



Australian Government

FBPWHS5001 Manage work health and safety processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage the ongoing implementation of work health and safety procedures and processes.

This unit applies to individuals who manage a small organisation, several work groups or a larger group within an organisation. Work is likely to have a focus on maintaining already established processes and the unit assumes that work health and safety advice and expertise is available.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage work health and safety information and records	<p>1.1 Identify and access relevant work health and safety legislation, standards, codes of practice/compliance codes, guidance material and other sources of work health and safety information and evaluate their relevance to the specific work context</p> <p>1.2 Collect and collate information on work health and safety requirements, trends and risk controls and provide to others</p> <p>1.3 Review records and record keeping processes to ensure that legal</p>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>requirements for work health and safety record keeping are identified and addressed</p> <p>1.4 Implement and monitor processes for ensuring that work health and safety records are accurately completed, collected and stored in accordance with legal requirements and workplace procedures</p>
2. Manage work health and safety participative processes	<p>2.1 Monitor participative processes to ensure compliance with legislative requirements and organisation procedures</p> <p>2.2 Evaluate information provided to employees to ensure it is in a readily accessible and understandable format</p> <p>2.3 Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety</p> <p>2.4 Evaluate processes for addressing work health and safety issues to ensure issues raised through consultation are resolved promptly and in line with organisation procedures and legislative requirements</p> <p>2.5 Provide prompt information about the outcomes of consultation to employees in a format and medium that is readily accessible</p>
3. Manage work health and safety risk management processes	<p>3.1 Ensure hazard, incident, and injury reporting and investigation processes are in place to meet legislative requirements and to inform future prevention strategies</p> <p>3.2 Ensure processes are in place so that hazard identification and risk assessments occur according to organisation procedures</p> <p>3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements</p> <p>3.4 Ensure processes are in place to identify and address any work health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work</p> <p>3.5 Recognise limits of own professional expertise and consult expert advisors as required</p>
4. Manage work health and safety training program	<p>4.1 Assess work health and safety training needs of workgroup members, taking into account legislative and regulatory requirements, internal policies and procedures, existing skills of work group members and risk control requirements</p> <p>4.2 Implement and monitor training programs to ensure identified</p>

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>work health and safety training requirements are addressed</p> <p>4.3 Implement and monitor processes to ensure that all new employees receive work health and safety induction</p> <p>4.4 Access and consult relevant work health and safety and training specialists as required in the development and implementation of the training program</p>
5. Manage work health and safety continuous improvement process	<p>5.1 Obtain and consider input from individuals and workgroup in identifying and implementing work health and safety improvement</p> <p>5.2 Determine work health and safety priorities in consultation with appropriate managers and stakeholders</p> <p>5.3 Develop work health and safety action plans, taking priorities and training needs into account</p> <p>5.4 Monitor and update achievements against the work health and safety plans accordingly</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Comprehends, interprets and synthesises complex information from a range of sources
Writing	<ul style="list-style-type: none"> Presents information using vocabulary and format suitable for the task
Oral communication	<ul style="list-style-type: none"> Presents ideas and information choosing appropriate vocabulary for purpose and audience Uses questioning and active listening to seek opinions or information and to clarify understanding
Navigate the world of work	<ul style="list-style-type: none"> Monitors adherence to legal and regulatory responsibilities for self and others in relation to work health and safety requirements
Interact with others	<ul style="list-style-type: none"> Chooses appropriate communication methods to present information to a range of individuals

Skill	Description
Get the work done	<ul style="list-style-type: none"> • Develops plans to manage relatively complex tasks with an awareness of how they contribute to the organisation • Applies problem solving techniques to address complex work health and safety issues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS5001 Manage work health and safety processes	FDFOHS5001A Manage OHS processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Minor change to title to reflect current industry terminology	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>