



**Australian Government**

# **BSBWHS410A Contribute to work-related health and safety measures and initiatives**

**Release 1**

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### **Modification History**

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

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge required to contribute to a range of work-related health and safety measures and initiatives.

### **Application of the Unit**

This unit applies to individuals who contribute to the selection, development, implementation and evaluation of a range of work-related health and safety measures and initiatives. These include specific legislative requirements and obligations, or non-legislative requirements that contribute to the health and safety of workers.

*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. Contribute to scoping work-related health and safety measures and initiatives</p>	<p>1.1 Access <i>sources of information and data</i> on <i>work-related health and safety measures and initiatives</i> designed either to <i>meet specific legislative requirements and obligations</i> or to support <i>voluntary health promotion programs</i></p> <p>1.2 Differentiate between these measures and initiatives and communicate findings to <i>individuals and parties</i></p> <p>1.3 Identify programs that reflect statutory obligations and those programs that are voluntary and 'wellbeing' in character</p> <p>1.4. Consult with individuals and parties to assist with identifying and evaluating <i>factors impacting on work-related health and safety</i></p> <p>1.5. Consult with individuals and parties to assist with determining appropriate measures and initiatives to address them</p> <p>1.6 Consult with individuals and parties to assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support voluntary health promotion programs</p>
<p>2. Contribute to establishing work-related health and safety measures and initiatives</p>	<p>2.1 Contribute to the <i>development and planning</i> of work-related health and safety measures and initiatives</p> <p>2.2 Identify resourcing requirements, timelines and responsibilities to implement work-related health and safety measures and initiatives</p> <p>2.3 Assist with timetabling, liaison and coordination, administering resources and communication to implement work-related health and safety measures and initiatives</p>
<p>3. Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations</p>	<p>3.1 Apply knowledge of work health and safety (WHS) consultation and participation processes to help ensure effective and appropriate participation of and consultation with individuals and parties about all aspects of work-related health and safety measures and initiatives</p> <p>3.2 Apply knowledge of <i>WHS legislation</i> and workplace policies and processes to help ensure work-related health and safety measures and initiatives comply with these requirements and obligations</p> <p>3.3 Apply knowledge of <i>other legislative requirements and obligations</i> to help ensure work-related health and safety measures and initiatives comply with these requirements and obligations</p>
<p>4. Contribute to</p>	<p>4.1 Contribute to developing appropriate means to review and</p>

reviewing and evaluating work-related health and safety measures and initiatives	evaluate work-related health and safety measures and initiatives 4.2 Assist with review and evaluation activities 4.3 Assist with preparing reports on and communicating review and evaluation outcomes to individuals and parties
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## 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
- problem solving and evaluation skills to assess WHS information and data
- literacy skills to prepare reports on the outcomes of evaluations of work-related health and safety measures and initiatives
- organisational and time-management skills to sequence tasks and meet timelines
- research skills to access and obtain internal and external WHS information and data.

### Required knowledge

- basic understanding of application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support voluntary health promotion programs
- factors that impact on work-related health and safety and their potential effects
- internal and external sources of WHS information and data, and how to access them
- organisational WHS and other relevant policies, procedures, processes and systems, including human resources
- relevant exposure standards for hazardous chemicals and physical hazards, such as heat, radiation, electricity and light
- relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- work-related health and safety measures and initiatives:
  - that either meet specific legislative requirements and obligations, or support voluntary health prevention programs
  - the factors impacting on worker health and safety that they address, how effective they are, their costs and benefits, why and how they should or should not be implemented in a workplace.

## 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>• clear understanding of the difference between specific legislative requirements and obligations under WHS legislation and voluntary health-promotion programs</li> <li>• liaising with people internal and external to the organisation involved in work-related health and safety measures and initiatives</li> <li>• understanding of relevant legal issues.</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>• relevant legislation, standards and guidelines</li> <li>• information and resources about factors impacting on the health and safety of workers, and work-related health and safety measures and initiatives</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 the application of WHS and other legislative requirements in contributing to the development, implementation, review and evaluation of worker health and safety measures and initiatives</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 requirements.</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>• BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control</li><li>• BSBWHS405A Contribute to implementing and maintaining WHS management systems.</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.*

<p><b><i>Sources of information and data</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• industry bodies and groups</li> <li>• relevant Australian and international standards</li> <li>• relevant websites, journals and newsletters</li> <li>• unions</li> <li>• WHS Acts, regulations, codes of practice, guidance material, and other information issued by WHS regulators</li> <li>• work health and wellbeing specialists</li> <li>• workers' compensation insurance agents</li> <li>• workplace information and data relating to worker health and wellbeing.</li> </ul>
<p><b><i>Work-related health and safety measures and initiatives that meet specific legislative requirements and obligations</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• health monitoring of workers exposed to particular work hazards as specified in legislation</li> <li>• pre-employment and other work-related health assessments as specified in legislation</li> <li>• workplace measures to target specific factors, such as stress, fatigue, bullying and harassment, hearing loss, and short-term and long-term effects resulting from exposure to hazardous substances (such as asbestos, lead and isocyanates).</li> </ul>
<p><b><i>Work-related health and safety measures and initiatives that support voluntary health promotion programs</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• employee/worker support and assistance programs</li> <li>• general health promotion measures and programs.</li> </ul>
<p><b><i>Individuals and parties</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• health and safety committees</li> <li>• health and safety representatives</li> <li>• managers and supervisors</li> <li>• persons conducting businesses or undertakings (PCBUs) or their officers</li> <li>• unions and industry bodies</li> <li>• worker health and wellbeing specialists</li> <li>• workers.</li> </ul>
<p><b><i>Factors impacting on work-related health and safety</i></b></p>	<ul style="list-style-type: none"> <li>• health and other requirements for workers undertaking safety critical tasks and jobs</li> <li>• lifestyle factors</li> </ul>

may include:	<ul style="list-style-type: none"> <li>• non-work related health and safety problems</li> <li>• other factors that need to be addressed to meet specific legislative requirements and obligations</li> <li>• workplace psychosocial factors, including bullying, fatigue, harassment and other sources of work-related stress</li> <li>• work-related factors.</li> </ul>
<i>Development and planning</i> may include:	<ul style="list-style-type: none"> <li>• liaison with government bodies</li> <li>• liaison with health promotion program professionals.</li> </ul>
<i>WHS legislation</i> may include:	<ul style="list-style-type: none"> <li>• Acts</li> <li>• regulations</li> <li>• codes of practice.</li> </ul>
<i>Other legislative requirements and obligations</i> may include:	<ul style="list-style-type: none"> <li>• award and industrial workplace legislative requirements</li> <li>• common law rights and duties</li> <li>• privacy laws and regulations</li> <li>• workers' compensation legislation and regulations.</li> </ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety