



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS602B Develop OHS information and data analysis and reporting and recording processes

Release: 1

BSBOHS602B Develop OHS information and data analysis and reporting and recording processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to design and develop occupational health and safety (OHS) information and data analysis, and reporting and recording processes that inform and contribute to the effectiveness of OHS in the workplace, and to evaluate the effectiveness of these processes. 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	<p>This work applies to a formal OHS management system or other systematic approaches to managing OHS. The information and data system covers analysing workplace information and data in a systematic manner to ensure effective measurement and evaluation of OHS performance, with the objective of improving the management of OHS. This includes informing management and other stakeholders about OHS performance and meeting legislative requirements regarding the use, distribution and maintenance of records under relevant statutory provisions.</p> <p>This unit covers the design and development of a system for managing the collection, analysis and dissemination of OHS information and data, statistics and records, and is therefore more complex than BSBOHS502B Participate in the management of the OHS information and data systems, which addresses the management of an already developed OHS information and data system.</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
<p>1. Identify requirements for OHS information and data</p>	<p>1.1. Review <i>relevant legislation</i> and <i>standards</i> to identify obligations relevant to OHS information and data</p> <p>1.2. Access policies and procedures to identify requirements for OHS information and data</p> <p>1.3. Determine priorities, in consultation with relevant <i>stakeholders</i>, for OHS information and data collection and management</p> <p>1.4. Identify <i>workplace factors</i> that may impact on the design and development of OHS information and data processes</p> <p>1.5. Make recommendations for appropriate indicators of OHS performance</p> <p>1.6. Ensure draft requirements for OHS information and data are developed, in consultation with relevant stakeholders</p>
<p>2. Make recommendations for the design of the OHS information and data processes</p>	<p>2.1. Identify and access relevant <i>sources</i> and <i>types of OHS information and data</i></p> <p>2.2. Investigate <i>formats</i> for, and availability of, databases to identify the most appropriate format</p> <p>2.3. Address legal and <i>ethical requirements</i> in recommendations</p> <p>2.4. Recognise limits of own professional expertise and seek advice from <i>relevant specialists</i> as required</p> <p>2.5. Prepare specifications for the OHS information and data processes</p>
<p>3. Develop the OHS information and data, and reporting and recording processes</p>	<p>3.1. Identify and access or develop, <i>tools</i> for recording and collating information and data recognising the limitations of information and data, and measurement indices, and controlling for potential biases</p> <p>3.2. Identify and facilitate links with <i>other functional areas and management systems</i> to ensure comprehensive information and data collection</p> <p>3.3. Identify and allocate relevant roles and responsibilities</p> <p>3.4. Develop policies, procedures and tools for collecting, collating and recording workplace OHS information and data, taking account of workplace factors and system requirements</p> <p>3.5. Identify and document training needs for collecting, collating and analysing OHS information and data</p> <p>3.6. Identify <i>resources</i> necessary for collecting,</p>

ELEMENT	PERFORMANCE CRITERIA
	collating, recording, analysing and distributing OHS information and data
<p>4. Record and analyse information and data to monitor OHS performance and to evaluate methods of prevention</p>	<p>4.1. Identify and apply <i>descriptive and analytical techniques</i> for systematic evaluation of OHS performance monitoring (including <i>positive performance indicators</i> [PPIs]) and areas for improvement</p> <p>4.2. Access and apply <i>information and data</i> to determine potential associations between workplace hazards and their adverse effects on exposed workers</p> <p>4.3. Record information and data to assist with identifying patterns of occupational injury and disease within particular areas</p> <p>4.4. Ethically manage information and data collection, recording, analysis and application</p> <p>4.5. Critically evaluate OHS information and data to ensure accuracy, reliability, relevance and <i>validity</i></p> <p>4.6. Appropriately format and disseminate outcomes of information and data analysis considering the target audience, and legal and ethical requirements</p> <p>4.7. Identify appropriate strategies for improvement and formulate recommendations as a consequence of information and data analysis</p>
<p>5. Monitor and evaluate the effectiveness of information and data collection and analysis processes</p>	<p>5.1. Regularly review OHS information and data collection, recording, analysis and application processes to ensure relevance to the needs of the organisation in managing OHS and compliance with legislative requirements</p> <p>5.2. Determine frequency, method and scope of review, in consultation with stakeholders</p> <p>5.3. Make recommendations for improvement to OHS information and data processes as required</p> <p>5.4. Implement 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:
 - 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
- 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 of information and data
 - carry out simple statistical analysis e.g. mean, standard deviation, regression
- 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
 - employ consultation and negotiation skills, particularly in relation to developing plans, and implementing and monitoring designated actions
 - write policies, procedures and plans
 - 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
- data gathering skills such as brainstorming, polling, interviewing
- project management skills to achieve continuous improvement and to conduct action planning 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, and to produce effective graphical representations.

Required knowledge

- concept of common law duty of care
- development of tools such as PPIs in assessment of OHS performance
- difference between common law and statutory law

REQUIRED SKILLS AND KNOWLEDGE

- ethics related to professional practice
- examples of OHS information and data management systems and tools
- formal and informal communication and consultation processes, and key personnel related to communication
- 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
 - 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
- key personnel, including identifying change agents, within workplace management structure
- organisational OHS policies and procedures
- 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
- 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
- organisational culture as it impacts on the workgroup
- other functional areas that impact on the management of OHS
- principles and practices of a systematic approach to managing OHS
- principles and practices of continuity and validity of evidence retention for potential legal action
- principles of duty of care including concepts of causation, foreseeability, preventability
- 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 effective records management systems including collection, filing, retention, retrieval, archiving and disposal
- 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

REQUIRED SKILLS AND KNOWLEDGE

- standards related to OHS information and data, statistics and records management including requirements for information and data under elements of systematically managing OHS
- 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
- internal and external sources of OHS information and data.

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"> • design and development of processes for OHS information and data collection, analysis, and reporting and recording, either in an actual workplace or simulation exercise • products developed for design and development of an OHS information and data system • how these products were designed and developed • use of these products • knowledge of legislative requirements for OHS information and data, and consultation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to workplace information and data • reports from other parties consulted in developing OHS information and data collection, reporting and recording, analysis and monitoring processes • access to information and databases for analysis activities • 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 data analysis, reporting and recording • demonstration of techniques used to record, analyse and report on OHS information • 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

EVIDENCE GUIDE	
	<p>principles of duty of care including concepts of causation, foreseeability, preventability</p> <ul style="list-style-type: none"> • review of recommendations made for indicators of OHS performance • evaluation of specifications prepared for the OHS information and data processes • evaluation of ethical management of information and data collection, recording, analysis and application • assessment of recommendations made for improvement to OHS information and data processes.
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	
<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>	
<p><i>Relevant legislation</i> may include:</p>	<ul style="list-style-type: none"> • equity and workplace diversity • freedom of information • OHS, including serious injury and incident reporting • privacy • trade practices • workers compensation
<p><i>Standards</i> may include:</p>	<ul style="list-style-type: none"> • Australian Safety and Compensation Council • international, Australian or industry standards • standards developed by OHS authorities
<p><i>Stakeholders</i> may include:</p>	<ul style="list-style-type: none"> • employees • health and safety, and other employee representatives • management • OHS committees • supervisors
<p><i>Workplace factors</i> may include:</p>	<ul style="list-style-type: none"> • 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 the information and data processes for OHS • required level of security for OHS system, including: <ul style="list-style-type: none"> • prevention of theft and fraud • access security • prevention of interruption of services • inadvertent release of material • information and data destruction, corruption and alteration • resources available

RANGE STATEMENT	
	<ul style="list-style-type: none">• size of organisation and industry type• staff profile including:<ul style="list-style-type: none">• language• literacy• numeracy• cultural diversity• workplace culture, including industrial relations and safety culture

RANGE STATEMENT	
<p><i>Sources of OHS information and data</i> may include:</p>	<ul style="list-style-type: none"> • external sources such as: <ul style="list-style-type: none"> • Australian and industry standards • Australian Bureau of Statistics (ABS) • Australian Safety and Compensation Council • internet, journals and magazines • manufacturers' manuals and specifications • OHS authorities • OHS legislation, codes of practice and guidance material • OHS professional bodies • research literature • technical information and data • unions and industry bodies • internal sources such as: <ul style="list-style-type: none"> • employee information papers, brochures, notes and newsletters • employees • insurance and incident investigation records • manufacturers' manuals • material safety data sheets (MSDSs) and registers • OHS policies and procedures • OHS positive performance indicators • OHS reports including, workplace inspections, hazard and incident reports, technical reports, consultations and observations • risk assessments (past and present) • safety handbooks • work instructions, job system analysis (JSA) and work system analysis • workers compensation data
<p><i>Types of OHS information and data</i> may include:</p>	<ul style="list-style-type: none"> • certification, registration and licensing • correspondence with agencies • enforcement notices and actions • ergonomic information and data, such as job and task analysis • incident reports, including reports on: near misses, hits, incidents, injuries, first aid, illness,

RANGE STATEMENT

	<ul style="list-style-type: none">disease, dangerous occurrences• inspections• lost time reports and summaries• medical records• occupational health information and data• OHS PPIs• performance appraisal and training records, including: instruction and supervision logs, diaries, workbooks• plant maintenance and servicing records• rectification action reports and plans• records of plant stoppages• records of load shifting equipment and tools, such as elevated work platforms (EWP) and explosive powered tools• registers, such as: hazards, risk, hazardous substances, dangerous goods, MSDSs, confined spaces• rehabilitation information, including case management• reports for committees• reports from OHS consultants• reports of proposed changes that may affect OHS• research results• results of tests, measurements and analyses, for example noise and air• results of workplace environmental monitoring such as occupational, industrial hygiene monitoring, health screening and surveillance• risk assessments• risk management records• safety manuals for plant and tools• sickness absence records• training records, including records of competencies to operate plant• workers compensation records• workers' individual histories of exposure to specific substances, such as lead, asbestos, benzene and vinyl chloride• workplace procedure manuals
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RANGE STATEMENT	
Formats may include:	<ul style="list-style-type: none"> • electronic information and data management systems, where system refers to computer software, hardware, users and other elements • paper-based systems such as cards, files, registers and spreadsheets
Ethical requirements may include:	<ul style="list-style-type: none"> • access to personal records • confidentiality • privacy
Relevant specialists may include:	<ul style="list-style-type: none"> • emergency services personnel who may need to access hazardous substances and dangerous goods information and data • ergonomists • health professionals • information and data technology and database management support • injury management advisors • legal practitioners • medical and first aid personnel who may need to access relevant medical records and hazardous substances information and data • occupational hygienists
Tools may include:	<ul style="list-style-type: none"> • available system of backup/archiving/storage/disposal • handbooks • performance monitoring charts and checklists • registers • software for information and data recording and analysis
Other functional areas and management systems 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 • purchasing, procurement and contracting • quality management • strategic planning
Resources may include:	<ul style="list-style-type: none"> • equipment • financial requirements • personnel, including time allocation

RANGE STATEMENT	
	<ul style="list-style-type: none"> specialised resources, such as electronic information and data management system, communications media and information/data technology equipment
<p><i>Descriptive and analytical techniques</i> may include statistical tests and methods such as:</p>	<ul style="list-style-type: none"> broad analytical studies to determine estimates of risk making comparisons using basic tests of significance means, standard deviation, regression analysis and percentage change
<p><i>Positive performance indicators</i> may include:</p>	<ul style="list-style-type: none"> focusing on assessing how successfully a workplace is performing through measuring OHS processes
<p><i>Information and data</i> may include:</p>	<ul style="list-style-type: none"> epidemiological studies such as: <ul style="list-style-type: none"> descriptive studies examining who, what, where, when, why - distribution and frequency analytical studies attempting to analyse cause or determinants of disease by testing a hypothesis experimental or intervention approaches such as clinical and community trials evaluation of particular occupational health programs industry information and data organisational information and data
<p><i>Validity</i> may include a reflection of the true state of a test result and includes tests for systematic distortions such as:</p>	<ul style="list-style-type: none"> confounding bias information/data bias observational bias recall bias selection bias

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		