



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS

Release: 1

BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals with managerial responsibility for coordinating and maintaining an OHS program. It involves identifying the need for change, planning and implementing strategies, integrating OHS within other functional areas, and some evaluation of the OHS management function. The unit may be undertaken in the context of an OHS management system (OHSMS) or other systematic approaches to managing OHS.
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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 the strategic planning process	<p>1.1. Take steps to ensure that managers at all levels are aware of their OHS responsibilities and the role of OHS in the overall management approach</p> <p>1.2. Determine OHS needs and priorities in consultation with relevant managers and other workplace <i>stakeholders</i> and <i>key personnel</i></p> <p>1.3. Make recommendations for inclusion of OHS performance (including <i>positive performance indicators</i> [PPIs]) in the organisation's business plan</p>
2. Participate in the development of an OHS plan	<p>2.1. Identify potential <i>motivators</i> among stakeholders together with potential <i>barriers to the implementation of a systematic approach to managing OHS</i></p> <p>2.2. Develop an <i>OHS plan</i> in consultation with workplace stakeholders, based on agreed priorities and with measurable outcomes</p> <p>2.3. Identify <i>resources</i> required for implementation of the OHS plan</p> <p>2.4. Develop action plans with relevant responsibilities and time lines</p> <p>2.5. Communicate action plans to key personnel</p>
3. Support the implementation of the systematic approach to managing OHS	<p>3.1. Apply knowledge of OHS management and OHS disciplines in consultation with stakeholders, <i>OHS specialists</i> and <i>technical advisors</i>, to the development of <i>policies and procedures</i></p> <p>3.2. Provide support to managers to meet OHS responsibilities and to implement action plans</p> <p>3.3. Develop strategies to effectively integrate OHS within <i>other functional areas and management systems</i> that impact on the management of OHS</p> <p>3.4. Identify OHS training needs and formulate recommendations for delivery</p>
4. Provide advice to key personnel and stakeholders	<p>4.1. Provide objective advice in an <i>ethical</i> and non-discriminating manner</p> <p>4.2. Identify situations where OHS specialists may be required</p>
5. Participate in monitoring OHS	<p>5.1. Identify implications for the management of OHS and <i>proposed changes to the workplace</i> in consultation with stakeholders</p> <p>5.2. Identify implications for the management of OHS, <i>external changes</i> and changes to available information and data in consultation with</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>stakeholders</p> <p>5.3. Access <i>sources of workplace information and data</i> as part of regular monitoring of OHS</p> <p>5.4. Monitor achievement against action plans and update plans as appropriate</p> <p>5.5. Take action to update systematic approaches to manage OHS, taking into account proposed changes</p>
<p>6. Participate in reviewing the management of OHS</p>	<p>6.1. Regularly review the effectiveness of systematic approaches to managing OHS</p> <p>6.2. Determine frequency, method and scope of review in consultation with stakeholders</p> <p>6.3. Provide stakeholders with input to the review</p> <p>6.4. Identify targets for improvement in the management of OHS and make recommendations for improvement</p> <p>6.5. Communicate to appropriate levels of authority through planning, documentation and implementation, improvement strategies arising from the review</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to:
 - identify areas for OHS improvement
 - analyse relevant workplace information and data, and make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - contribute to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources
- numeracy skills to carry out simple arithmetical calculations (e.g. % change), and to produce graphs of workplace information and data to identify trends and recognise limitations
- communication skills to:
 - conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency services personnel
 - prepare reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- consultation and negotiation skills to develop plans, and to implement and monitor designated actions
- project management skills to achieve change in OHS matters
- organisational skills to manage own tasks within a timeframe
- information technology skills to access internal and external information and data on OHS.

Required knowledge

- legislative requirements for OHS information and data, and consultation
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- requirements for record keeping that addresses OHS, privacy and other legislation
- state/territory and commonwealth OHS legislation (acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation
- roles and responsibilities under OHS legislation of employees, including supervisors and contractors
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- difference between common law and statutory law

REQUIRED SKILLS AND KNOWLEDGE

- concept of common law duty of care
- facilitation of the use of tools such as PPis in assessment of OHS performance
- nature of information and data that provides valid and reliable results on performance of OHS management processes (including positive indicators, such as number of safety audits conducted)
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- other functional areas that impact on the management of OHS
- auditing methods and techniques
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS, for example:
 - labour market changes
 - structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
 - language, literacy and numeracy
 - communication skills
 - cultural background/workplace diversity
 - gender
 - workers with specific needs.

Evidence Guide

EVIDENCE GUIDE	
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.	
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"> • participation in organisational coordination and maintenance of OHS and associated systematic approaches • knowledge of relevant OHS legislation (acts, regulations, codes of practice, associated standards and guidance material).
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to office equipment, resources and workplace documentation • access to relevant legislation, standards and guidelines.
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 • assessment of written reports on the effectiveness of the OHS management system • demonstration of techniques used to implement and maintain systematic OHS approaches • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • observation of performance in role plays • observation of presentations • oral or written questioning to assess knowledge of the requirements for record keeping that addresses OHS, privacy and other legislation • evaluation of OHS needs and priorities • review of OHS plan and actions plans • review of OHS training needs and recommendations for delivery • monitoring of achievement against action plans and updating of plans.

EVIDENCE GUIDE

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBOHS601B Develop a systematic approach to managing OHS.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • employees • health and safety, and other employee representatives • managers • OHS committees • supervisors
<i>Key personnel</i> may include:	<ul style="list-style-type: none"> • managers from other areas • people involved in OHS decision making or who are likely to be impacted by decisions relating to OHS
<i>Positive performance indicators</i> may include:	<ul style="list-style-type: none"> • data, facts or statistics which demonstrate how successfully a workplace is performing through measuring OHS processes
<i>Motivators</i> may include:	<ul style="list-style-type: none"> • factors that make stakeholders likely to adopt OHS processes
<i>Barriers to the implementation of a systematic approach to managing OHS</i> may include:	<ul style="list-style-type: none"> • barriers to communication, such as language/literacy • diversity of workers • structural factors, such as multiple locations, shift work and supervisory arrangements • workplace culture issues, such as management commitment, supervisors' approach to compliance and acceptance of the priority of safety
<i>A systemic approach to managing OHS</i> may include:	<ul style="list-style-type: none"> • comprehensive processes that are combined in a methodical and ordered manner to minimise the risk of injury or ill health in the workplace • processes of: <ul style="list-style-type: none"> • allocation of resources • communication and consultation • hazard management • planning • record keeping and reporting

RANGE STATEMENT	
	<ul style="list-style-type: none">• review and evaluation for ongoing improvement• training and competency

RANGE STATEMENT	
<i>OHS plan</i> may include:	<ul style="list-style-type: none"> • a document that is usually developed annually but may be developed for a shorter or longer period and reviewed regularly • OHS performance indicators (i.e. objectives and targets that are achievable and practical) reflecting systematic approaches to managing OHS
<i>Resources</i> may include:	<ul style="list-style-type: none"> • financial requirement for implementation • personnel, including time allocation • equipment • specialised resources • access to other resources such as: <ul style="list-style-type: none"> • OHS publications • OHS internal sites • industry-specific information
<i>OHS specialists</i> may include:	<ul style="list-style-type: none"> • ergonomists • injury management advisors • occupational health professionals • occupational hygienists
<i>Technical advisors</i> may include:	<ul style="list-style-type: none"> • engineers (such as design, acoustic, safety, mechanical and civil) • legal practitioners • maintenance and trades persons • workplace assessors and trainers
<i>Policies and procedures</i> may include:	<ul style="list-style-type: none"> • documents describing how tasks, projects, inspections, jobs and processes are to be undertaken • job/task statements • policies and procedures underpinning the management of OHS • purchasing and contracting procedures • quality system documentation • standard operating procedures
<i>Other functional areas and management systems</i> may include:	<ul style="list-style-type: none"> • engineering and maintenance • environmental management • finance and auditing • human resources, industrial relations and personnel management including payroll • information, data and records management • logistics

RANGE STATEMENT	
	<ul style="list-style-type: none"> • purchasing, procurement and contracting • quality management • strategic planning
<i>Ethical</i> advice may include:	<ul style="list-style-type: none"> • advice provided with the prime aim of reduction of workplace injury and ill health
<i>Proposed changes to the workplace</i> may include:	<ul style="list-style-type: none"> • changes to management practices • changes to work processes, work systems, work organisation, work practices and conditions • design of workplace • design or purchase of new plant or equipment • materials purchases
<i>External changes</i> may include:	<ul style="list-style-type: none"> • changes to legislation • new information and data available on OHS
<i>Sources of workplace information and data</i> may include:	<ul style="list-style-type: none"> • audits • hazard, incident and investigation reports • material safety data sheets (MSDSs) and registers • minutes of meetings • questionnaire information and data • reports - including those from external consultants • workplace inspections

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		