



Australian Government

BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

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 develop processes and procedures for controlling hazardous chemicals in the workplace, and then monitoring their effectiveness. The unit requires the application of knowledge associated with work health and safety (WHS) legislation, and organisational policies and procedures relating to controlling hazardous chemicals.

The unit applies to those who work under supervision and use some discretion and judgement to respond to monitoring hazardous chemicals in the workplace. 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 often generate vapours, fumes, dusts and/or 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.
3. For the purposes of this unit of competency ‘safe systems of work’ refers to a formal procedure that results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or, where this is not possible, risks are minimised.

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. Prepare to develop processes and procedures to control hazardous chemicals in the workplace	1.1 Identify and source current WHS laws, and organisational policies and procedures relating to controlling hazardous chemicals 1.2 Identify hazardous chemicals used in, or created by, workplace 1.3 Identify workplace tasks involving hazardous chemicals 1.4 Use safety data sheets (SDSs) and other guidance to determine potential worker exposure to identified hazardous chemicals 1.5 Seek specialist advice during preparation phase, as required
2. Develop processes and procedures to control hazardous chemicals in the workplace	2.1 Assess risks associated with identified hazardous chemicals 2.2 Use information from workplace environmental monitoring to determine compliance with exposure standards, environmental requirements, storage specifications or associated risk management strategies 2.3 Develop safe systems of work that include suitable risk control measures, and processes and procedures for those systems 2.4 Seek and integrate feedback from required personnel about developed processes and procedures 2.5 Communicate and promote developed processes and procedures to required personnel
3. Monitor effectiveness of processes and procedures developed to control hazardous chemicals in the workplace	3.1 Review workplace implementation of control processes and procedures 3.2 Identify non-compliance with control processes and procedures 3.3 Implement training and development procedures and protocols to address areas of identified non-compliance
4. Report on effectiveness of processes and procedures in controlling hazardous chemicals	4.1 Provide feedback on outcomes of workplace monitoring to required personnel 4.2 Record outcomes of monitoring process and distribute

ELEMENTS	PERFORMANCE CRITERIA
in the workplace	to required personnel according to workplace policies and procedures

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, interprets and analyses WHS legislative and workplace information about hazardous chemicals
Writing	Uses appropriate organisational formats and industry-specific vocabulary to document control processes and procedures
Oral communication	Uses structure and language suitable for audience to communicate information and contribute ideas about hazardous chemical control
Navigate the world of work	- Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to hazardous chemicals - Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	Cooperates with others and contributes to specific activities requiring joint responsibility and accountability
Get the work done	- Uses decision-making and problem-solving processes in hazardous chemicals monitoring: sets and clarifies goals, gathers information and checks compliance - Uses processes to monitor outcomes of processes and

Skill	Description
	procedures to control hazardous chemicals in the workplace

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 BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

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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:

- on at least two different occasions, develop processes and procedures to control hazardous chemicals in the workplace.

During each of these occasions, the candidate must:

- identify hazardous chemicals in the workplace through inspections and consultation with required personnel
- monitor and report on implementation of control processes and procedures
- communicate requirements and compliance associated with hazardous chemicals in the workplace
- comply with work health and safety (WHS) requirements for hazardous chemical monitoring
- implement training and development opportunities to address non-compliance
- identify WHS duty holders and their duties, and seek specialist advice 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:

- range of common workplace hazardous chemicals and the origin and nature of associated harm
- requirements for controlling hazardous chemicals as specified in:
 - relevant WHS laws, licences and permit conditions
 - organisational WHS policies, procedures, processes and systems

- documentation about the safe use, handling, processing, storage, transportation, and disposal of hazardous chemicals in the workplace, including safety data sheets (SDSs)
- risk control processes and procedures, including:
 - identifying hazards and assessing risks
 - responding to incidents involving hazardous chemicals
- organisational policies and procedures for:
 - accessing internal and external sources of WHS information and data
 - recording outcomes of monitoring process and distributing to required personnel according to workplace policies and procedures
- key features and components of controls for hazardous chemicals in the workplace, including:
 - workplace register for hazardous chemicals
 - labelling of hazardous chemicals
 - workplace signposting
 - current and complete SDSs for hazardous chemicals in the workplace
 - risk controls in line with the hierarchy of control measures
 - safe work practices that eliminate, or where this is not possible, minimise risks
- emerging issues about hazardous chemicals and identifying potential risks from exposure to hazardous chemicals
- hierarchy of control measures suited to identified hazardous chemicals
- training and development procedures and protocols.
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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 and resources
- WHS laws, standards and guidelines required to demonstrate the performance evidence
- 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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