



Australian Government

Assessment Requirements for BSBWHS417 Assist with managing WHS implications of return to work

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.

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 assist with:

- managing WHS implications of planning and implementing return to work for one injured worker, and within scope of own role:
 - develop return-to-work objectives for worker, in consultation with treating doctor and other medical professionals where required
 - identify any required job redesign and alternative duties
 - assess work environment for injured worker for potential hazards and associated risks
- monitoring and evaluating above return to work, including:
 - identifying and taking action to address WHS hazards and areas of non-compliance
 - identifying areas for improvement and making recommendations for system improvement as required.
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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:

- legislative requirements relating to primary duties and risk management associated with the performance evidence, including:
 - WHS laws
 - laws relating to workers' compensation and claims management
- organisational policies and procedures for:
 - obtaining and verifying information from injured workers
 - facilitating injured workers' return to work
 - liaising with medical professionals involved in injured workers' return to work
 - assisting with designing return-to-work programs for injured workers
 - risk assessments of work environments

- monitoring return to work and responding to hazards and areas of non-compliance
- key features and components of organisation's return to work of injured workers, including:
 - roles and responsibilities of all parties involved in developing, implementing and monitoring return to work
 - typical content of return-to-work activities
 - approach to hazard identification and risk assessment regarding specific features of return to work
- potential WHS-related risks to team members arising from reduced capacity and absence of returning worker in relation to:
 - impact on workloads
 - required resources and adjustments to workspaces
 - new hazards, or potential harm from existing hazards
- roles and responsibilities of medical professionals in relation to return to work management
- methods, techniques and tools to support workers involved in return to work:
 - WHS implications of alternative duties
 - preparing a workplace for an injured worker's return to work.
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Assessment Conditions

Assessment must comply with WHS and workers' compensation 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 documentation and WHS data required to demonstrate the performance evidence
- legislation required to assist with managing WHS implications of return to work
- organisational policies and procedures required to demonstrate the performance evidence
- workplace equipment and resources
- 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.

Links

Companion Volume Implementation Guides are available from VETNet -

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