



Australian Government

BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

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 develop processes and procedures for controlling hazardous chemicals in the workplace, and then monitoring their effectiveness. The unit requires the application of knowledge associated with work health and safety (WHS) legislation, and organisational policies and procedures relating to controlling hazardous chemicals.

The unit applies to those who work under supervision and use some discretion and judgement to respond to monitoring hazardous chemicals in the workplace. It applies to hazardous chemicals with the potential to harm human health, which may be solids, liquids or gases – pure substances or mixtures. When used in the workplace these substances often generate vapours, fumes, dusts and/or mists.

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

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. Prepare to develop processes and procedures to control hazardous chemicals in the workplace	1.1 Identify and source current WHS laws, and organisational policies and procedures relating to controlling hazardous chemicals 1.2 Identify hazardous chemicals used in, or created by, workplace 1.3 Identify workplace tasks involving hazardous chemicals 1.4 Use safety data sheets (SDSs) and other guidance to determine potential worker exposure to identified hazardous chemicals 1.5 Seek specialist advice during preparation phase, as required
2. Develop processes and procedures to control hazardous chemicals in the workplace	2.1 Assess risks associated with identified hazardous chemicals 2.2 Use information from workplace environmental monitoring to determine compliance with exposure standards, environmental requirements, storage specifications or associated risk management strategies 2.3 Develop safe systems of work that include suitable risk control measures, and processes and procedures for those systems 2.4 Seek and integrate feedback from required personnel about developed processes and procedures 2.5 Communicate and promote developed processes and procedures to required personnel
3. Monitor effectiveness of processes and procedures developed to control hazardous chemicals in the workplace	3.1 Review workplace implementation of control processes and procedures 3.2 Identify non-compliance with control processes and procedures 3.3 Implement training and development procedures and protocols to address areas of identified non-compliance
4. Report on effectiveness of processes and procedures in controlling hazardous chemicals	4.1 Provide feedback on outcomes of workplace monitoring to required personnel 4.2 Record outcomes of monitoring process and distribute

ELEMENTS	PERFORMANCE CRITERIA
in the workplace	to required personnel according to workplace 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	<ul style="list-style-type: none"> Locates, interprets and analyses WHS legislative and workplace information about hazardous chemicals
Writing	<ul style="list-style-type: none"> Uses appropriate organisational formats and industry-specific vocabulary to document control processes and procedures
Oral communication	<ul style="list-style-type: none"> Uses structure and language suitable for audience to communicate information and contribute ideas about hazardous chemical control
Navigate the world of work	<ul style="list-style-type: none"> Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to hazardous chemicals Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	<ul style="list-style-type: none"> Cooperates with others and contributes to specific activities requiring joint responsibility and accountability
Get the work done	<ul style="list-style-type: none"> Uses decision-making and problem-solving processes in hazardous chemicals monitoring: sets and clarifies goals, gathers information and checks compliance Uses processes to monitor outcomes of processes and

Skill	Description
	procedures to control hazardous chemicals in the workplace

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guides are available from VETNet -

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