



Australian Government

AHCWHS402 Maintain workplace health and safety processes

Release: 1

AHCWHS402 Maintain workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to maintain workplace health and safety processes, including facilitating meetings and documenting actions that relate to the consideration of workplace health and safety issues.

The unit applies to individuals who apply specialist skills and knowledge to maintaining workplace health and safety processes. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.

NOTES:

1. 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 *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations, and model WHS Codes of Practice. See Safe Work Australia for further information.

No 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
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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>
1. Provide information about workplace health and safety	1.1 Access relevant provisions of workplace health and safety legislation, regulations and codes of practice 1.2 Provide and explain information on workplace health and safety policies, procedures and programs to the work group 1.3 Provide information and updates on identified hazards, the outcomes of risk assessment and control procedures
2. Facilitate the participation of workers in workplace health and safety observance and decision-making	2.1 Implement and monitor workplace health and safety consultation procedures 2.2 Consult with work group to determine workplace health and safety procedures 2.3 Resolve issues raised through consultation or refer them to designated personnel 2.4 Communicate to the work group the outcomes of consultation over workplace health and safety issues
3. Implement procedures for identifying hazards and assessing and controlling risks	3.1 Identify and report existing and potential workplace health and safety hazards 3.2 Check that the work group implements procedures to control workplace health and safety risks and undertake regular monitoring to ensure ongoing adherence and effectiveness of risk control 3.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report inadequacies to designated personnel 3.4 Identify and report inadequacies in allocation of resources to management to ensure safe work practice 3.5 Monitor and report existing risk control measures according to workplace health and safety policies and procedures
4. Implement workplace procedures for dealing with emergencies and hazardous events	4.1 Implement workplace procedures for dealing with near misses, and workplace health and safety emergencies 4.2 Report workplace health and safety near-misses and emergencies according to workplace health and safety policies and procedures 4.3 Implement control measures according to the hierarchy of control, or refer measures to designated personnel for implementation
5. Implement and monitor workplace procedures for providing work health and safety	5.1 Identify workplace health and safety induction and training needs, specifying the gaps between the required workplace health and safety competencies and those held by the work group

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
training	5.2 Facilitate identified workplace health and safety training
6. Implement and monitor workplace procedures for maintaining work health and safety records	6.1 Complete workplace health and safety records for work area 6.2 Review workplace health and safety records to identify hazards and monitor risk control procedures

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	Access and interpret workplace health and safety legislation, regulations and codes of practice
Oral communication	Use clear language and standard industry terminology to provide relevant information on workplace health and safety hazards, risks, control measures and reporting

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWHS402 Maintain workplace health and safety processes	AHCWHS401 Maintain work health and safety processes	Minor changes to unit title and application Major changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWHS402 Maintain 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 maintained workplace health and safety processes on at least one occasion and has:

- distributed information concerning workplace health and safety processes and requirements to work group
- facilitated the participation of workers in workplace health and safety observance and decision-making
- consulted with work groups and documented actions to consider workplace health and safety issues in the workplace
- identified workplace health and safety hazards and conducted risk assessment process
- implemented procedures to document the identification of hazards and assessment of risk covering the operations of the workplace
- responded to emergencies and workplace health and safety issues
- implemented workplace emergency procedures and organised a safety drill
- facilitated workplace health and safety training
- maintained workplace health and safety records.

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:

- relevant workplace health and safety legislation, regulations and codes of practice
- workplace health and safety policies, procedures and programs
- relevant workplace management systems and procedures
- workplace health and safety hazard identification and risk control processes
- communication and engagement strategies with work groups
- consultation practices
- workplace health and safety hazards in the workplace

- the hierarchy of workplace health and safety risk control and its implementation for hazard management
- accident and incident investigation
- workplace emergency procedures
- workplace health and safety training.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace health and safety policies, procedures and programs
- specifications:
 - workplace health and safety legislation, regulations, codes of practice and workplace procedures
- relationships:
 - work group, designated personnel and management representatives.

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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