



Australian Government

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.

Application

This unit describes the skills and knowledge required to assist with managing the WHS implications of activities that facilitate an injured worker's return to work. It involves identifying those with roles, duties, rights and responsibilities for return to-work, as well as assisting in preparing, implementing and evaluating the return to work.

The unit applies to those in an organisation who assist with the WHS implications of return-to-work activities. In many organisations, this role will be performed alongside others from within the organisation or external parties, including those working in human resources, workers' compensation, workplace rehabilitation, other professional and administrative capacities, and other roles relating to return to work.

NOTES

1. The unit does not in any way address the process of treating workers for their injury or illness, which is the task of health and medical professionals.
2. Workers' compensation legislation and associated duties will differ between jurisdictions. RTOs are advised to contextualise this unit of competency by referring to the requirements of existing state/territory workers' compensation legislation.
3. 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.
4. 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. Identify return-to-work requirements	1.1 Identify legislative requirements for facilitating injured worker's return to work 1.2 Identify individuals and parties with roles, duties, rights and responsibilities regarding injured worker's return to work 1.3 Identify relevant organisational policies and requirements for injured worker's return to work
2. Assist with preparing return to work for injured worker	2.1 Assist with identifying suitable return-to-work duties for injured worker in consultation with required internal and external stakeholders 2.2 Identify potential barriers for worker returning to work, in consultation with relevant parties 2.3 Assist with design of return-to-work program for injured worker based on advice from medical professionals and consultation with required parties, and within scope of own role 2.4 Assist with identifying potential WHS-related risks to other team members arising from injured worker's reduced capacity and absence, and how to manage these potential risks 2.5 Assist with establishing agreement between required parties on injured worker's return to work
3. Assist with implementing return to work	3.1 Assist with assessing intended work environment for injured worker for potential WHS-related risk 3.2 Consult with required stakeholders about WHS implications of return to work, and assist with incorporating feedback 3.3 Assist with providing guidance to required personnel about WHS implications of return-to-work process and support for necessary adjustments
4. Assist with monitoring and evaluating return to work	4.1 Facilitate regular feedback and communication between relevant parties 4.2 Assist with monitoring return to work and identifying hazards and areas of non-compliance according to organisational policies and procedures 4.3 Assist with taking action to address WHS hazards and areas of non-compliance, and modifying return to work as required according to WHS laws, and organisational WHS policies and

ELEMENTS	PERFORMANCE CRITERIA
	procedures 4.4 Assist with evaluating return to work and implementing WHS-related recommendations for required improvements

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	Reviews and analyses WHS legislative requirements and organisational texts about return to work
Writing	Produces information, reports and records using structure, language and layout appropriate to audience and organisational requirements
Oral communication	Seeks and provides information about injured worker and return to work using language and features suitable for audience and context
Numeracy	Performs calculations necessary to provide estimates related to timeframes
Navigate the world of work	- Adheres to WHS legal and regulatory responsibilities, and organisational policies and procedures in relation to own role and responsibilities - Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	- Identifies what, with whom and how to communicate in the context of own role and responsibilities - Cooperates with others as part of processes, and contributes to specific activities requiring joint responsibility and accountability - Collaborates and negotiates with others to achieve joint/agreeable outcomes in sensitive situations - Communicates effectively with a range of medical and other professionals in relation to role and responsibilities
Get the work done	- Plans tasks with logically sequenced steps, reflecting awareness of time and resource constraints and needs of others - Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria - Monitors progress of tasks in order to provide timely information to workers and modify plans as necessary

Unit Mapping Information

Supersedes and is equivalent to BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs.

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 BSBWHS417 Assist with managing WHS implications of return to work

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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 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

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