Australian Government

Assessment Requirements for BSBWHS604 Evaluate the WHS performance of organisations

Release: 1

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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:

- evaluate the effectiveness of an organisation's arrangements for identifying work health and safety (WHS) hazards including:
  - comparing them with WHS policies and procedures
  - ensuring inclusion of long-latency and low-frequency/high-consequence hazards
  - ensuring inclusion of risks to persons other than workers
  - reviewing outcomes with specialists
- evaluate the effectiveness of an organisation's arrangements for WHS risk management including:
  - appropriateness of risk assessment tools and processes
  - validity and reliability of outcomes
  - inclusion of all major WHS risks
  - suitability and effectiveness of risk controls
  - the relationship between strategic planning and WHS
- evaluate the effectiveness of the organisation's processes for monitoring WHS including:
  - the quality of information and data
  - management's response to issues
- assess the outcomes of the organisation's arrangements for managing WHS including:
  - assessing whether performance indicators, including positive performance indicators (PPIs), provide a true, reliable and timely effectiveness measure
  - comparing differences between reported performance and evidence gathered
  - evaluating and documenting WHS performance outcomes
  - determining whether arrangements have produced improvement
- assess and report on the organisation's WHS compliance with agreed benchmarks and legislation, including:
  - identifying areas of WHS compliance and non-compliance
  - documenting and reporting outcomes to key stakeholders.

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:

- outline 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 the concept of common law duty of care
- describe the development of WHS performance assessment tools including PPIs
- describe ethics related to professional practice
- outline formal and informal communication and consultation processes, and key personnel related to communication
- summarise the language, literacy and cultural profile of the work team
- describe legal liability in relation to providing advice
- summarise the legislative requirements for WHS information and data, and consultation
- outline the limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- list methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
- list methods for providing evidence of compliance with WHS legislation
- describe the nature and use of information and data that provide valid and reliable results on performance of WHS management processes (including PPIs) and limitations of other types of measures
- outline the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational culture as it impacts on the work team
- summarise organisational WHS policies, procedures, processes and systems
- outline the principles and practices of a systematic approach to managing WHS
- outline the principles of duty of care, including concepts of causation, foreseeability and preventability
- list the principles of effective meetings, including agendas, action planning, chair and secretarial duties, minutes and action items
- list a range of risk analysis and assessment techniques and tools, and their application and limitations
- detail the requirements for recordkeeping that address WHS, privacy and other relevant legislation
- detail the requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- summarise the requirements under hazard-specific WHS legislation and codes of practice
- describe risk management as a duty of PCBUs or officers under WHS legislation

- describe the roles and responsibilities, in relation to communication and consultation, for health and safety committees, health and safety representatives, line management, workers and inspectors
- outline sampling methodologies, application and related statistical measures
- list standard industry controls for a range of hazards
- describe techniques, tools and processes for identifying and controlling health and safety hazards and risks:
  - hazard and risk checklists
  - hazard hunts
  - job safety analyses
  - manifests and registers, including for dangerous goods, hazardous chemicals and plant
  - safe work method statements
  - surveys using questionnaires, interviews and other survey techniques
  - workplace inspections and walk-throughs.

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:

- workplace strategic and operational plans, policies and procedures
- WHS information and data
- 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