



**Australian Government**

# **HLTWHS004 Manage work health and safety**

**Release: 2**

## HLTWHS004 Manage work health and safety

### Modification History

Release	Comments
Release 2	Updated: <ul style="list-style-type: none"><li>• assessor requirements statement</li><li>• foundation skills lead in statement</li><li>• licensing statement</li><li>• modification history to reflect 2012 standards</li></ul> Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages.  Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of managers and/or persons conducting a business or undertaking (PCBUs).

### Application

This unit describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.

This unit applies to workers who have responsibility for WHS as part of their role, including workers with obligations under WHS legislation, persons conducting a business or undertaking (PCBUs), or their officers (as defined by relevant legislation).

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

*Elements define the essential outcomes.*

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

1. Establish work health and safety practices

1.1 Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS

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- |   |     |   |
|---|-----|---|
|   | 1.2 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks  |
|   | 1.3 | 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 |
|   | 1.4 | Identify requirements for expert WHS advice, and request this advice as required  |
| 2. Facilitate consultation, cooperation and communication | 2.1 | Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues  |
|   | 2.2 | Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues  |
|   | 2.3 | Document outcomes of consultation and communicate to workers  |
|   | 2.4 | Develop and implement processes to ensure that responsibilities and duties are documented and accountability processes are in place   |
|   | 2.5 | Implement and monitor training programs to ensure identified WHS training requirements are addressed, including induction process   |
| 3. Monitor compliance with risk control processes         | 3.1 | Develop WHS record-keeping policies and procedures and provide information to workers   |
|   | 3.2 | Monitor hazard, incident and injury reporting processes to meet legislative requirements and to inform future prevention strategies   |
|   | 3.3 | Evaluate WHS record-keeping policies and procedures for compliance with legislative requirements  |

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4. Evaluate and maintain WHS

4.1 Determine WHS priorities in consultation with work group

4.2 Develop a WHS action plan taking account of priorities and training needs

4.3 Identify potential barriers to improvement

4.4 Establish processes to monitor achievement against the plan and update plans as required

**Foundation Skills**

*The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.*

- *Written communication* – in order to complete a workplace risk assessment and develop a WHS action plan in line with regulatory guidelines and organisational policies
- *Oral communication* – in order to accurately present information to a small group of at least two participants

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit

**Unit Mapping Information**

No equivalent unit

**Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>