



**Australian Government**

# **BSBWHS307 Apply knowledge of WHS laws in the workplace**

**Release: 1**

# BSBWHS307 Apply knowledge of WHS laws in the workplace

## Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 5.0. |

## Application

This unit describes the skills and knowledge required to understand work health and safety (WHS) laws, and comply with them in one's own workplace.

The unit applies to those who contribute to compliance with WHS laws as part of their WHS responsibilities, which are in addition to their main duties.

### 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 *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, regulatory or certification requirements apply to this unit at the time of publication.

## Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## 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. Identify WHS legal and compliance framework as it applies to the workplace | 1.1 Identify and access current standards and WHS laws relevant to the workplace, occupation and industry<br>1.2 Apply knowledge of relationship between WHS laws |

| ELEMENTS                                                   | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            | <p>and related documentation to assist in identifying WHS legislative requirements in the workplace</p> <p>1.3 Identify consequences of non-compliance with WHS laws and organisational WHS policies, procedures, processes and systems</p> <p>1.4 Identify duty holders and their role in the workplace</p> <p>1.5 Identify legal obligations and duties about who to consult with regarding training of workers and health and safety representatives</p> |
| 2. Contribute to WHS legislative compliance                | <p>2.1 Assist in monitoring workplace compliance with WHS laws according to organisational policies and procedures</p> <p>2.2 Contribute to ensuring that workplace complies with WHS laws</p> <p>2.3 Identify and report non-compliance with WHS laws to relevant stakeholders according to organisational policies and procedures</p> <p>2.4 Identify limits of own expertise and legal duties, and access help and advice when required</p>              |
| 3. Maintain current knowledge of WHS laws and publications | <p>3.1 Identify and access sources to keep up to date with WHS laws and WHS-related publications within scope of own role</p> <p>3.2 Communicate information about relevant legislative changes and publications to others according to organisational policies and procedures</p>                                                                                                                                                                          |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| Skill    | Description                                                                                                                                                                       |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning | <ul style="list-style-type: none"> <li>Identifies and evaluates information from sources to update knowledge</li> </ul>                                                           |
| Reading  | <ul style="list-style-type: none"> <li>Interprets a range of textual information to determine regulatory and procedural requirements, and associated necessary actions</li> </ul> |
| Writing  | <ul style="list-style-type: none"> <li>Documents WHS information in a sequential manner using required format, correct grammar and industry-specific language</li> </ul>          |

| Skill                      | Description                                                                                                                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication         | <ul style="list-style-type: none"><li>Provides information and advice using language appropriate to audience and context</li><li>Uses listening and questioning to clarify and confirm understanding</li></ul>                                                     |
| Navigate the world of work | <ul style="list-style-type: none"><li>Follows policies, procedures and legislative requirements relevant to own role</li></ul>                                                                                                                                     |
| Interact with others       | <ul style="list-style-type: none"><li>Selects appropriate communication protocols and conventions to provide and seek information</li></ul>                                                                                                                        |
| Get the work done          | <ul style="list-style-type: none"><li>Plans, sequences and prioritises tasks and activities to support compliance with WHS legislative requirements</li><li>Uses main features and functions of technology to complete work tasks and access information</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to BSBWHS302 Apply knowledge of WHS legislation in the workplace.

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

# Assessment Requirements for BSBWHS307 Apply knowledge of WHS laws in the workplace

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## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- identify and apply at least two different standards or work health and safety (WHS) laws relevant to own work role, workplace and industry.

During the above, the candidate must:

- communicate WHS information to others
- refer any identified non-compliances with WHS laws to responsible persons or authorities
- seek advice from relevant stakeholders if any non-compliance matters are identified that are outside own expertise and legal duties.
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## Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- WHS legislative duties of self and others, including limits of own expertise
- organisational WHS policies, procedures, processes and systems for:
  - monitoring workplace compliance with WHS laws
  - identifying and reporting non-compliance with WHS laws
  - communicating WHS-related information
- requirements of commonwealth and state/territory WHS laws, standards and guidance material, and publications relevant to own work role, workplace and industry
- obligations and duties relating to consultation regarding training of workers, and health and safety representatives, including who must be consulted
- consequences of non-compliance with WHS laws, related documentation and organisational WHS policies, procedures, processes and systems

- individuals and duty holders to access for advice and accountability about WHS compliance
- sources of information about compliance with legislation.

## Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, procedures and plans relating to compliance requirements specified in the performance evidence
- WHS laws, licensing requirements and standards relevant to the work of the unit
- guidance materials and alerts issued by the relevant WHS regulator
- workplace equipment and resources required for the performance evidence.

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

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