



Australian Government

AHCWHS501 Manage work health and safety processes

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop work health and safety policies and procedures that demonstrate enterprise commitment to work health and safety.

This unit is applicable to the development of management systems and procedures. It is also applicable to the management of the implementation process, which is usually conducted within policy guidelines and procedures that require the use of discretion and judgement.

All work must be conducted in accordance with relevant legislative requirements, Codes of Practice, workplace procedures and safe work practices.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced, skilled activities.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.

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

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop work health and safety policies and procedures	1.1 Develop a work health and safety business plan and program for the enterprise in consultation with designated personnel and management 1.2 Clearly define and allocate work health and safety responsibilities and duties and include them in job descriptions and duty statements for all relevant positions 1.3 Identify, seek and provide financial and human resources for implementing work health and safety policies and procedures as required 1.4 Provide and explain information on the work health and safety system and procedures, for the area of responsibility, in a form which is readily understood by employees
2. Establish and maintain processes to ensure the participation of all employees in the application of work health and safety	2.1 Establish and maintain consultation processes with employees and their representatives 2.2 Deal with issues raised through participation and consultation and resolve them promptly and effectively 2.3 Provide information about the outcomes of participation and consultation in a manner readily accessible to employees
3. Establish and maintain procedures for identifying hazards	3.1 Identify and confirm existing and potential hazards within the area of responsibility in accordance with trends identified using the work health and safety records system 3.2 Develop and integrate a procedure for the ongoing identification of hazards within systems of work and procedures 3.3 Appropriately monitor activities to ensure that the procedure is effectively adopted throughout areas of managerial responsibility 3.4 Address 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 risks	4.1 Assess risks associated with identified hazards using information derived from workplace records and industry-wide information 4.2 Develop a procedure for ongoing assessment of risks and integrate it within systems of work and procedures 4.3 Monitor activities to ensure the effective adoption of risk assessment procedures throughout the area of managerial responsibility 4.4 Address risk assessment at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from

Element	Performance criteria
	hazards is not increased 4.5 Investigate and record accident and dangerous occurrences in accordance with work health and safety procedures
5. Implement interim risk control measures until a better or permanent control measure is developed	5.1 Develop and implement measures to control assessed risks in accordance with the hierarchy of control and trends identified from the work health and safety records system 5.2 Implement interim solutions, when measures which control a risk at its source are not immediately practicable, until a permanent control measure is developed 5.3 Develop a process of ongoing hazard identification and risk assessment, and a review of effectiveness of control programs, and integrate them into enterprise management arrangements 5.4 Monitor activities to ensure effective adoption of the risk control procedure throughout the area of managerial responsibility 5.5 Address risk control at the planning, design and evaluation stages of any change in the workplace to ensure the inclusion of adequate risk control measures 5.6 Design systems to reduce risk and design administrative arrangements to ensure the implementation of safe work health and safety practices where unable to eliminate hazard 5.7 Implement effective work health and safety risk management measures during any modification to buildings and structures or machinery and work activities 5.8 Identify inadequacies in existing risk control measures and seek or provide resources enabling the implementation of new measures
6. Plan and manage enterprise procedures for dealing with hazardous events	6.1 Identify, with accuracy, potential emergencies posing risks to the health and safety of workers and the public 6.2 Develop plans and procedures, which control the risks associated with hazardous events, in consultation with appropriate emergency services 6.3 Provide appropriate information and training to employees to enable the implementation of correct emergency procedures 6.4 Train adequate numbers of workers in First Aid to ensure that first aid is applied to preserve life and minimise injury
7. Establish and maintain a work health and safety induction and training program	7.1 Develop a work health and safety induction program to meet the work health and safety needs of new employees 7.2 Develop a work health and safety training program as part of supervisors' and employees' general training
8. Establish and maintain a system for work health and safety	8.1 Establish and monitor a system for keeping work health and safety records to allow identification of patterns of occupational

Element	Performance criteria
records	injury and disease in the enterprise 8.2 Regularly update records and use them to evaluate the effectiveness of the enterprise work health and safety program
9. Evaluate the enterprise work health and safety system and related policies, procedures and programs	9.1 Assess the effectiveness of the work health and safety system and related policies, procedures and programs according to enterprise aims with respect to work health and safety 9.2 Develop and implement improvements to the work health and safety system to ensure more effective achievement of enterprise aims 9.3 Assess compliance with work health and safety legislation and Codes of Practice to ensure, as a minimum, the maintenance of legal work health and safety standards

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCOHS501A Manage Occupational Health and Safety (OHS) processes

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>