



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS303B Contribute to OHS hazard identification and risk assessment

Revision Number: 1

BSBOHS303B Contribute to OHS hazard identification and risk assessment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who assist OHS specialists in relation to the identification of workplace hazards and assessment of OHS risks in the workplace.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to workplace hazard identification	1.1. Contribute to the selection of <i>hazard identification tools, techniques, processes and methods</i> suitable for the workplace 1.2. Access hazard identification tools, techniques processes and methods to identify hazards in the workplace 1.3. Recognise <i>hazards</i> in the workplace, report these hazards to designated personnel and record them in accordance with workplace procedures 1.4. Provide information and assistance to <i>persons conducting workplace inspections or testing</i>
2. Gather information about workplace hazards	2.1. Research, collect and record information about OHS hazards and their associated risks 2.2. Seek additional information, expertise or specialist advice from within or external to the workplace when limit of own skills and knowledge is reached 2.3. Conduct a workplace inspection to collect further information about OHS hazards and associated risks if required 2.4. Contribute to the support of OHS practitioners and employees in accessing workplace <i>sources of information</i> and data regarding hazard identification 2.5. Contribute to the support of OHS practitioners and employees accessing external sources of information and data related to hazard identification, where required
3. Contribute to OHS risk assessment	3.1. Use appropriate <i>risk assessment tools</i> to contribute to risk assessment 3.2. Identify, categorise and assess risk factors as a contribution to overall risk assessment 3.3. Seek additional information, expertise, or specialist advice to investigate the likelihood and consequence of identified risks 3.4. Document outcomes of the risk assessment process in a <i>risk register</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- research skills to investigate the effectiveness of workplace practices and processes, to review workplace practices, processes and data, and to draw relevant inferences
- literacy skills to prepare summary reports and memos for a range of target groups including:
 - employees
 - OHS committees
 - OHS representatives
 - managers
 - supervisors
- organisational and time management skills to sequence tasks and meet timelines
- communication skills to contribute effectively on hazard identification risk assessment processes.

Required knowledge

- appropriate methods for data collection
- basic principles of incident causation and injury processes
- concepts of risks, factors that affect risk and difference between a hazard and a risk
- consequences and likelihood of risks associated with hazards in the workplace
- formal and informal communication processes
- internal and external sources for OHS information and data
- key personnel in the workplace
- legislative requirements for:
 - consultation and communication
 - information and data collection
 - notification of incidents
 - record keeping
 - reporting of incidents
 - specific hazards
- limitations and subjectivity of generic hazard and risk checklists, and risk ranking processes
- nature of workplace processes and hazards relevant to the workplace
- organisational culture as it impacts on the workgroup
- organisational design and structure
- organisational policies and procedures regarding OHS
- relevant state/territory/commonwealth OHS legislation, codes of practice,

REQUIRED SKILLS AND KNOWLEDGE

standards and guidance material

- types and characteristics of major physical, chemical, biological, radiological, nuclear mechanical, psychosocial and environmental hazards which may be present in the workplace
- types of hazard registers.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • collection of information about workplace hazards and contribution to the identification of hazards in a workplace • contribution to a risk assessment for hazards identified in the workplace • knowledge of relevant state/territory/ commonwealth OHS legislation, codes of practice, standards and guidance material.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to relevant information on compliance requirements such as: <ul style="list-style-type: none"> • organisational policies, standard operating procedures, procedures and plans • relevant legislation, regulations, licensing requirements, codes of practice, standards • access to relevant internal and external data files • access to appropriate computer resources needed for the management of identification and rectification of breaches in compliance requirements.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of the application of hazard identification and risk assessment techniques in the workplace • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of consequences and likelihood of risks associated with hazards in the workplace • review of research into OHS hazards and their

EVIDENCE GUIDE	
	<p>associated risks</p> <ul style="list-style-type: none">• assessment of documentation completed when identifying hazards and assessing risks• evaluation of preparations undertaken to plan how OHS issues will be resolved.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none">• other OHS units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hazard identification tools, techniques, processes and methods may include:

- analysis of injury and claims statistics
- audits
- body mapping
- checklists for hazard identification
- consultation with workers, clients or other users
- identification of employee concerns, such as through a hazard reporting system
- input of managers, OHS representatives, OHS committee and others through consultative processes
- interviews
- investigations
- job safety analyses
- material safety data sheets (MSDSs)
- monitoring and measurement
- observation
- review of past incidents, incident and hazard reports, hazardous substances and dangerous goods registers, plant and maintenance records
- review of research and industry literature
- review of technical standards and other information sources
- simulations
- timelines of actions and events
- use of incident models
- workplace processes such as 'walk through', surveys and inspections

Hazards may include:

- sources of potential harm in terms of human injury, ill health, damage to property, damage to the environment, or a combination of these, including:
 - biological
 - chemical

RANGE STATEMENT	
	<ul style="list-style-type: none"> • environment • mechanical and/or electrical • nuclear • physical • psychosocial • radiological
<p><i>Persons conducting workplace inspections or testing</i> may include:</p>	<ul style="list-style-type: none"> • employers • internal or external consultants • OHS specialists and testers such as: <ul style="list-style-type: none"> • audiologists • ergonomists • health professionals • occupational health professionals • occupational hygienists • safety engineers • safety professionals • toxicologists • OHS technical advisors such as: <ul style="list-style-type: none"> • engineers (design, acoustic, safety, mechanical and civil) • maintenance and tradespeople • safety representatives • workplace assessors with experience in language or disability issues
<p><i>Sources of information</i> may include:</p>	<ul style="list-style-type: none"> • audits • employer groups • hazard, incident and investigation reports • industry bodies • legislation, standards, manufacturers' manuals and specifications available at the workplace • minutes of meetings from incident investigations • MSDSs and registers • OHS professional bodies • OHS specialists • other manufacturers' manuals and specifications • regulatory authorities (for codes of practice, legislation)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • reports • standards, from Australia or overseas • unions • websites, journals and newsletters • workplace inspections
<i>Risk assessment tools</i> may include:	<ul style="list-style-type: none"> • aids that may be included in: <ul style="list-style-type: none"> • legislation • codes of practice • standards • guidelines • or other relevant documentation • checklists
<i>Risk register</i> may include:	<ul style="list-style-type: none"> • a list of hazards, their location and the people exposed to them • a range of possible scenarios or circumstances under which these hazards may cause injury or damage • nature of injury or damage that could be caused • results of a risk assessment • possible control measures for implementation

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		