



Australian Government

BSBWHS331 Participate in identifying and controlling hazardous chemicals

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 identify and control hazardous chemicals in the workplace. It requires knowledge of the potential hazards associated with chemicals and how to work safely with them. It involves supporting workplace safety by communicating information about hazardous chemicals using established consultation methods.

The unit applies to those who participate in identifying chemicals as part of their WHS responsibilities, which are in addition to their main duties. It applies to hazardous chemicals with the potential to harm human health, which may be solids, liquids or gases; pure substances or mixtures. When used in the workplace, these substances can generate vapours, fumes, dusts and mists.

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>
1. Apply information relating to identifying hazardous chemicals	1.1 Identify and follow WHS laws and guidance notes in relation to the safe use, handling, processing, storage, transportation, and disposal of hazardous chemicals used in the workplace 1.2 Identify and follow safety data sheets (SDSs) and other guidance to determine the potential health effects of worker exposure to hazardous chemicals 1.3 Identify and follow SDSs and other guidance to determine methods to control worker exposure to hazardous chemicals
2. Identify presence and use of hazardous chemicals in the workplace	2.1 Apply organisational inspection techniques to identify and document hazardous chemicals in the workplace 2.2 Participate in consultation processes with workers to identify hazardous chemicals in the workplace 2.3 Identify tasks that may expose workers to hazardous chemicals used in the workplace
3. Contribute to the control of hazardous chemicals in the workplace	3.1 Use WHS laws and guidance notes in relation to hazardous chemicals to identify controls to remove or reduce worker exposure 3.2 Assess effectiveness of current control measures according to WHS laws, guidance notes, and organisational policies and procedures 3.3 Participate in selecting additional control measures for implementation, as required 3.4 Assist in implementing procedures for safe use, handling, processing, storage, transportation, and disposal of hazardous chemicals 3.5 Contribute to ensuring control measures are maintained according to organisational procedures
4. Support worker consultation methods for hazardous chemicals	4.1 Communicate information about identified hazardous chemicals, and support required personnel at risk of exposure to them 4.2 Gather information about exposure to hazardous chemicals and possible health effects reported by workers 4.3 Report gathered information to required parties including

ELEMENTS	PERFORMANCE CRITERIA
	duty holders

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	Locates information from WHS laws, and 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 levels of industry-specific vocabulary - Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	- Follows legal and regulatory guidance and organisational policies and procedures in hazardous chemicals - 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
Get the work done	- Plans and implements tasks to achieve required outcomes - Uses decision-making processes, setting or clarifying goals, gathering information to identify hazardous chemicals

Unit Mapping Information

No equivalent unit. New unit.

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 BSBWHS331 Participate in identifying and controlling hazardous chemicals

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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:

- participate in:
 - identifying two hazardous chemicals in the workplace
 - selecting and implementing risk control options for each of the two identified chemicals
- on at least two occasions, promote and support worker consultation and participation in hazardous chemical identification.
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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:

- requirements of commonwealth and state/territory WHS laws and publications relating to identifying and controlling hazardous chemicals:
 - communication, consultation and participation
 - notification of incidents
 - recordkeeping
 - identification, risk assessment and control methods
 - basic principles of incident causation and injury processes
- organisational policies and procedures relating to identifying and controlling hazardous chemicals:
 - inspection techniques used to identify and document them
 - controls to remove or reduce worker exposure
 - assessing effectiveness of control measures
 - ensuring use and maintenance of control measures
- internal and external sources of WHS information and data:

- safety data sheets (SDSs)
- risk control options for hazardous chemicals and work situations
- WHS hazards that may be present in the workplace:
 - harm they can cause, and how this harm occurs
 - potential hazards associated with the chemicals described in the performance evidence, including environmental, fire, health and reactivity
- types of hazard and risk registers, and their key components
- requirements of workplace communication processes for sharing information about hazard identification, and risk assessment and control measures.
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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 in the regulation, licensing and risk associated with working with hazardous chemicals, and must include access to:

- workplace equipment, technology, software and consumables required to implement and maintain internal control procedures
- corporate governance documentation required for role
- case studies and, where possible, actual workplace situations
- opportunities for interaction with others
- organisational policies and procedures required for role.

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

Links

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