Australian Government

BSBWHS605A Develop, implement and maintain WHS management systems

Release 1

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Modification History

Release	Comments
Release 1	This Unit first released with *BSB07 Business Training Package version 7.0.* Replaces and is equivalent to BSBOHS601B Develop a systematic approach to managing OHS.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain a work health and safety management system (WHSMS) or elements thereof.

Application of the Unit

This unit applies to individuals with organisational responsibilities to develop, implement and maintain a WHSMS appropriate to the nature and scale of the organisation and its work health and safety (WHS) risks.

The unit applies to people who apply advanced practical knowledge to coordinate, facilitate and maintain the WHS program in an organisation.

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.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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

1. Support and facilitate the implementation of a WHSMS	1.1 Determine the form, content, purposes and functions of a WHSMS *appropriate to the organisation* and its WHS risks
	1.2 Consult effectively with *individuals and parties* about the form, content, purposes and functions of a WHSMS and its implementation
	1.3 Facilitate agreement of individuals and parties to implementing a WHSMS
2. Develop WHS policy and commitment to a WHSMS	2.1 Communicate to individuals and parties the WHS policy *requirements* and commitment requirements to implement a WHSMS
	2.2 Develop and implement an initial WHS review, as required, appropriate to own job role
	2.3 Develop WHS policy that meets organisational requirements and is appropriate to the organisation
	2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing and agreeing to WHS policy
	2.5 Document WHS policy and communicate it to individuals and parties
3. Develop a WHS plan	3.1 Communicate to individuals and parties the requirements of a WHS plan
	3.2 Work with individuals and parties to produce a WHS plan appropriate to the organisation that meets requirements
	3.3 Facilitate and support the participation of, and consultation with, individuals and parties in building and agreeing to a WHS plan
4. Implement the WHS plan	4.1 Communicate to individuals and parties the WHS plan implementation requirements, as appropriate to the organisation
	4.2 Facilitate and support the participation of, and consultation with, individuals and parties in implementing the WHS plan
	4.3 Work with individuals and parties to ensure policies, procedures, processes and systems support implementation of the WHS plan, as appropriate to own job role
5. Measure and evaluate WHS performance	5.1 Communicate to individuals and parties the measurement and evaluation requirements of the WHS plan as appropriate to the organisation
	5.2 Facilitate and support the participation of, and consultation with, individuals and parties in measuring and evaluating WHS

	performance
	5.3 Assess policies, procedures, systems and processes in relation to their ability to support implementation of the WHS plan, as appropriate to own job role
6. Review and improve the WHSMS	6.1 Communicate to individuals and parties the review and improvement requirements of the WHSMS as appropriate to the organisation
	6.2 Facilitate and support the participation of, and consultation with, individuals and parties in reviewing and improving the WHSMS
	6.3 Document review outcomes and suggested WHSMS improvements, as appropriate to own job role, and submit to management for consideration

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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
  - contribute to the assessment of resources needed to manage risk and where appropriate access these resources
  - identify areas for WHS improvement
- communication skills to:
  - conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation
  - prepare reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- consultation, facilitation and negotiation skills to:
  - develop and implement plans
  - implement and monitor designated actions
- information technology skills to:
  - download and upload information
  - use WHSMS and other software
- numeracy skills to analyse workplace information and data
- organisational skills to manage own tasks within a timeframe
- project-management skills to achieve change in WHS matters.

Required knowledge

- barriers to WHSMS implementation and strategies to remove them
- documents relating to WHSMS, including:
  - regulatory authority WHSMS tools, standards and guidance
  - Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
  - Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
  - Standards Australia publication HB211-2001 Occupational Health and Safety Management Systems – A Guide to AS4801 for Small Business
- nature of information and data that provide valid and reliable measures of WHS performance and WHSMS, including positive performance indicators
- relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and other relevant publications
- requirements for recordkeeping that address WHS, privacy and other relevant legislation
- WHSMS
- WHSMS certification and auditing standards, processes and requirements.

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: • developing, implementing, reviewing and maintaining a WHSMS • WHS changes that have occurred as a result of the implementation of the WHSMS • steps taken to ensure ongoing commitment to the WHSMS.
Context of and specific resources for assessment	Assessment must ensure access to: • office equipment, resources and workplace documentation • relevant Acts, regulations, codes of practice, standards and guidance materials.
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 WHSMS • demonstration of techniques used to develop, implement and maintain a WHSMS • 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 the WHSMS • evaluation of WHS needs and priorities • review of WHS plans.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is

	recommended, for example:
Approved	- BSBWHS601A Apply legislative frameworks for WHS - BSBWHS602A Facilitate WHS activities - BSBWHS603A Implement WHS risk management - BSBWHS604A Evaluate the WHS performance organisations - BSBWHS606A Conduct a WHS audit.

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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.

Appropriate to the organisation may include:	- consideration of: - available resources - geographic locations - nature of hazards and risks in the organisation - nature of the business - requirement to integrate with other organisational systems, such as quality, finance, management, information technology and human resources - scale of the organisation - size of the organisation - WHS and claims experience - WHS needs.
Individuals and parties may include:	- contractors, suppliers and customers - health and safety committees - health and safety representatives - managers and supervisors - PCBUs or their officers - WHS specialists and advisors - workers.
Requirements may include:	- input and advice from WHS specialists - relevant sections of publications, such as: - Australian Standard AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use - Australian Standard AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques employer and industry associations - Standards Australia publication HB 211–2001 Occupational health and safety management systems – A guide to AS 4801 for small business - relevant sections of WHS Acts, regulations, codes

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| | of practice, standards, guidance material and other information issued by WHS regulators |
| | • WHSMS tools and guidance publications. |

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety

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