



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBOHS502B Participate in the management of the OHS information and data systems**

**Revision Number: 1**

## **BSBOHS502B Participate in the management of the OHS information and data systems**

### **Modification History**

Not applicable.

### **Unit Descriptor**

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.</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**

<b>Application of the unit</b>	<p>This unit applies to individuals with managerial responsibility for providing technical and legal information and data necessary to ensure that management and other stakeholders are informed about OHS and the effectiveness of the management of OHS.</p> <p>The unit involves accessing and providing OHS information; collecting, collating and analysing data; and ensuring that this information and data is distributed throughout the workplace. It also addresses the legislative requirements for reporting and notifying on OHS matters.</p>
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### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Access sources of OHS information and data	1.1. Identify, access and regularly review relevant <i>sources of OHS information and data</i> 1.2. Critically evaluate information and data to ensure its accuracy, currency and relevance 1.3. Determine <i>appropriate formats</i> for information, and data storage and retrieval
2. Assist in the application of policies and procedures for collection of workplace information, data and records	2.1. Inform managers and <i>key personnel of legal requirements</i> for information and data collection, and record keeping 2.2. Keep OHS records using <i>appropriate tools</i> 2.3. Collect workplace information and data according to <i>established procedures</i> 2.4. Regularly review procedures for information and data collection, record keeping, amendments to legislation, and distribution of records to ensure their usability and relevance
3. Assist in maintaining information and data management systems that enable retrieval and distribution of OHS information and data	3.1. Make recommendations for storage of OHS information and data in a manner that makes it accessible to <i>stakeholders</i> and key personnel 3.2. Accurately enter and <i>ethically store OHS information and data records</i> 3.3. Identify purposes and appropriate uses of OHS information and data for meaningful outcomes 3.4. Accurately meet <i>legislated reporting requirements</i> to external bodies within time limits 3.5. Regularly assess training needs relevant to the management of the information and data system for appropriate personnel and action as appropriate 3.6. Regularly evaluate information and data management systems to ensure ease of use and relevance to the OHS needs of the organisation
4. Participate in the analysis of information and data to identify trends and actions for prevention	4.1. Evaluate <i>information and data collected</i> for validity and reliability 4.2. Identify <i>analytical techniques</i> appropriate for evaluation of OHS performance (including positive performance indicators [PPIs]) and identification of areas for improvement 4.3. Apply analytical techniques appropriately and accurately 4.4. Regularly review OHS information and data analysis processes in consultation with stakeholders, to ensure organisational and legislative requirements

ELEMENT	PERFORMANCE CRITERIA
5. Communicate OHS information and results of data analysis to stakeholders and external bodies	5.1. Appropriately format outcomes of information and data analysis taking account of the <i>target audience</i> 5.2. Disseminate OHS information and data to managers, key personnel and stakeholders taking account of legal and ethical requirements 5.3. Communicate OHS information and data objectively and seek feedback 5.4. Make recommendations for improvement in prevention strategies based upon information access and data analysis
6. Communicate the effectiveness of OHS information and data systems through monitoring and evaluation	6.1. Regularly review the effectiveness of the OHS information and data systems 6.2. Determine frequency, method and scope of review in consultation with stakeholders 6.3. Ensure stakeholders have input to review 6.4. Identify areas for improvement in the OHS information and data systems and make recommendations for improvement 6.5. Communicate improvement strategies arising from the review to appropriate levels of authority through planning, documentation and implementation

## 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 information management improvement
  - analyse relevant workplace information and data, and to 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
  - use language and literacy skills appropriate to the workgroup and the task
- 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 and enter internal and external information and data on OHS and to use a range of communication media.

#### Required knowledge

- auditing methods and techniques
- concept of common law duty of care
- difference between common law and statutory law
- ethics related to professional practice
- facilitation of the use of tools such as PPis in assessment of OHS performance
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS, for example:
  - communication skills
  - cultural background/workplace diversity
  - gender
  - labour market changes

**REQUIRED SKILLS AND KNOWLEDGE**

- language, literacy and numeracy
- structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
- workers with specific needs
- internal and external sources of OHS information and data
- key personnel, including identifying 'change agents', within workplace management structure
- language, literacy and cultural profile of the workgroup
- legislative requirements for OHS information and data, and consultation
- methods of collecting reliable information and data, commonly encountered problems in collection and strategies for overcoming such problems
- methods of providing evidence of compliance with OHS legislation
- 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)
- organisational culture as it impacts on the workgroup
- organisational OHS policies and procedures
- professional liability in relation to providing advice
- requirements for record keeping that addresses OHS, privacy and other legislation
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- 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
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material.

## 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

Evidence of the following is essential:

- participation in the implementation of OHS information and data systems within an organisation or business unit
- knowledge of relevant legislation (acts, regulations, codes of practice, associated standards and guidance material).

