



Australian Government

RIIWHS601D Establish and maintain the WHS management system

Release: 4

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Modification History

Release	Comment
1	The unit replaces RIIOHS601A Establish and maintain the OHS management system.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to establish and maintain the WHS management system in the Resources and Infrastructure Industries.

This unit is applicable to those working in management roles where risk needs to be managed.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

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.

Elements and Performance Criteria

1 Establish and maintain the framework for the WHS Management System	1.1 Access, interpret and apply WHS management system legislation and documentation and ensure the work activity is compliant 1.2 Develop WHS policies, objectives and procedures that clearly express the organisation's commitment to WHS, and how relevant WHS legislation will be implemented, consistent
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	with overall organisational policies 1.3 Clearly define, allocate and include in job descriptions and duty statements for all relevant positions, WHS responsibilities and duties, which will allow implementation and integration of the WHS Management System 1.4 Identify, seek and/or provide in a timely and consistent manner, financial and human resources for the operation of the WHS Management System 1.5 Provide and explain information on the WHS Management System and procedures in a form that is readily accessible to employees
2 Establish and maintain participative arrangements for the management of WHS	2.1 Establish and maintain appropriate consultative processes in consultation with employees and their representatives 2.2 Ensure issues raised through participation and consultation are dealt with and resolved promptly and effectively 2.3 Ensure that information about the outcomes of participation and consultation is provided in a manner accessible to employees
3 Establish and maintain procedures for identifying hazards	3.1 Develop, maintain and ensure integration of a procedure for ongoing identification of existing and potential hazards with systems of work and procedures 3.2 Monitor activities to ensure that hazard identification procedure is adopted effectively throughout the organisation 3.3 Ensure procedures are in place and applied for hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created
4 Establish and maintain procedures for assessing risk	4.1 Ensure appropriate assessment of risks presented by identified hazards is carried out 4.2 Develop and ensure integration of a procedure for ongoing assessment of risks 4.3 Monitor activities to ensure that the risk assessment procedure is adopted effectively throughout the organisation 4.4 Ensure procedures are in place for risk assessment to be addressed at the planning, design and evaluation stages of any change within the organisation to ensure that risks are not created
5 Establish and maintain	5.1 Develop and ensure implementation of measures to

procedures for treating risks	control assessed risks in accordance with relevant legislation, code of practice and trends identified from the WHS records system 5.2 Ensure the implementation of interim solutions until a permanent control measure is developed when measures which treat a risk at its source are not immediately practicable 5.3 Develop and ensure integration of procedures for ongoing control of risks within general systems of work and procedures 5.4 Monitor activities to ensure that the risk treatment procedure is adopted effectively throughout the organisation 5.5 Ensure risk treatment is addressed at the planning, design and evaluation stages of any change within the organisation to ensure that adequate risk control measures are included 5.6 Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new measures according to appropriate procedures
6 Establish and maintain organisational procedures for dealing with unplanned incidents	6.1 Identify the range of most likely potential unplanned incidents from an analysis of likely risks 6.2 Develop procedures in consultation with appropriate emergency services that would treat the risks associated with the potential events that meet legislative requirements as a minimum 6.3 Provide appropriate information and training to all employees to enable implementation of the correct procedures in all relevant circumstances
7 Establish and maintain a WHS training program	7.1 Develop a WHS training program to identify and fulfil employees' WHS training needs 7.2 Ensure implementation of WHS training program
8 Establish and maintain a system for WHS records	8.1 Establish a system for recording WHS activity and outcomes 8.2 Monitor the system for keeping WHS records to allow identification of patterns of occupational injury and disease within the organisation
9 Plan and prepare for the implementation of the WHS Management System	9.1 Identify and interpret the legislative and site requirements related to the WHS Management System 9.2 Access and interpret the WHS Management System 9.3 Identify, clarify and communicate verbally and in

	writing to all, personnel roles and responsibilities 9.4 Identify, forecast, obtain and allocate/schedule resources required for the implementation of the WHS Management System 9.5 Implement WHS management training program. 9.6 Encourage, receive, review and, where appropriate, implement suggestions and recommendations for changes to WHS management procedures
10 Evaluate the organisation's WHS Management System and related policies, procedures and programs	10.1 Assess the effectiveness of the WHS Management System and related policies, procedures and programs 10.2 Develop and ensure implementation of improvements to the WHS Management System to ensure more effective achievement of the organisation's WHS aims 10.3 Assess compliance with WHS legislation and code of practice to ensure that legal WHS standards are maintained as a minimum

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIOHS601A Establish and maintain the OHS management system

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>