



**Australian Government**

# **BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control**

**Release 1**

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### **Modification History**

<b>Release</b>	<b>Comments</b>
Release 1	This Unit first released with BSB07 Business Training Package version 7.0.

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge required to contribute to identifying work health and safety (WHS) hazards; assessing WHS risks; and developing, implementing and evaluating risk controls appropriate to own job role and work area.

### **Application of the Unit**

This unit applies to individuals who contribute to identifying WHS hazards; assessing WHS risks; and developing, implementing and evaluating risk controls appropriate to their own job role and work area as part of their WHS responsibilities. The unit applies to people who work in a broad range of WHS roles across all industries.

*NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.*

### **Licensing/Regulatory Information**

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<b>Element</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

## Elements and Performance Criteria

<p>1. Access information to identify hazards, and assess and control risks</p>	<p>1.1 Identify <i>sources of information and data</i></p> <p>1.2 Obtain information and data to determine the nature and scope of <i>workplace hazards</i>, the range of harms they may cause, and how these harms happen</p> <p>1.3 Obtain information and data to determine the nature and scope of workplace risks and risk controls</p>
<p>2. Contribute to compliance and workplace requirements</p>	<p>2.1 Contribute to identifying and complying with requirements of workplace policies, procedures, processes and systems for hazard identification, risk assessment and risk control activities</p> <p>2.2 Contribute to identifying and complying with requirements of WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities</p> <p>2.3 Identify <i>duty holders and their range of duties</i></p>
<p>3. Contribute to workplace hazard identification</p>	<p>3.1 Use knowledge of hazards to advise <i>individuals and parties</i> of workplace <i>hazards</i>, the harms they may cause, and how these harms happen</p> <p>3.2 Apply knowledge of hazard identification to contribute to selecting techniques, tools and processes to identify workplace hazards</p> <p>3.3 Contribute to applying <i>techniques, tools and processes</i></p> <p>3.4 Contribute to documenting use of, and results of, hazard identification</p>
<p>4. Contribute to WHS risk assessment</p>	<p>4.1 Apply knowledge of risk assessment to contribute to selecting risk assessment techniques, tools and processes for workplace hazards</p> <p>4.2 Contribute to applying techniques, tools and processes to identified hazards</p> <p>4.3 Contribute to documenting the results of risk assessments</p>
<p>5. Contribute to the development, implementation and evaluation of risk control</p>	<p>5.1 Apply knowledge of risk control to contribute to developing <i>risk control options</i> for workplace hazards using the results of risk assessments</p> <p>5.2 Contribute to developing and implementing a <i>risk control plan</i></p> <p>5.3 Contribute to evaluating implemented risk controls</p>

## Required Skills and Knowledge

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

### Required skills

- communication skills to communicate with people from a range of backgrounds and with a range of abilities
- evaluation skills to assess WHS information and data
- observational skills to identify hazards, and to assess and control the risks associated with them
- organisational and time-management skills to sequence tasks and meet timelines
- research skills to obtain internal and external WHS information and data.

### Required knowledge

- basic principles of incident causation and injury processes
- how hazard identification, risk assessment and risk control fit into, and are addressed in, a WHS management system (WHSMS)
- internal and external sources of WHS information and data, and how to access them
- nature and scope of workplace hazards, the range of harms they may cause, and how these harms happen
- organisational WHS policies, procedures, processes and systems
- requirements for hazard identification, risk assessment and risk control as specified in WHS Acts, regulations, codes of practice, standards and guidance material
- requirements for hazard identification, risk assessment and risk control activities specified in organisational WHS policies, procedures, processes and systems
- what a hazard is, what a risk is, and the principles of risk and hazard control.

## 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.*

<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>• currency of WHS knowledge</li> <li>• contributing to the:             <ul style="list-style-type: none"> <li>• identification of a range of hazards</li> <li>• assessment of risks</li> <li>• development, implementation and evaluation of a range or combination of risk controls.</li> </ul> </li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• an actual or simulated workplace</li> <li>• office equipment and resources</li> <li>• relevant legislation, standards and guidelines</li> <li>• relevant WHS documentation and records.</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>• demonstration of techniques used to identify WHS hazards and assess WHS risks</li> <li>• demonstration of applying WHS legislation in conducting hazard-identification and risk-management activities</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>• oral or written questioning to assess knowledge of concept of risks, factors that affect risk and difference between a hazard and a risk.</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>• BSBWHS402A Assist with compliance with WHS laws</li><li>• BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes</li><li>• BSBWHS405A Contribute to implementing and maintaining WHS management systems</li><li>• BSBWHS406A Assist with responding to incidents.</li></ul>
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## 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.*

<b><i>Sources of information and data</i></b> may include:	<ul style="list-style-type: none"> <li>• WHS Acts, regulations, codes of practice, Australian and international standards and guidance material, and other information issued by WHS regulators</li> <li>• industry bodies and groups</li> <li>• unions</li> <li>• websites, journals and newsletters</li> <li>• WHS specialists</li> <li>• workers' compensation insurance agents</li> <li>• workplace policies, processes, procedures and systems.</li> </ul>
<b><i>Workplace hazards</i></b> may include:	<ul style="list-style-type: none"> <li>• biological hazards, such as viruses, bacteria, hepatitis, legionnaires' disease, Q fever, brucellosis, leptospirosis, HIV and fungi</li> <li>• electrical</li> <li>• extreme temperature</li> <li>• hazardous chemicals</li> <li>• ionising and non-ionising radiation</li> <li>• machinery and equipment</li> <li>• manual tasks</li> <li>• noise and vibration</li> <li>• psychosocial hazards, such as work-related stress and fatigue, bullying and violence</li> <li>• working at height, falling objects, falls, slips and trips.</li> </ul>
<b><i>Duty holders</i></b> may include:	<ul style="list-style-type: none"> <li>• as specified in WHS Acts:             <ul style="list-style-type: none"> <li>• persons conducting businesses or undertakings (PCBUs) or their officers</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul> </li> </ul>
<b><i>Individuals and parties</i></b> may include:	<ul style="list-style-type: none"> <li>• contractors and suppliers</li> <li>• health and safety committees</li> <li>• health and safety representatives</li> <li>• managers, supervisors and PCBUs or their officers</li> <li>• workers.</li> </ul>



<p><b><i>Techniques, tools and processes</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• as specified in WHS Acts, regulations, codes of practice, standards, guidance material and other information issued by WHS regulators</li> <li>• as specified in workplace policies, procedures, processes and systems, including hazard reporting systems and safe work method statements</li> <li>• audits</li> <li>• compensation claim information</li> <li>• consultation with individuals and parties</li> <li>• incident and investigation reports</li> <li>• safety data sheets (SDS) and registers of hazardous chemicals and dangerous goods</li> <li>• workplace inspections.</li> </ul>
<p><b><i>Risk control options</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• as specified in WHS Acts, regulations, codes of practice, standards and guidance material, and other information issued by WHS regulators</li> <li>• as specified in workplace policies, procedures, processes and systems.</li> </ul>
<p><b><i>Risk control plan</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• how and when controls will be implemented and evaluated</li> <li>• risk controls determined in consultation with individuals and parties</li> <li>• risk controls to be implemented that meet requirements as specified in WHS Acts, regulations, codes of practice, standards and guidance material, and other information issued by WHS regulators and in workplace policies, procedures, processes and systems</li> <li>• responsibilities for implementation.</li> </ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety