BSBOHS601B Develop a systematic approach to managing OHS

Revision Number: 1

BSBOHS601B Develop 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 design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals who are required to effectively design and develop a systematic approach to managing OHS for a specific workplace to ensure it is, as far as is practicable, safe and without risks to the health of employees and others. This may include development and implementation of an OHS Management System (OHSMS).
	The unit covers analysing the workplace to clarify needs; selecting an appropriate standard; developing systematic approaches and associated documentation; and planning, supporting and monitoring the systematic approach.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse the workplace to identify needs	1.1. Identify *external motivators* for development of *systematic approaches to managing OHS* in consultation with managers and other *stakeholders* 1.2. Identify *internal motivators* for development of systematic approaches to managing OHS 1.3. Identify *workplace factors* that may impact on the design and development of systematic approaches to managing OHS
2. Design integrated approaches to managing OHS	2.1. Review *relevant standards*, codes of practice and guidance material that provide a basis for systematic approaches to managing OHS, in consultation with managers and other stakeholders 2.2. Define *elements of systematic approaches to managing OHS* to suit the workplace, in consultation with stakeholders 2.3. Evaluate elements for compliance with *legal obligations* 2.4. Identify situations where *OHS specialists* and *technical advisors* may be required
3. Plan and develop integrated approaches to managing OHS	3.1. Develop *policies and procedures* to support systematic approaches to managing OHS, taking account of workplace factors 3.2. Identify and incorporate links with *other functional areas and management systems* 3.3. Identify and allocate relevant roles and responsibilities 3.4. Identify and document training needs for the introduction and ongoing maintenance of systematic approaches to managing OHS 3.5. Identify and document *resources* necessary to introduce and maintain systematic approaches to managing OHS 3.6. Develop a strategic implementation plan to manage OHS
4. Support planning for and implementation of integrated approaches to managing OHS	4.1. Determine priorities for action in consultation with managers and employee representatives 4.2. Develop action plans with allocated responsibilities and time lines 4.3. Provide advice and support to managers and other *key personnel*

ELEMENT	PERFORMANCE CRITERIA
	4.4. Monitor implementation, in consultation with stakeholders, to ensure practicality, compatibility with other management systems and management practices, and acceptance of systematic approaches and support of programs by all levels of the organisation
	4.5. Provide regular reports and feedback to key personnel, including recommendations for adjustment in the implementation
5. Evaluate the design and development of integrated approaches to managing OHS	5.1. Design the *evaluation protocol* in consultation with stakeholders
	5.2. Develop a plan for collection of *information and data*
	5.3. Analyse and evaluate information and data
	5.4. Make recommendations for improvement in the systematic management of OHS as a result of the evaluation findings
	5.5. Provide a report to management on the outcomes of the evaluation and the recommendations for further development and improvement

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 improvement with OHS incidents
  - 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 resources needed to systematically manage OHS and, where appropriate, access resources
  - contribute to the strategic OHS performance of the organisation
- attention to detail when making observations and recording outcomes
- research skills to access relevant OHS information and data, to interpret information and data, and to identify areas for improvement
- 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
  - write policies, procedures and plans
  - use language and literacy skills appropriate to the workgroup and the task
- data gathering skills such as brainstorming, polling, interviewing
- consultation and negotiation skills to develop plans, and to implement and monitor designated actions
- project management skills to achieve continuous improvement and to action processes 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.

Required knowledge

- concept of common law duty of care
- development of tools such as positive performance indicators (PPIs) in assessment of OHS performance
- difference between common law and statutory law
- ethics related to professional practice
- formal and informal communication and consultation processes, and key personnel related to communication
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- how the characteristics and composition of the workforce impact on risk and the

REQUIRED SKILLS AND KNOWLEDGE

systematic approach to managing OHS, for example:

- communication skills
- 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
- key personnel, including identifying 'change agents', within workplace management structure
- language, literacy and cultural profile of the work group
- legislative requirements for OHS information and data, and consultation
- methods of providing evidence of compliance with OHS legislation
- nature and use of information and data that provides valid and reliable results on performance of OHS management processes (including PPIs and limitations of other types of measures)
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- organisational behaviour and culture as it impacts on OHS and on change
- organisational culture as it impacts on the workgroup
- organisational OHS policies and procedures
- other functional areas that impact on the management of OHS
- principles and practices of a systematic approach to managing OHS
- principles of duty of care including concepts of causation, foreseeability, preventability
- principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items
- principles of incident causation and injury processes
- professional liability in relation to providing advice
- requirements for record keeping that address OHS, privacy and other relevant legislation
- requirements for reporting under OHS and other relevant legislation including notification and reporting of incidents
- requirements of OHS and standards related to systematically managing OHS
- roles and responsibilities under OHS legislation of employees including supervisors, contractors, OHS inspectors
- 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

REQUIRED SKILLS AND KNOWLEDGE

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: • design and development of systematic approaches to managing OHS, either in an actual workplace, or simulation exercise • products developed for the design and development of systematic approaches and associated documentation • how these products were designed and developed • use of these products • knowledge of relevant OHS legislation (acts, regulations, codes of practice, associated standards and guidance material).
Context of and specific resources for assessment	Assessment must ensure: • access to workplace or simulated workplace • access to workplace personnel and documentation • reports from other parties consulted in designing and developing OHS systematic approaches • 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 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 organisational behaviour and culture as it impacts on

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EVIDENCE GUIDE	
	OHS and on change • review of strategic implementation plan and action plans • evaluation of elements for compliance with legal obligations • analysis and evaluation of information and data • review of recommendations made for improvement in the systematic management of OHS.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • 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.	
External motivators may include:	• corporate image/reputation • customer/contract demand • legal obligations
Systematic approaches to managing OHS may include:	• developing, implementing, reviewing and maintaining the activities for managing OHS • use of OHS management systems developed in the workplace to meet the OHS situation in that particular workplace
Stakeholders may include:	• employees • health and safety, and other employee representatives • managers • OHS committees • supervisors
Internal motivators may include:	• financial • industrial relations • injury and illness prevention (ethical)
Workplace factors may include:	• consultation and communication processes • management commitment • management style, and OHS knowledge and skills of organisation • nature of hazards and level of risk • organisational structure • other management systems requiring interface or integration with systematic approaches to managing OHS • resources available • staff profile including language, literacy and numeracy, cultural diversity and specific needs of employees • whether certification is required • workplace culture, including industrial relations and safety culture

RANGE STATEMENT	
Relevant standards may include:	• Australian Standards • industry standards • standards developed by OHS authorities
Elements of systematic approaches to managing OHS may include:	• list of key requirements or major principles that are combined in a methodical and ordered manner to minimise the risk of injury or ill health in the workplace, for example: • allocation of resources • communication and consultation • hazard management • processes of OHS planning • record keeping and reporting • review and evaluation for ongoing improvement of OHS • training and competency
Legal obligations may include:	• equity • freedom of information • industrial relations • OHS • privacy • trade practices • workplace diversity
OHS specialists may be include:	• ergonomists • health professionals • injury management advisors • occupational hygienists
Technical advisors may include:	• engineers (such as design, acoustic, safety, mechanical, civil) • legal practitioners • maintenance and trades persons • workplace trainers and assessors
Policies and procedures may include:	• documents describing how tasks, projects, inspections, jobs and processes are to be undertaken • job/task statements • policies and procedures underpinning OHS • purchasing and contracting procedures • quality system documentation • standard operating procedures

RANGE STATEMENT	
Other functional areas and management systems may include:	• engineering and maintenance • environmental management • finance and auditing • human resources, industrial relations and personnel management, including payroll • information, data and records management • logistics • purchasing, procurement and contracting • quality management • strategic planning
Resources may include:	• equipment • financial requirements • personnel, including time allocation • specialised resources
Key personnel may include:	• those people who have a key role in OHS including managers, supervisors, OHS representatives and other functional areas
Evaluation protocol may include:	• criteria for evaluation • how the criteria will be measured • how the information and data will be collected • time period for collection of information and data
Information and data may include:	• audit reports • feedback from questionnaires • minutes of meetings • workplace inspections • workshops

Unit Sector(s)

Unit sector	

Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety

Co-requisite units

Co-requisite units		

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