#### Context of and specific resources for assessment

Assessment must ensure:

- access to workplace documentation, reports and sample software for OHS information and data collation and analysis
- access to relevant legislation, standards and guidelines.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- analysis of responses to case studies and scenarios
- assessment of written reports on the effectiveness of OHS information and data systems
- demonstration of techniques used to manage OHS information and data systems
- 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 methods of collecting reliable information and data, commonly encountered problems in collection and strategies for overcoming such problems
- review of OHS records
- evaluation of information and data collected
- review of communication of OHS information and data



<b>EVIDENCE GUIDE</b>	
	<ul style="list-style-type: none"><li>• evaluation of recommendations for improvement in prevention strategies.</li></ul>
<b>Guidance information for assessment</b>	<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"><li>• other OHS units.</li></ul>

## 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.

***Sources of OHS information and data*** may include:

- external sources such as:
  - Australian and industry standards
  - Australian Bureau of Statistics (ABS)
  - Australian Safety and Compensation Council
  - internet, journals, magazines
  - manufacturers' manuals and specifications
  - OHS authorities
  - OHS legislation and codes of practice
  - OHS professional bodies
  - research literature
  - technical information and data
  - unions and industry bodies
- internal sources such as:
  - employee information papers, brochures, notes, newsletters
  - job and work system analysis (JSAs)
  - manufacturers' manuals
  - material safety data sheets MSDSs and registers
  - OHS policies and procedures
  - OHS reports including, workplace inspections, hazard and incident reports, technical reports, consultations and observations
  - organisational data such as insurance records, incident investigation, enforcement notices and actions, workers compensation data, OHS performance indicators, audits
  - risk assessments (past and present)
  - safety handbooks
  - work instructions

<b>RANGE STATEMENT</b>	
<b><i>Appropriate formats</i></b> may include:	<ul style="list-style-type: none"> <li>• electronic or paper-based</li> <li>• intranet or CD-ROM</li> <li>• recognised records and data management systems</li> </ul>
<b><i>Key personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• managers from other areas</li> <li>• people involved in OHS decision making or who are affected by OHS decisions</li> </ul>
<b><i>Legal requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• legislation, regulations and standards governing:               <ul style="list-style-type: none"> <li>• privacy and confidentiality of personal records</li> <li>• records for monitoring and exposure to specific hazards</li> <li>• reporting of incidents</li> <li>• workers compensation</li> <li>• workplace equity</li> </ul> </li> </ul>
<b><i>Appropriate tools</i></b> may include:	<ul style="list-style-type: none"> <li>• electronic systems</li> <li>• graphical representations</li> <li>• handbooks</li> <li>• paper-based systems</li> <li>• performance monitoring charts and checklists</li> <li>• registers</li> </ul>
<b><i>Established procedures</i></b> may include:	<ul style="list-style-type: none"> <li>• contract and tender documentation</li> <li>• formal and/or informal procedures</li> <li>• legislation and codes of practice</li> <li>• manufacturers' recommendations, and maintenance and servicing schedules</li> <li>• OHS management systems</li> <li>• organisational policies and procedures including accident and incident recording system</li> <li>• recognised industry standards</li> <li>• relevant workers compensation processes</li> </ul>
<b><i>Stakeholders</i></b> may include:	<ul style="list-style-type: none"> <li>• employees</li> <li>• health and safety, and other employee representatives</li> <li>• management</li> <li>• OHS committees</li> <li>• supervisors</li> </ul>
<b><i>Ethically store OHS information</i></b>	<ul style="list-style-type: none"> <li>• commercial in confidence information as</li> </ul>

RANGE STATEMENT	
<i>and data records</i> may include:	<ul style="list-style-type: none"><li>appropriate</li><li>• confidentiality</li><li>• ensuring access to personal records, within legislative requirements</li><li>• privacy, as appropriate</li></ul>

<b>RANGE STATEMENT</b>	
<b><i>Legislated reporting requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• serious injury and serious incident reporting to OHS authorities</li> </ul>
<b><i>Information and data collected</i></b> may include:	<ul style="list-style-type: none"> <li>• data relating to implementation of OHS plans and processes</li> <li>• hazard registers</li> <li>• incident data including injury and disease</li> <li>• job safety analyses</li> <li>• MSDSs and registers</li> <li>• OHS performance indicators</li> <li>• OHS policies and procedures</li> <li>• risk assessments</li> </ul>
<b><i>Analytical techniques</i></b> may include:	<ul style="list-style-type: none"> <li>• basic statistical tests such as means, standard deviation and percentage change</li> </ul>
<b><i>Target audience</i></b> may include:	<ul style="list-style-type: none"> <li>• internal stakeholders, including:               <ul style="list-style-type: none"> <li>• board/committee of management</li> <li>• contractors</li> <li>• employees and their families</li> <li>• managers</li> <li>• OHS committees</li> <li>• supervisors</li> <li>• visitors and others on site</li> </ul> </li> <li>• external stakeholders, including:               <ul style="list-style-type: none"> <li>• customers, shareholders, local community (directly or via the media)</li> <li>• insurance agencies</li> <li>• OHS regulators</li> <li>• other relevant statutory bodies</li> <li>• representatives of special interest groups and agencies</li> </ul> </li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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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		