



Australian Government

BSBWHS410 Contribute to work-related health and safety measures and initiatives

Release: 1

BSBWHS410 Contribute to work-related health and safety measures and initiatives

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

NOTE: 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 Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Contribute to scoping work-related health and safety measures and initiatives	1.1 Access sources of information and data on work-related health and safety measures and initiatives that address specific legislative requirements and obligations, and those that support non-statutory health promotion programs

ELEMENT	PERFORMANCE CRITERIA
	1.2 Differentiate between these two types of measures and initiatives and communicate findings to individuals and parties 1.3 Identify measures and initiatives that address statutory obligations and those that support non-statutory programs 1.4. Consult with individuals and parties to assist with identifying and evaluating factors impacting on work-related health and safety 1.5. Consult with individuals and parties to assist with determining appropriate measures and initiatives to address impacting factors 1.6 Consult with individuals and parties to assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs
2 Contribute to establishing work-related health and safety measures and initiatives	2.1 Contribute to the development and planning of work-related health and safety measures and initiatives 2.2 Identify resourcing requirements, timelines and responsibilities to implement work-related health and safety measures and initiatives 2.3 Assist with timetabling, liaison and coordination, administering resources and communication to implement work-related health and safety measures and initiatives
3 Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations	3.1 Apply knowledge of WHS consultation and participation processes to help ensure effective and appropriate participation of, and consultation with individuals and parties about all aspects of work-related health and safety measures and initiatives 3.2 Apply knowledge of WHS legislation and workplace policies and processes to help ensure work-related health and safety measures and initiatives are compliant 3.3 Apply knowledge of other legislative requirements and obligations to help ensure work-related health and safety measures and initiatives are compliant
4 Contribute to reviewing and evaluating work-related health and safety measures and initiatives	4.1 Contribute to developing effective means to review and evaluate work-related health and safety measures and initiatives 4.2 Assist with review and evaluation activities 4.3 Assist with preparing reports on, and communicating review and evaluation outcomes to individuals and parties

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	Organises, evaluates and critiques ideas and information from a range of complex information and data texts when identifying measures and initiatives
Writing	1.2, 4.3	Uses broad vocabulary, correct grammatical structure and conventions appropriate to audience and context to present findings or review and evaluate outcomes
Oral communication	1.2, 1.4, 1.5, 1.6	Chooses appropriate vocabulary to communicate findings, seek information or evaluate outcomes
Navigate the world of work	1.1, 3.1, 3.2, 3.3	- Understands own legal rights and responsibilities and is extending understanding of general legal principles applicable across work contexts in relation to health and safety measures and initiatives - Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.4, 1.5, 1.6, 4.1	- Recognises and applies the protocols governing what to communicate, with whom and how in safety measures and initiatives contexts - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.5, 1.6, 2.1, 2.2, 2.3, 4.1, 4.2, 4.3	- Applies formal processes when planning health and safety measures and initiatives, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others - Implements actions as per plan, making slight adjustments if necessary, and addressing some unexpected issues - Uses a formal decision-making process with support, setting or clarifying goals, gathering information, and identifying and evaluating several choices against a limited set of criteria - Contributes to the design of new approaches to safety measures and initiatives within the immediate work environment

		• Uses common digital systems and tools to complete record-keeping tasks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS410 Contribute to work-related health and safety measures and initiatives	BSBWHS410A Contribute to work-related health and safety measures and initiatives	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBWHS410 Contribute to work-related health and safety measures and initiatives

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Performance Evidence

Evidence of the ability to:

- contribute to scoping, establishing, reviewing and evaluating work health and safety (WHS) measures and initiatives to:
 - address specific legislative requirements and obligations
 - support non-statutory health promotion programs
- contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations
- liaise with relevant people internal and external to the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- list factors that impact on work-related health and safety and their potential effects
- identify internal and external sources of WHS information and data, and how to access them
- outline organisational WHS and other relevant policies, procedures, processes and systems, including human resources
- summarise relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives

- describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
 - the factors impacting on worker health and safety that they address
 - effectiveness
 - costs and benefits
 - criteria for decisions regarding their implementation in a specific workplace
 - how they should be implemented.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace policies and procedures
- relevant legislation, regulations, standards and guidelines
- information and resources about factors impacting on the health and safety of workers, and work-related health and safety measures and initiatives
- relevant WHS documentation and records
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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