



**Australian Government**

# **BSBWHS503A Contribute to the systematic management of WHS risk**

**Release 1**

# BSBWHS503A Contribute to the systematic management of WHS risk

## Modification History

Release	Comments
Release 1	<p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces and is equivalent to BSBOHS504B Apply principles of OHS risk management.</p>

## Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to contribute to the systematic management of work health and safety (WHS) risk. It addresses the processes and techniques necessary to contribute to the systematic management of WHS risk.

## Application of the Unit

This unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

*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

1. Access information and data to contribute to the systematic management of WHS risk	<p>1.1 Identify <i>sources of information and data</i></p> <p>1.2 Obtain information and data to determine the purposes, objectives, principles and framework of a systematic approach to managing WHS risk</p>
2. Contribute to effective consultation and participation during all stages of the risk-management process	<p>2.1 Identify <i>individuals and parties</i> who need to participate and be consulted</p> <p>2.2 Apply knowledge of effective consultation and participation to contribute to ensuring effective consultation and participation processes occur</p>
3. Contribute to establishing the context for risk management	<p>3.1 Apply knowledge of <i>WHS legislation</i> to identify <i>duty holders</i> and legislative requirements for WHS risk management</p> <p>3.2 Identify individuals and parties impacting on risk management</p> <p>3.3 Apply knowledge of organisation to identify factors that will impact on risk control</p> <p>3.4 Contribute to establishing the <i>context of the risk-management process</i></p> <p>3.5 Contribute to defining <i>risk criteria</i></p>
4. Contribute to risk assessment	<p>4.1 Apply knowledge of workplace hazards and risks to contribute to <i>risk identification</i></p> <p>4.2 Apply knowledge of WHS legislation, risk assessment and workplace WHS information and data to contribute to <i>risk analysis and evaluation</i></p>
5. Contribute to risk treatment	<p>5.1 Apply knowledge of WHS hazard and risk control, and WHS legislation to contribute to the selection of <i>risk treatment options</i></p> <p>5.2 Apply knowledge of the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to prepare and implement risk treatments</p>
6. Contribute to monitoring, reviewing and recording risk-management process	<p>6.1 Apply knowledge of the organisation's WHSMS to contribute to monitoring and reviewing risk-management process</p> <p>6.2 Apply knowledge of the organisation's WHSIS to contribute to recording risk-management process</p>

## Required Skills and Knowledge

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

### Required skills

- analytical skills to read and interpret relevant workplace information and data
- communication skills to:
  - conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation, and with external parties and individuals
  - use language appropriate to the work team and the task
- consultation and negotiation skills to:
  - develop plans
  - implement and monitor designated actions
- information technology skills to:
  - access and download internal and external information and data on WHS
  - use a range of communication media
- literacy skills to write policies, procedures and plans
- numeracy skills to:
  - analyse workplace information and data
  - carry out calculations
  - identify trends
- organisational skills to manage own tasks within a timeframe
- project-management skills to:
  - achieve continuous improvement
  - action processes about WHS matters
- research skills to:
  - access relevant WHS information and data
  - identify areas for improvement
  - interpret information and data.

### Required knowledge

- difference between hazard and risk
- formal and informal communication and consultation processes, and key personnel related to communication
- how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:
  - communication skills
  - cultural background and diversity
  - gender
  - labour market changes
  - language, literacy and numeracy levels of the workforce

- structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location
- workers with specific needs and limitations
- workplace culture towards alcohol and other drug use
- internal and external sources of WHS information and data, and how to access them
- limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- organisational behaviour and culture as they impact on WHS and on change
- organisational culture as it impacts on the work team
- organisational WHS policies, procedures, processes and systems
- other functional areas that impact on the management of WHS
- pertinent sections of relevant Australian standards and publications, including:
  - AS/NZS ISO 31000–2009 Risk Management – Principles and Guidelines
  - Standards Australia publication HB 327:2010 Communicating and consulting about risk (Companion to AS/NZS ISO 31000:2009)
  - Standards Australia publication HB 158-2010 Delivering assurance based on ISO 31000:2009 – Risk management – Principles and guidelines
- principles and practices of a systematic approach to managing WHS
- principles of duty of care, including concepts of causation, foreseeability and preventability
- principles of incident causation and injury processes
- range of risk analysis and assessment techniques and tools, and their application and limitations
- relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- risk as the effect of uncertainty on objectives
- risk management as a duty of persons conducting businesses or undertakings (PCBUs) or their officers under WHS legislation
- roles and responsibilities of individuals and parties under WHS legislation
- sources of occupational disease and their prevention
- standard industry controls for a range of hazards
- techniques, tools and processes for identifying and controlling health and safety hazards and risks, including:
  - hazard and risk checklists
  - hazard hunts
  - job safety analyses
  - manifests and registers, including for dangerous goods, hazardous chemicals and plant
  - safe work method statements
  - surveys using questionnaires, interviews and other survey techniques
  - workplace inspections and walk throughs
- toxicology of hazardous chemicals and potential health effects in the 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>• contributing to the development, implementation and evaluation of a systematic approach to WHS risk management</li> <li>• knowledge of pertinent sections of relevant Australian standards and WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• preparing an action plan to implement a systematic approach to WHS risk management</li> <li>• preparing positive performance indicators for evaluation of a systematic approach to WHS risk management.</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>• actual workplaces and stakeholder groups</li> <li>• office equipment and resources</li> <li>• relevant legislation, standards and guidelines</li> <li>• workplace documentation</li> <li>• reports from other parties consulted during the approach to WHS risk management.</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, analyse, evaluate, control and monitor 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> </ul>

