



Australian Government

RIIWHS601E Establish and maintain the WHS management system

Release: 1

RIIWH5601E Establish and maintain the WHS management system

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish and maintain the work, health and safety (WHS) management system in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety 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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish and maintain the framework for the WHS management system	<ul style="list-style-type: none">1.1 Obtain, interpret and confirm work requirements1.2 Access, interpret and apply documentation required to establish and maintain the WHS management system1.3 Develop WHS policies, objectives and procedures that clearly express the organisation's commitment to WHS, and how relevant WHS legislation will be implemented, consistent with overall organisational policies1.4 Clearly define, allocate and include in job descriptions and duty statements for all relevant positions, WHS responsibilities and duties, which will allow

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	<p>implementation and integration of the WHS management system</p> <p>1.5 Identify, seek and provide financial and human resources for the operation of the WHS management system</p> <p>1.6 Communicate information on the WHS management system and procedures in a form that is readily accessible to employees</p>
2. Establish and maintain participative arrangements for the management of WHS	<p>2.1 Establish and maintain appropriate consultative processes with employees and their representatives</p> <p>2.2 Confirm issues raised through participation and consultation are dealt with and resolved promptly and effectively according to workplace procedures</p> <p>2.3 Confirm that information about the outcomes of participation and consultation is provided in a manner accessible to employees</p>
3. Establish and maintain procedures for identifying hazards	<p>3.1 Develop, maintain and confirm integration of a procedure for ongoing identification of existing and potential hazards</p> <p>3.2 Monitor activities to confirm that hazard identification procedure is adopted effectively throughout the organisation</p> <p>3.3 Confirm procedures are in place and applied for hazard identification at the planning, design and evaluation stages of any change in the workplace to confirm that new hazards are not created</p>
4. Establish and maintain procedures for assessing risk	<p>4.1 Confirm appropriate assessment of risks presented by identified</p> <p>4.2 Develop and confirm integration of a procedure for the ongoing assessment of risks</p> <p>4.3 Monitor activities to confirm that the risk assessment procedure is adopted effectively throughout the organisation</p> <p>4.4 Confirm procedures are in place for risk assessment to be addressed at the planning, design and evaluation stages of any change within the organisation to confirm that risks are not created</p>
5. Establish and maintain procedures for treating risks	<p>5.1 Develop and confirm implementation of measures to control assessed risks in accordance with relevant legislation, code of practice and trends identified from the WHS records system</p> <p>5.2 Confirm the implementation of interim solutions until a</p>

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	<p>permanent control measure is developed when measures which treat a risk at its source are not immediately practicable</p> <p>5.3 Develop and confirm integration of procedures for ongoing control of risks within general systems of work and procedures</p> <p>5.4 Monitor activities to confirm that the risk treatment procedure is adopted effectively throughout the organisation</p> <p>5.5 Confirm risk treatment is addressed at the planning, design and evaluation stages of any change within the organisation to confirm that adequate risk control measures are included</p> <p>5.6 Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new measures according to appropriate procedures</p>
6. Establish and maintain organisational procedures for dealing with unplanned incidents	<p>6.1 Identify the range of most likely potential unplanned incidents from an analysis of likely risks</p> <p>6.2 Develop procedures in consultation with appropriate emergency services that would treat the risks associated with the potential events</p> <p>6.3 Provide appropriate information and training to all employees to enable implementation of the correct procedures in all relevant circumstances according to workplace procedures</p>
7. Establish and maintain a WHS training program	<p>7.1 Develop a WHS training program addressing the training needs of employees</p> <p>7.2 Confirm implementation of WHS training program</p>
8. Establish and maintain a system for WHS records	<p>8.1 Establish a system for recording WHS activity and outcomes according to workplace procedures</p> <p>8.2 Monitor the record system for WHS to allow identification of patterns of occupational injury and disease within the organisation</p>
9. Plan and prepare for the implementation of the WHS management system	<p>9.1 Access and interpret the WHS management system</p> <p>9.2 Identify, confirm and communicate verbally and in writing to all, personnel roles and responsibilities</p> <p>9.3 Identify, forecast, obtain and allocate and schedule resources required for the implementation of the WHS management system</p> <p>9.4 Implement WHS management training program.</p> <p>9.5 Implement suggestions and recommendations for</p>

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	changes to WHS management procedures according to workplace procedures
10. Evaluate the organisational WHS management system and related policies, procedures and programs	<p>10.1 Assess the effectiveness of the WHS management system and related policies, procedures and programs</p> <p>10.2 Develop and confirm implementation of improvements to the WHS management system to confirm more effective achievement of the organisational WHS aims</p> <p>10.3 Assess and confirm compliance with WHS legislation and code of practice to confirm that legal WHS standards are maintained</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	<ul style="list-style-type: none"> Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	<ul style="list-style-type: none"> Conveys information and requirements clearly, and listens carefully
Reading	<ul style="list-style-type: none"> Identifies and interprets relevant information from workplace procedures, documentation, legislation and regulations
Problem solving	<ul style="list-style-type: none"> Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIWH5601D Establish and maintain the WHS management system.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>