



Australian Government

AHCWHS502 Manage work health and safety processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

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

This unit applies to individuals who develop and implement systems to manage health and safety in the workplace. In this role, individuals analyse information and exercise judgement to complete a range of advanced, skilled activities.

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

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop health and safety policies and procedures	1.1 Develop a health and safety management plan and program for the enterprise in consultation with designated personnel and management 1.2 Clearly define and allocate health and safety responsibilities and duties and include them in job descriptions and duty statements for all relevant positions

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify, seek and allocate financial and human resources for implementing health and safety policies and procedures 1.4 Provide and explain information on the health and safety system, 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 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 2.4 Provide information on injury management and return to work programs
3. Establish and maintain procedures for managing work health and safety risks	3.1 Identify existing and potential hazards and risks in accordance with trends identified in health and safety records 3.2 Integrate the risk management process for the ongoing identification of hazards, risk assessment, control and review of risks within systems of work and procedures 3.3 Monitor activities to ensure that the procedure is effectively adopted throughout areas of responsibility 3.4 Address work health and safety hazards and risks at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards and risks are not created 3.5 Investigate, record and report incident and dangerous occurrences in accordance with legal requirements and enterprise procedures
4. Plan and manage enterprise procedures for dealing with potential emergency events	4.1 Identify, with accuracy, potential emergencies posing risks to the health and safety of workers and the public 4.2 Develop plans and procedures, which control the risks associated with potential emergency events, in consultation with relevant emergency services
5. Establish and maintain a health and safety induction and training program	5.1 Develop a health and safety induction program to meet the health and safety needs of new employees and visitors to the workplace 5.2 Develop a health and safety training program as part of supervisors' and employees' general training

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
6. Establish and maintain a system for health and safety records	6.1 Establish and monitor a system for keeping health and safety records to allow identification of patterns of occupational injury and disease in the enterprise 6.2 Regularly update records and use them to evaluate the effectiveness of the enterprise health and safety system
7. Evaluate the enterprise health and safety system	7.1 Assess the effectiveness of the health and safety system according to enterprise aims with respect to health and safety 7.2 Develop and implement improvements to the health and safety system to ensure more effective achievement of enterprise aims

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
Writing	Develop policies and procedures that provide clear and succinct guidance for employees
Numeracy	Create graphs utilising health and safety data to summarise relevant activity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWHS502 Manage work health and safety processes	AHCWHS501 Manage work health and safety processes	Elements removed Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet at: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWHS502 Manage work 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 at least one enterprise, including:

- developed health and safety policies and procedures that demonstrate enterprise commitment to health and safety
- established and maintained arrangements to ensure the involvement of all employees in the management of health and safety in the workplace
- established and maintained procedures for identifying hazards, assessing risks, controlling risks, and dealing with emergency events
- established and maintained a health and safety induction and training program
- established and maintained a system for health and safety records
- analysed and recorded health and safety data
- evaluated the enterprise health and safety system and related policies, procedures and programs.

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:

- data and documentation for industry injury statistics
- legislated employer and employee health and safety responsibilities
- significant hazards and areas of risk in the workplace
- all relevant health and safety legislation and codes of practice consistent with the hierarchy of health and safety risk control and its implementation for hazards in land-based industries
- requirements of workplace discrimination, harassment and bullying legislation
- risk control measures
- the hierarchy of risk controls
- systems to manage health and safety data and procedures

- public safety issues
- local emergency response organisations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to health and safety data for an enterprise
- specifications:
 - health and safety legislation and codes of practice.

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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