 Contribute to workplace incident response

### 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 assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

The unit applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures. It applies to people who work in a broad range of WHS roles across all industries.

### NOTES

1. The terms ‘incident’ and ‘accident’ are equivalent. Specific state/territory legislation may use one or the other. In jurisdictions where *model WHS laws* have not been implemented, RTOs are advised to contextualise this unit of competency by referring to the existing state/territory OHS legislative requirements and industry-specific legislative variances.
2. 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.
3. 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.

### Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
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<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>
1. Prepare to assist with actions and activities associated with incident response	1.1 Identify duty holders and WHS legislative requirements for incident response 1.2 Identify workplace policies, procedures and processes concerning incident response planning and reporting 1.3 Communicate requirements for responding to incident to required personnel within scope of own role and work area 1.4 Contribute to developing communication mechanisms to notify manager of incident
2. Assist with implementing response procedures during incident	2.1 Provide initial assistance to those involved in incident within scope of own role and expertise and according to organisational incident response policies and procedures 2.2 Assist with documenting incident according to workplace procedures and processes 2.3 Assist with meeting legislative requirements regarding incident, within scope of own role and expertise 2.4 Assist with reporting incident to external authorities, according to legislative requirements and workplace procedures and processes
3. Contribute to collecting WHS information about incident	3.1 Assist with obtaining information and data from those involved about actions and events leading up to, during and after an incident, using appropriate data collection techniques 3.2 Assist with identifying and accessing sources of additional information and data related to incident 3.3 Compile and enter information according to record-keeping requirements
4. Assist with incident investigation	4.1 Assist with applying required incident investigation processes 4.2 Use appropriate analysis techniques to interpret causes of incident and communicate with advisors when participating in workplace investigations 4.3 Review incident reports according to organisational

ELEMENTS	PERFORMANCE CRITERIA
	<p>policies and procedures</p> <p>4.4 Contact responsible persons and relevant authorities as outlined in WHS laws, and organisational policies and procedures</p> <p>4.5 Contribute to communicating investigation outcomes to relevant stakeholders according to organisational policies and procedures</p>
<p>5. Contribute to developing and implementing recommended measures and actions arising from incident investigation</p>	<p>5.1 Contribute to developing incident investigation recommendations</p> <p>5.2 Assist with obtaining approval of developed recommendations from required stakeholders according to organisational policies and procedures</p> <p>5.3 Assist with communicating approved recommendations to required stakeholders according to organisational policies and procedures</p> <p>5.4 Contribute to implementing recommended measures and actions arising from incident investigation within scope of own role and according to WHS legislative requirements</p>

## 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	<ul style="list-style-type: none"> <li>Locates, reviews and interprets WHS legislative texts</li> <li>Analyses reports and other material about incidents to determine required course of action</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Completes workplace records, forms and documentation using correct format, spelling and grammar, and industry-specific terminology</li> <li>Records information for reference using language appropriate to audience</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Presents information and advice using structure and language suitable for audience</li> <li>Uses questioning and listening techniques to obtain feedback from others and confirm understanding</li> </ul>

Skill	Description
Navigate the world of work	<ul style="list-style-type: none"> <li>Adheres to legal and regulatory responsibilities, and organisational policies and procedures</li> <li>Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Identifies what, with whom and how to communicate in the context of incident responses and investigations</li> <li>Collaborates with others to achieve individual and team outcomes</li> <li>Cooperates with others as part of incident investigations and contributes to specific activities requiring joint responsibility and accountability</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Applies processes to plan, sequence and prioritise tasks required for incident responses and investigations, showing awareness of time, resource constraints and needs of others</li> <li>Uses features and functions of digital tools to complete work tasks and access information</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBWHS406 Assist with responding to incidents.

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>