	<ul style="list-style-type: none"> <li>• observation of presentations</li> <li>• review of information and data communicated to stakeholders about the WHS risk process</li> <li>• assessment of comparison of outcomes of WHS risk analysis with criteria</li> <li>• review of documentation of process and outcomes of analysis and evaluation of WHS risk of a task or process.</li> </ul>
<p><b>Guidance information for assessment</b></p>	<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>• BSBWHS502A Manage effective WHS consultation and participation processes</li> <li>• BSBWHS504A Manage WHS hazards and risks</li> <li>• BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems</li> <li>• BSBWHS507A Contribute to managing WHS information systems</li> <li>• BSBWHS508A Manage WHS hazards associated with plant.</li> </ul>



## 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>• Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• Standards Australia publication HB 327:2010 Communicating and consulting about risk (Companion to AS/NZS ISO 31000:2009)</li> <li>• Standards Australia publication HB 158-2010 Delivering assurance based on ISO 31000:2009 – Risk management – Principles and guidelines</li> <li>• industry associations</li> <li>• Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• unions</li> <li>• WHS professionals</li> <li>• WHS professional associations</li> <li>• WHS specialists.</li> </ul>
<p><b><i>Individuals and parties</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• contractors and suppliers</li> <li>• health and safety committees</li> <li>• health and safety representatives</li> <li>• industry associations</li> <li>• managers and supervisors</li> <li>• PCBUs or their officers</li> <li>• unions</li> <li>• WHS inspectors</li> <li>• WHS professionals</li> <li>• WHS professional associations</li> <li>• WHS regulators</li> <li>• WHS specialists</li> <li>• workers.</li> </ul>
<p><b><i>WHS legislation</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• WHS Acts, regulations and codes of practice, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks.</li> </ul>
<p><b><i>Duty holders</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• as specified in WHS Acts:             <ul style="list-style-type: none"> <li>• PCBUs or their officers</li> <li>• workers</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• other persons at a workplace.</li> </ul>
<b><i>Context of the risk-management process</i></b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• as specified in WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• organisational requirements, such as integration with work processes, and other organisational systems, for example information technology, human resources, quality, management and environment.</li> </ul>
<b><i>Risk criteria</i></b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• as specified in WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks.</li> </ul>
<b><i>Risk identification</i></b> may include:	<ul style="list-style-type: none"> <li>• analysing existing WHS information – desktop identification</li> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• as specified in the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• incident investigations</li> <li>• using hazard registers</li> <li>• workplace inspections.</li> </ul>
<b><i>Risk analysis and evaluation</i></b> may include:	<ul style="list-style-type: none"> <li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li> <li>• meeting requirements of WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• gathering information on hazards to see what harms they may cause</li> <li>• assessing who and how many may be harmed by a hazard</li> <li>• examining acceptability of a risk</li> <li>• examining severity and likelihood of harm occurring</li> </ul>

	<ul style="list-style-type: none"><li>• using risk level matrices to rate and prioritise risks.</li></ul>
<p><i>Risk treatment options</i> may include:</p>	<ul style="list-style-type: none"><li>• as specified in Australian Standard AS/NZS ISO 31000–2009 Risk management – Principles and guidelines</li><li>• options based on the hierarchy of control</li><li>• options based on the as low as reasonably practicable (ALARP) principle</li><li>• options that meet the requirements of WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks.</li></ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety