



**Australian Government**

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

# **BSBOHS504B Apply principles of OHS risk management**

**Revision Number: 1**

## BSBOHS504B Apply principles of OHS risk management

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.</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 a systematic approach to hazard identification, risk assessment and risk control, with the emphasis on elimination or, where this is not possible, minimisation of risk. It also includes conceptual models for understanding the nature of hazards.</p> <p>The unit provides a basis for the hazard specific competencies in BSBOHS505C Manage hazards in the work environment, and BSBOHS506B Monitor and facilitate the management of hazards associated with plant.</p> <p>This unit is underpinned by BSBOHS403B Identify hazards and assess OHS risks, and BSBOHS404B Contribute to the implementation of strategies to control OHS risk.</p> <p>A more advanced approach to risk assessment, which identifies the separate elements of risk analysis and risk evaluation, is provided in BSBOHS603B Analyse and evaluate OHS risk.</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 information and data to identify hazards	1.1. Access <i>external sources of information and data</i> to assist in identifying <i>hazards</i> 1.2. Review <i>workplace sources of information and data</i> to access and assist in identification of hazards 1.3. Seek input from <i>stakeholders, key personnel</i> and <i>OHS specialists</i> 1.4. Conduct formal and informal research to ensure currency of information with <i>workplace issues</i>
2. Analyse the work environment to identify hazards	2.1. Define, document and communicate <i>occasions when action for hazard identification is required</i> 2.2. Source <i>tools</i> to assist in analysing potential hazards 2.3. Examine <i>task demands</i> and <i>task environment</i> for impact on the person to identify situations with a potential for injury or ill health 2.4. Examine workforce structure, organisation of work and work relationships to identify situations with a potential for injury or ill health 2.5. Examine work environment for <i>agents</i> with a potential for injury or ill health 2.6. Seek input from stakeholders to clarify and confirm issues
3. Assess risk associated with hazards	3.1. Identify <i>factors contributing to risk</i> 3.2. Identify current risk controls for each hazard 3.3. Evaluate adequacy of current controls (if any), taking account of <i>relevant standards</i> and knowledge 3.4. Identify discrepancies between current controls and required quality of control 3.5. <i>Prioritise</i> hazards requiring further control action 3.6. Document method and outcomes of <i>risk assessment</i>
4. Control risk associated with hazards	4.1. Develop a range of control options in consultation with stakeholders, taking account of the outcomes of the risk assessment and the <i>hierarchy of control</i> 4.2. Identify potential <i>factors impacting on the effectiveness of controls</i> 4.3. Seek advice from OHS specialists and key personnel if required 4.4. Identify and seek appropriate authority and relevant resources to initiate and maintain controls 4.5. Identify and document actions required to achieve

ELEMENT	PERFORMANCE CRITERIA
	<p>change</p> <p>4.6. Analyse extent of change and reduction in risk, as a result of controls</p>
<p>5. Maintain hazard identification and risk control processes</p>	<p>5.1. Establish and maintain a <i>risk register</i> relevant to the workplace</p> <p>5.2. Document and communicate risk management procedures to stakeholders and key personnel, as appropriate</p> <p>5.3. Document and communicate outcomes of risk management processes to stakeholders and key personnel, as appropriate</p> <p>5.4. Involve stakeholders and operational staff in risk management processes</p> <p>5.5. Identify situations where OHS specialists may be required</p>
<p>6. Monitor and review risk management processes</p>	<p>6.1. Determine frequency, method and scope of review in consultation with workplace stakeholders and key personnel</p> <p>6.2. Ensure stakeholders and key personnel have input to the review</p> <p>6.3. Identify areas for improvement in the risk management processes and make recommendations</p> <p>6.4. Prepare action plans, including allocated responsibilities and timeframes for implementation</p> <p>6.5. Regularly review effectiveness of risk management processes</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 risk improvement
  - analyse relevant workplace information and data
  - contribute to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources
- attention to detail when making observations and recording outcomes
- research skills to access relevant OHS information and data
- 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

- organisational behaviour and culture as it impacts on OHS and on change
- basic physiology relevant to understanding mode of action of physical, biological and chemical agents on the body and how they produce harm
- basic principles of incident causation and injury processes
- characteristics, mode of action and units of measurement of major hazard types
- concept of common law duty of care
- difference between hazard and risk
- ethics related to professional practice
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS, for example:
  - communication skills

**REQUIRED SKILLS AND KNOWLEDGE**

- cultural background/workplace diversity
- gender
- labour market changes
- 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
- language, literacy and cultural profile of the workgroup
- legislative requirements for OHS information and data, and consultation
- limitations of generic hazard and risk checklists, and risk ranking processes
- methods of providing evidence of compliance with OHS legislation
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- organisational culture as it impacts on the workgroup
- organisational OHS policies and procedures
- other function areas that impact on the management of OHS
- principles and practices of systematic approaches to managing OHS
- professional liability in relation to providing advice
- requirements under hazard specific OHS legislation and codes of practice
- risk as a measure of uncertainty and the factors that affect risk
- roles and responsibilities under OHS legislation of employees, including supervisors and contractors
- standard industry controls for a range of hazards
- 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
- types of hazard identification tools, including job safety analysis (JSA)

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• products used in: <ul style="list-style-type: none"> <li>• the application of a risk management approach to identifying hazards</li> <li>• assessing OHS risk</li> <li>• controlling OHS risk</li> </ul> </li> <li>• how these products were developed and implemented</li> <li>• knowledge of relevant OHS legislation (acts, regulations, codes of practice, associated standards and guidance material.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to workplace or simulated workplace</li> <li>• access to workplace documentation</li> <li>• access to office equipment and resources</li> <li>• access to relevant legislation, standards and guidelines relating to risks found in the workplace.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• analysis of responses to case studies and scenarios</li> <li>• assessment of written reports on the effectiveness of the hazard identification, risk assessment, control and management actions taken</li> <li>• demonstration of techniques used to identify hazards, assess associated risks, control monitor and evaluate risks</li> <li>• direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate</li> <li>• observation of performance in role plays</li> <li>• observation of presentations</li> <li>• oral or written questioning to assess knowledge of</li> </ul>



<b>EVIDENCE GUIDE</b>	
	<p>the OHS information system</p> <ul style="list-style-type: none"> <li>• review of action plans</li> <li>• written reports on hazard identification and risk management activities, matrices and measurements undertaken.</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>• BSBOHS403B Identify hazards and assess OHS risks</li> <li>• BSBOHS404B Contribute to the implementation of strategies to control OHS risk</li> <li>• BSBOHS603B Analyse and evaluate OHS risk.</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.

<p><b><i>External sources of information and data</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• databases with national and state injury data such as National Industrial Chemicals Notification and Assessment Scheme (NICNAS)</li> <li>• employer groups</li> <li>• industry bodies</li> <li>• journals and websites</li> <li>• legislation, codes of practice and standards</li> <li>• manufacturers' manual and specifications</li> <li>• OHS regulatory authorities</li> <li>• OHS specialists</li> <li>• unions.</li> </ul>
<p><b><i>Hazards</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• source or a situation with a potential for harm in terms of human injury or ill health</li> <li>• damage to property</li> <li>• damage to the environment</li> <li>• or a combination of these.</li> </ul>
<p><b><i>Workplace sources of information and data</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• audits</li> <li>• employees</li> <li>• hazard, incident and investigation reports</li> <li>• manufacturers' manuals and specifications</li> <li>• material safety data sheets (MSDSs)</li> <li>• minutes of meetings</li> <li>• OHS representatives</li> <li>• reports</li> <li>• workplace inspections.</li> </ul>
<p><b><i>Stakeholders</i></b> include:</p>	<ul style="list-style-type: none"> <li>• employees</li> <li>• health and safety, and other employee representatives</li> <li>• managers</li> <li>• OHS committees</li> <li>• supervisors.</li> </ul>

