



**Australian Government**

# **BSBWHS607A Apply ergonomics to manage WHS hazards and risks**

**Release 1**

## BSBWHS607A Apply ergonomics to manage WHS hazards and risks

### 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 BSBOHS604B Apply ergonomic principles to control OHS risk.</p>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply ergonomics to manage work health and safety (WHS) hazards and risks.

This unit addresses the principles, processes and methods of ergonomics and their application to the management of WHS hazards and risks. It enables improved management of WHS through an understanding of how ergonomics contributes to WHS management; the appropriate application of ergonomics principles, processes and methods; and working with ergonomists and other specialists.

### Application of the Unit

This unit applies to people who manage WHS hazards and risks and who need to consider the role ergonomics plays in this process. Working with ergonomists may be required as part of this role.

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

## Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<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. Identify WHS hazards and risks whose management could include the application of ergonomics	<p>1.1 Use workplace WHS information to identify WHS hazards and risks</p> <p>1.2. Apply knowledge of ergonomics principles, processes and methods to identify workplace <b>WHS hazards and risks</b> whose management could include the application of ergonomics</p>
2. Use ergonomics to address WHS issues	<p>2.1 Apply ergonomics principles, processes and methods in the assessment of WHS hazards and risks</p> <p>2.2. Apply ergonomics principles, processes and methods in the development of risk controls</p> <p>2.3. Apply ergonomics principles, processes and methods in the evaluation of risk controls</p>
3. Apply ergonomics in WHS-related planning and design activities	<p>3.1 Identify <b>WHS-related planning and design activities and processes</b></p> <p>3.2. Identify opportunities for the application of ergonomics principles, processes and methods to enhance WHS-related planning and design activities</p> <p>3.3. Apply ergonomics principles, processes and methods to enhance WHS-related planning and design activities</p> <p>3.4. Review and evaluate enhancements to WHS-related planning and design activities</p>
4. Ensure ergonomics activities are appropriate	<p>4.1 Ensure ergonomics activities comply with all applicable WHS legislation, regulations, codes of practice and <b>other relevant documents</b></p> <p>4.2 Ensure ergonomics activities comply with relevant workplace processes, procedures, standards and systems</p> <p>4.3 Apply appropriate ergonomics principles, processes and methods according to available resources and own role, responsibilities, skill and knowledge</p> <p>4.4 Seek advice, support and input from <b>specialists</b> where necessary and appropriate</p>

## Required Skills and Knowledge

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

### Required skills

- analytical skills to:
  - identify areas for WHS improvement
  - analyse relevant workplace information and data, and make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
  - contribute to the assessment of resources needed to manage WHS and where appropriate access these resources
  - contribute to the strategic WHS performance of the organisation
- 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
  - write policies, procedures and plans
- 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
- organisational skills to manage own tasks within a timeframe
- project-management skills to achieve continuous improvement and to action processes about WHS matters
- research skills to:
  - access relevant WHS information and data
  - identify areas for improvement
  - interpret information and data
  - pay attention to detail when making observations and recording outcomes
  - use information and data-gathering techniques, such as brainstorming, polling and interviewing.

### Required knowledge

- application domains of ergonomics
- broad overview of the knowledge base, skills, methods, techniques, expertise, roles and functions of ergonomists
- ergonomics as the scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theoretical principles, data and methods to design in order to optimise human wellbeing and overall system performance
- ergonomics principles, processes and methods applicable to the management of WHS hazards and risks, and WHS-related planning and design activities and processes

- ergonomics-related content of applicable WHS legislation, regulations, codes of practice and other documents, such as policies, standards, guidance publications and alerts issued by the relevant WHS regulators
- general principles and processes of ergonomics
- risk management as a duty of persons conducting businesses or undertakings (PCBUs) or their officers under WHS legislation
- scope and broad content of Australian and international ergonomics standards
- systems and systems concepts as used in ergonomics.

## 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>• applying ergonomics principles, processes and methods in the assessment of a range of WHS hazards and risks, and in the development and evaluation of risk controls</li> <li>• applying ergonomics principles, processes and methods to enhance WHS-related planning and design activities</li> <li>• working with specialists to manage WHS hazards and risks</li> <li>• knowledge of current approaches to and developments in ergonomics in the workplace.</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>• a workplace</li> <li>• relevant legislation, standards, guidelines, information and data</li> <li>• reports from other parties consulted in developing ergonomics interventions.</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>• 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 presentations</li> <li>• oral or written questioning to assess knowledge of ergonomics principles, processes and methods applicable to the management of WHS hazards and risks, and WHS-related planning and design activities and processes</li> <li>• written examples and reports on the review and</li> </ul>

	outcomes of ergonomics recommendations made to manage WHS risks and hazards and to enhance WHS-related planning and design activities.
<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>• BSBWHS609A Advise on the application of safe design principles to control WHS risks.</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>WHS hazards and risks</b> may include:</p>	<ul style="list-style-type: none"> <li>• bullying</li> <li>• fatigue</li> <li>• hazardous physical and/or mental workloads</li> <li>• lighting</li> <li>• manual handling</li> <li>• noise and infrasound</li> <li>• plant-related hazards and risks</li> <li>• psychosocial hazards</li> <li>• shift work and extended shifts</li> <li>• vibration</li> <li>• work stress</li> <li>• workplace layout hazards.</li> </ul>
<p><b>WHS-related planning and design activities and processes</b> may include:</p>	<ul style="list-style-type: none"> <li>• work and workplace systems</li> <li>• workstations and work areas</li> <li>• jobs and tasks</li> <li>• physical and psychosocial work environments</li> <li>• shift work and general work rosters</li> <li>• workplace policies, procedures, processes and structures</li> <li>• workplace communications systems and processes</li> <li>• WHS management systems</li> <li>• information technology systems</li> <li>• plant, equipment and tools, including their specification and acquisition</li> <li>• specification and acquisition of services</li> <li>• maintenance processes and procedures.</li> </ul>
<p><b>Other relevant documents</b> may include:</p>	<ul style="list-style-type: none"> <li>• policies</li> <li>• standards</li> <li>• guidance publications</li> <li>• alerts issued by the relevant WHS regulators.</li> </ul>
<p><b>Specialists</b> may include:</p>	<ul style="list-style-type: none"> <li>• designers</li> <li>• engineers: design, acoustic, safety and mechanical</li> <li>• health professionals</li> <li>• manufacturers and suppliers of workplace goods</li> </ul>

	and services • professional ergonomists.
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## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety