



Australian Government

**Assessment Requirements for BSBWHS507
Contribute to managing WHS information
systems**

Release: 1

Assessment Requirements for BSBWHS507 Contribute to managing WHS information systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to contribute to:

- identifying Work Health and Safety Information Systems (WHSIS) legislative and organisational requirements including:
 - duty holders and roles
 - WHS information for effective work health and safety (WHS) management
 - functions and purposes
 - user needs
 - workplace factors
- using the WHSIS including:
 - advising and supporting users
 - gaining feedback for monitoring, evaluation and improvement
- using the WHSIS to support effective WHS management as required by job role including:
 - accessing and reviewing WHS information and data and their sources
 - collecting and recording WHS information and data that addresses legislative and organisational requirements, using appropriate tools
 - meeting external reporting requirements in a timely manner
 - using appropriate analytical techniques to evaluate WHS performance and identify improvement areas
 - regularly reviewing and analysing WHS information and data to ensure legislative and organisational requirements are met
 - recommending improvements in prevention strategies based on information and data
 - communicating WHS information and data according to legislative and organisational requirements
- assisting with monitoring and evaluating the WHSIS, and developing and implementing improvement measures incorporating:

- user participation and consultation, including with regard to frequency, method and scoping of WHSIS review
- identification and actioning of training needs.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify information and data relevant to the organisation and its needs (which is a function of the size and nature of the organisation) and to specific hazards in the workplace
- identify commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation and rehabilitation
- outline due diligence obligations as referred to in WHS Acts, regulations and codes of practice
- list internal and external sources of WHS information and data, and how to access them
- identify key personnel, including change agents, within workplace management structure
- summarise the language, literacy and cultural profile of the work team
- summarise legislative requirements for WHS information and data, and consultation
- describe methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming these problems
- describe methods for providing evidence of compliance with WHS legislation
- describe the nature of information and data that provide valid and reliable measures of performance of WHS management processes
- outline organisational WHS policies, procedures, processes and systems
- detail the requirements for record keeping that address WHS, privacy and other relevant legislation
- list the requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- summarise the roles and responsibilities of individuals and parties under WHS legislation
- describe systems for storage and retrieval of information and data.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- reports and sample software for WHS information and data collation and analysis
- relevant Acts, regulations, codes of practice, standards and guidelines
- case studies and, where possible, real situations

- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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