<b>RANGE STATEMENT</b>	
<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>OHS specialists</i></b> may include:	<ul style="list-style-type: none"> <li>• engineers</li> <li>• ergonomists</li> <li>• occupational hygienists</li> <li>• organisational psychologists</li> <li>• toxicologists</li> <li>• workplace injury and return to work advisors.</li> </ul>
<b><i>Workplace issues</i></b> may include:	<ul style="list-style-type: none"> <li>• changes in equipment, including technology</li> <li>• changes in social, political or community environment</li> <li>• changes in work organisation, including: <ul style="list-style-type: none"> <li>• contracting</li> <li>• hire arrangements</li> <li>• casualisation</li> <li>• supervisory arrangements</li> <li>• outworkers</li> <li>• rosters</li> <li>• shift work</li> <li>• work hours</li> <li>• work relations</li> </ul> </li> <li>• changes in work practice</li> <li>• changes to legislation and standards</li> <li>• new knowledge on hazards</li> <li>• outcomes of court rulings.</li> </ul>
<b><i>Occasions when action for hazard identification is required</i></b> may include:	<ul style="list-style-type: none"> <li>• at design or pre-purchase of buildings, equipment and materials</li> <li>• at regular intervals during normal operations</li> <li>• before changes are made to workplace, equipment, work processes or work arrangements</li> <li>• commissioning or pre-implementation of new processes or practices</li> <li>• following an incident report</li> <li>• new forms of work and organisation of work</li> <li>• planning major tasks or activities, such as equipment shut-downs</li> <li>• prior to disposal of equipment, buildings or materials</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• when new knowledge becomes available.</li> </ul>
<b>Tools</b> may include:	<ul style="list-style-type: none"> <li>• audits</li> <li>• cause and effect diagrams</li> <li>• JSA</li> <li>• surveys.</li> </ul>
<b>Task demands</b> may include:	<ul style="list-style-type: none"> <li>• arousal and alertness</li> <li>• machine pacing or time pressure to complete a task</li> <li>• physical or physiological demands</li> <li>• repetitive nature of task</li> <li>• required precision or accuracy.</li> </ul>
<b>Task environment</b> may include:	<ul style="list-style-type: none"> <li>• air quality</li> <li>• lighting</li> <li>• noise</li> <li>• thermal</li> </ul>
<b>Agents</b> may be:	<ul style="list-style-type: none"> <li>• biological</li> <li>• chemical</li> <li>• ergonomic</li> <li>• nuclear</li> <li>• physical</li> <li>• psychosocial</li> <li>• radiological.</li> </ul>
<b>Factors contributing to risk</b> may include those associated with:	<ul style="list-style-type: none"> <li>• equipment</li> <li>• frequency and duration of exposure</li> <li>• individual/operator</li> <li>• number of people exposed/involved</li> <li>• task</li> <li>• work environment</li> <li>• work organisation.</li> </ul>
<b>Relevant standards</b> may include:	<ul style="list-style-type: none"> <li>• Australian and industry standards</li> <li>• codes of practice</li> <li>• current knowledge related to the specific hazard and controls</li> <li>• current practice in the industry</li> <li>• legislation.</li> </ul>
<b>Prioritising</b> hazards requiring further control action may include:	<ul style="list-style-type: none"> <li>• other recognised processes</li> <li>• specially designed tools</li> <li>• standard ranking tools.</li> </ul>
<b>Risk assessment</b> includes	<ul style="list-style-type: none"> <li>• factors contributing to risk</li> </ul>

<b>RANGE STATEMENT</b>	
identification of:	<ul style="list-style-type: none"> <li>• current controls and their adequacy</li> <li>• discrepancy between current control and required standard</li> <li>• prioritisation or ranking of a number of risks, where appropriate.</li> </ul>
<i>Hierarchy of control</i> may include:	<ul style="list-style-type: none"> <li>• eliminating hazards</li> <li>• and where this is not practicable, minimising risk by: <ul style="list-style-type: none"> <li>• substitution</li> <li>• isolating the hazard from personnel</li> <li>• using engineering controls</li> <li>• using administrative controls (e.g. procedures, training)</li> <li>• using personal protective equipment (PPE).</li> </ul> </li> </ul>
<i>Factors impacting on the effectiveness of controls</i> may include:	<ul style="list-style-type: none"> <li>• cultural diversity</li> <li>• language</li> <li>• literacy and numeracy levels</li> <li>• shift work and rostering arrangements</li> <li>• training required</li> <li>• workplace culture related to OHS including commitment by managers and supervisors and compliance with procedures and training</li> <li>• workplace organisational structures (size of organisation, geographic, hierarchical).</li> </ul>
<i>Risk register</i> may include:	<ul style="list-style-type: none"> <li>• list of hazards, their location and people exposed</li> <li>• possible control measures and dates for implementation</li> <li>• range of possible scenarios or circumstances under which the hazards may cause injury or damage</li> <li>• results of the risk analysis related to the hazards.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Regulation, Licensing and Risk - Occupational Health and Safety
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## Co-requisite units

<b>Co-requisite units</b>		