



Australian Government

BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

Release: 1

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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 participate in the processes of work health and safety (WHS) hazard identification, risk assessment and risk control. It includes participating in worker consultation and support to contribute to a healthy and safe workplace.

The unit applies to those who assist with identifying workplace hazards and assessing and controlling WHS risks 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 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>

ELEMENTS	PERFORMANCE CRITERIA
1. Participate in WHS hazard identification in the workplace	1.1 Participate in selecting hazard identification methods for the workplace according to organisational policies and procedures 1.2 Use selected methods to identify, report and record hazards according to organisational policies and procedures, standards and WHS laws 1.3 Provide information and assistance to required personnel during hazard identification process
2. Participate in WHS risk assessment	2.1 Participate in selecting suitable risk assessment methods for the workplace according to organisational policies and procedures 2.2 Assess and record risks using selected methods according to organisational procedures, standards and WHS laws 2.3 Provide information and assistance to required personnel during risk assessment process
3. Contribute to developing and implementing WHS control measures	3.1 Obtain organisation records of the outcomes of hazard identifications and risk assessments, and use them to participate in developing risk control options 3.2 Identify duty holders according to WHS laws and organisational WHS policies, procedures, processes and systems 3.3 Participate in selecting risk control options using criteria agreed to by work team, and according to organisational policies, procedures, processes and systems 3.4 Identify and report factors impeding successful implementation of selected risk control options to determine potential control measures to be implemented 3.5 Review and document potential control measures for compliance with relevant WHS laws 3.6 Contribute to developing a risk control implementation plan according to the hierarchy of control measures 3.7 Provide written information to individuals and duty holders to facilitate implementation of reviewed control measures
4. Contribute to consultative arrangements for hazard identification and risk assessment activities	4.1 Assist engaging work team in hazard identification and risk assessment according to organisational WHS consultation and participation policies, procedures and processes

ELEMENTS	PERFORMANCE CRITERIA
	4.2 Respond to issues raised according to organisational procedures and processes 4.3 Develop plan to encourage others to participate in hazard identification and risk assessment activities, according to organisational policies and procedures
5. Contribute to consultative arrangements for implementing control measures	5.1 Assist with implementing consultative processes that engage work team in developing and implementing control measures, according to organisational WHS consultation and participation policies, procedures and processes 5.2 Respond to issues raised according to organisational policies and procedures for issue resolution 5.3 Promote worker participation in arrangements for implementing control measures

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
Reading	Interprets and identifies information from WHS laws, workplace policies, procedures and records
Writing	Uses structure and language appropriate to audience and context in plans, reports and general advice
Oral communication	- Presents information and assistance using appropriate industry-specific vocabulary - Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	- Follows regulatory responsibilities, and organisational policies and procedures in relation to WHS responsibilities - Keeps up to date with changes to WHS laws, and organisational policies and procedures relevant to own role
Interact with others	- Identifies what to communicate and to whom in a range of contexts - Cooperates with others as part of WHS activities and contributes to specific activities requiring joint responsibility and accountability - Shares information and resources, offers assistance voluntarily and provides feedback when requested - Plays an active role in group discussions, paying attention to perspectives of others and encouraging participation

Skill	Description
Get the work done	- Plans and implements tasks to achieve required outcomes - Uses decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in the WHS risk-management process

Unit Mapping Information

Supersedes and is equivalent to BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control.

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 BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

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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, on at least two occasions, to:

- participate in selecting and using required methods to identify, report and record hazards
- assess and record risks for identified hazards
- promote and support worker consultation and participation in hazard identification and risk assessment
- participate in developing, selecting and implementing risk control options and plans for identified hazards.
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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:

- work health and safety (WHS) legislative requirements, regulations, codes of practice and standards relating to:
 - WHS hazard identification, risk assessment and risk control
 - WHS hazard communication, consultation and participation
 - identifying duty holders
 - recordkeeping
 - specific hazard identification, risk assessment and control methods
- internal and external sources of WHS information and data, and procedures for accessing them
- concept of hazards, risks and risk factors
- basic principles of incident causation and injury processes
- WHS organisational policies and procedures relating to identifying hazards, and assessing and controlling risks:
 - WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs

- types of hazard and risk registers
- responding to WHS issues, including risk control options for different hazards and work situations, and suitable risk assessment methods
- workplace communication processes for reporting and recording, and plans for sharing information about hazard identification, risk assessment and risk control.
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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, standard operating procedures and plans required for the performance evidence
- WHS laws relevant to hazard identification, risk assessment and risk control
- relevant WHS data files
- opportunities for interaction with others
- workplace equipment and resources required to demonstrate 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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