



Australian Government

AHCWHS503 Manage workplace 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 9.0.

Application

This unit of competency describes the skills and knowledge required to manage workplace health and safety process, including developing workplace health and safety policies and procedures that demonstrate workplace commitment to workplace health and safety.

The unit applies to individuals who apply specialist skills and knowledge to manage workplace health and safety processes, take responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information, and analyse, design and communicate solutions to sometimes complex 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review and develop workplace health and safety policies and procedures	1.1 Review current workplace health and safety management plan and program, if applicable 1.2 Update current, or develop workplace health and safety management plan and program for the workplace in consultation with designated personnel and management 1.3 Clearly define and allocate workplace health and safety responsibilities and duties and include them in job descriptions and duty statements 1.4 Identify, seek and allocate financial and human resources for implementing workplace health and safety policies and procedures 1.5 Provide and explain information on the workplace health and safety procedures
2. Establish and maintain processes to ensure the participation of all employees in the application of workplace health and safety	2.1 Establish and maintain consultation processes with employees and their representatives 2.2 Resolve issues raised through participation and consultation 2.3 Provide information about the outcomes of participation and consultation 2.4 Provide information on injury management and return to work programs
3. Establish and maintain procedures for managing workplace health and safety risks	3.1 Identify existing and potential hazards and risks according to workplace health and safety records 3.2 Integrate risk management processes for the ongoing review of risks within systems of work and procedures 3.3 Monitor activities to ensure that the procedure is effectively adopted 3.4 Address workplace health and safety hazards and risks at the planning, design and evaluation stages of any change in the workplace 3.5 Investigate, record and report workplace health and safety incidents according to workplace procedures
4. Plan and manage workplace procedures for dealing with potential emergency events	4.1 Identify potential emergencies posing risks to the health and safety of workers and the public 4.2 Develop risk control plans and procedures associated with potential emergency events

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Establish and maintain a workplace health and safety induction and training program	5.1 Develop and monitor a workplace health and safety induction program 5.2 Develop and monitor a workplace health and safety training program 5.3 Review the workplace health and safety induction and safety training programs 5.4 Implement improvements to the workplace health and safety induction and safety training programs
6. Establish and maintain a workplace health and safety recordkeeping system	6.1 Establish and monitor a system for keeping workplace health and safety records 6.2 Review workplace health and safety recordkeeping system and records 6.3 Implement improvements to the workplace health and safety recordkeeping system
7. Evaluate and improve the workplace health and safety system	7.1 Review and assess the effectiveness of the workplace health and safety system 7.2 Consult with stakeholders to identify improvements to the workplace health and safety system 7.3 Document improvements to the workplace health and safety system 7.4 Implement and communicate improvements to the workplace health and safety system

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 workplace health and safety data to summarise relevant activity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWHS503 Manage workplace health and safety processes	AHCWHS502 Manage work health and safety processes	Minor changes to unit title and application Minor changes to performance criteria 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 AHCWHS503 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 workplace health and safety processes for at least one workplace, including:

- reviewed, updated or developed workplace health and safety plan and program including policies and procedures
- established and maintained arrangements that enabled all employees to be involved in the management of workplace health and safety
- integrated risk management processes for identifying and controlling hazards and risks, and dealing with emergency events
- established and maintained a workplace health and safety induction and training program
- established and maintained a system for workplace health and safety records
- evaluated the workplace 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:

- all relevant workplace health and safety legislation, regulations and codes of practice consistent with the hierarchy of workplace health and safety risk control and its implementation for hazard management
- legislated employer and employee workplace health and safety responsibilities
- the hierarchy of risk controls
- significant hazards and areas of risk in the workplace
- data and documentation for industry injury statistics
- local emergency response organisations
- systems to manage workplace health and safety records and procedures.

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:
 - access to workplace health and safety records and procedures
- specifications:
 - workplace health and safety legislation, regulations and codes of practice
- relationships:
 - employees, 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.

Links

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