



Australian Government

ACMWH501 Manage workplace health and safety processes

Release: 2

ACMWH501 Manage workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

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

This unit applies to managers of small organisations or several work groups within an organisation, who manage systematic processes to control risk. Work is likely to have a focus on maintaining already established processes and the unit assumes that workplace health and safety advice and expertise would be available.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements 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	1.1 Identify, access and evaluate relevant workplace health and safety legislation, standards, codes of practice, compliance codes, guidance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and records	materials and other sources of workplace health and safety information for their relevance to the specific work context 1.2 Collect, collate and provide information on workplace health and safety requirements, trends and risk controls 1.3 Review records and record-keeping processes to ensure they meet legal requirements for workplace health and safety record-keeping 1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of workplace health and safety records
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures 2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable 2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety 2.4 Evaluate processes for addressing workplace health and safety issues to ensure the prompt resolution of issues raised through consultation 2.5 Provide information about the outcomes of consultation in a format readily accessible to employees
3. Manage work health and safety risk management processes	3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies 3.2 Monitor processes to ensure that hazard identification and risk assessments occur 3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements 3.4 Identify and address any workplace health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work 3.5 Recognise limits of own professional expertise and consult with expert advisors as required
4. Manage work health	4.1 Undertake workplace health and safety training needs assessment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and safety training program	for work group members that takes account of existing skills of work group members and risk control requirements 4.2 Implement and monitor training programs to ensure identified workplace health and safety training requirements are addressed 4.3 Implement and monitor processes to ensure that all new employees receive workplace health and safety induction 4.4 Access and consult with relevant workplace health and safety and training specialists, as required, when developing and implementing the WHS training program
5. Manage work health and safety continuous improvement process	5.1 Consider input from individuals and workgroup in identifying and implementing workplace health and safety improvements 5.2 Determine workplace health and safety priorities in consultation with appropriate managers and stakeholders 5.3 Develop workplace health and safety action plans, taking account of priorities and training needs 5.4 Monitor achievements against workplace health and safety plans and update plans accordingly

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	Analyse and interpret workplace health and safety legislation, policies, procedures
Oral communication	Adjust language and communication style to suit target audience
Navigate the world of work	Recognise the significance of own role in managing compliance and effectiveness of workplace health and safety policies and procedures in the work environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS501 Manage workplace health and safety processes Release 2	ACMWHS501 Manage workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a WHS issue	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMWH501 Manage workplace health and safety processes

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed work health and safety processes for one work group of at least four employees, on at least one occasion, including:

- identifying workplace health and safety legal requirements applicable to the organisation
- reviewing and monitoring workplace health and safety hazard identification and risk management processes and ensuring consistency with legal requirements
- ensuring work group members comply with workplace health and safety requirements
- implementing and monitoring participative processes to ensure that the work group members contribute to decisions that may affect their health and safety
- implementing and monitoring workplace health and safety induction and training for work group members to ensure safe work.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of information on workplace health and safety legislation, standards, compliance codes and guidance material relevant to the work site
- sources of information on infection control and/or biosecurity relevant to the work site
- sources of information on WHS trends, including zoonotic diseases, and risk controls relevant to the work site
- legal requirements for workplace health and safety in a workplace
- processes, including:
 - manage workplace health and safety information, records and reporting
 - manage consultation and participative opportunities

- manage workplace health and safety employee training
- manage workplace health and safety risk
- develop a workplace health and safety action plan
- continuously improve workplace health and safety investigate hazards, injuries and incidents
- undertake workplace health and safety training needs assessment
- develop training programs
- implement and monitor training programs
- techniques, including:
 - managing information
 - resolving issues
 - managing work priorities
 - monitoring own performance and recognising own professional limitations
 - consulting with managers, stakeholders, advisors and workplace health and safety training specialists
 - developing workplace health and safety action plans
 - risk assessment
 - implementing plans, programs and processes
 - evaluating and reviewing plans, programs and processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- specifications:
 - organisational policies and procedures
 - current workplace health and safety legislation and regulations
- relationships:
 - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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