



Australian Government

BSBWHS414 Contribute to WHS risk management

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 contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.

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. Access information and data used to identify hazards, and to assess and control risks	1.1 Access and review current WHS laws relevant to organisation's hazard identification and risk control processes 1.2 Access workplace sources of information and data to inform hazard identification, risk assessment and risk controls 1.3 Access external sources of information and data to inform hazard identification, risk assessment and risk controls 1.4 Analyse information and data and determine nature and scope of workplace hazards, risk assessment and risk controls 1.5 Confirm information and data with required stakeholders, seeking input from technical and other advisors as required
2. Contribute to identifying risk management requirements and compliance	2.1 Contribute to identifying and complying with requirements of organisational policies, procedures, processes and systems for hazard identification, risk assessment and risk controls 2.2 Contribute to identifying and complying with requirements of WHS laws and guidelines for hazard identification, risk assessment and risk controls 2.3 Identify duty holders, and their roles and responsibilities according to risk management requirements 2.4 Identify tools used by organisational in current hazard identification and risk control processes
3. Contribute to workplace hazard identification	3.1 Contribute to selecting hazard identification tools and techniques according to WHS laws, and risk management requirements 3.2 Use hazard identification tools and techniques to assist with identifying hazards according to risk management requirements 3.3 Contribute to documenting hazard identification processes and results according to risk management requirements 3.4 Apply knowledge of hazards to advise individuals and/or parties about workplace hazards and the harms they may cause
4. Contribute to WHS risk	4.1 Identify individuals and/or parties at risk of exposure to

ELEMENTS	PERFORMANCE CRITERIA
assessment	hazards and determine the nature, severity and likelihood of potential harm 4.2 Contribute to applying tools, techniques and processes to identified hazards to assess risk, according to risk management requirements 4.3 Contribute to documenting risk assessment results according to risk management requirements 4.4 Contribute to communicating risk assessment outcomes with workers, contract workers, managers and technical specialists according to risk management requirements
5. Contribute to developing and implementing risk controls	5.1 Contribute to selecting risk controls for identified hazards based on the risk assessment 5.2 Document agreed risk controls according to risk management requirements 5.3 Contribute to developing risk controls according to the hierarchy of control measures and WHS laws 5.4 Contribute to implementing risk controls and seek supervisory advice as required by the circumstances 5.5 Support communication of information on risk controls and actions to required individuals and/or parties
6. Contribute to evaluating effectiveness of risk controls	6.1 Identify requirements for ensuring ongoing effectiveness of risk controls 6.2 Contribute to identifying measures that enable evaluation of effectiveness of risk controls 6.3 Document plan for monitoring effectiveness of risk controls according to organisational policies and procedures 6.4 Present and effectively communicate plan to required stakeholders according to risk management requirements

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, reviews and interprets WHS legislative and organisational

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	texts and other external information and data
Writing	• Uses structure, layout and language suitable for audience to document WHS hazard identification and risk control processes • Uses appropriate organisational formats and industry-specific vocabulary to document hazards, risks, and risk controls
Oral communication	• Uses structure and language suitable for audience to communicate information and contribute ideas about WHS hazard identification and risk control processes
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to WHS hazard identification and risk control processes • Keeps up to date with WHS laws, and related organisational policies and procedures relevant to own role • Uses appropriate technology in accessing, communicating, and recording information
Interact with others	• Identifies what, with whom and how to communicate in the context of advising about hazards, risks and risk controls • Cooperates with others as part of WHS hazard identification and risk control processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes • Interacts to develop relationships with operational personnel and consultative groups • Seeks information from others to understand work and work

Skill	Description
	relationships as they relate to hazard management
Get the work done	• Applies processes to plan, sequence and prioritise tasks, showing awareness of time and resource constraints and the needs of others • Uses decision-making processes in hazard identification and risk control processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Applies problem-solving processes, identifying and evaluating several options for action

Unit Mapping Information

Supersedes and is equivalent to BSBWHS404 Contribute to 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 BSBWHS414 Contribute to WHS risk management

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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 contribute to:

- identifying at least two different (WHS) hazards and controlling the risks associated with those hazards
- evaluating the effectiveness of the above risk controls.

During each of the above occasions, the candidate must:

- identify and interpret information and data about WHS requirements and apply them to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control
- contribute to documenting processes
- communicate with required people about WHS requirements and compliance
- comply with WHS requirements for hazard identification, risk assessment, and risk control activities
- identify WHS duty holders and their duties.
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Knowledge Evidence

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

- internal and external sources of WHS information and data relating to the performance evidence, and procedures for accessing them
- WHS hazard identification, risk assessment and risk control processes specified in:
 - required WHS laws
 - organisational WHS policies, procedures, processes, and systems
- risk management requirements, including:
 - identifying duty holders and their roles and responsibilities

- selecting and using hazard identification tools and techniques
- undertaking, documenting and communicating risk assessments
- evaluating risk controls
- documenting and communicating risk control plan
- differences between hazards and risks in the workplace
- range of common workplace hazards, and the nature, severity and likelihood of those hazards
- risk assessment and controls that can eliminate or minimise risks.
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Assessment Conditions

Assessment must comply with WHS laws, 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:

- workplace equipment, technology, software and consumables required to access information on WHS laws
- WHS laws, and organisational policies, procedures, processes and systems required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

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

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