



Australian Government

BSBWHS507 Contribute to managing WHS information systems

Release: 1

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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 contribute to managing work health and safety information systems (WHSIS) to support work health and safety (WHS) management. It focuses on systems for gathering, managing and communicating information necessary for WHS management.

It applies to individuals who contribute to the management of a WHSIS. These people 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 identifying WHSIS requirements	1.1 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with identifying duty holders and WHS information necessary for effective WHS management in the organisation 1.2 Apply knowledge of WHS legislation and workplace policies,

ELEMENT	PERFORMANCE CRITERIA
	procedures and systems to assist with determining the functions and purposes of the WHSIS 1.3 Apply knowledge of organisation and consult with users of the WHSIS, to assist with specifying what users need from the system 1.4 Assist with identifying workplace factors that may impact on the design and development of the WHSIS
2 Contribute to the use and operation of the WHSIS	2.1 Provide advice and support to users to enable them to use the WHSIS effectively and to meet their WHS responsibilities and objectives 2.2 Gain feedback from users to assist with monitoring, evaluating and improving the WHSIS
3 Use the WHSIS to support effective WHS management as required by job role	3.1 Access and review relevant sources of WHS information and data, and evaluate information and data gathered 3.2 Collect and record information and data according to WHS legislation and workplace policies, procedures and systems, using appropriate tools 3.3 Meet legislated reporting requirements to external bodies within required time limits 3.4 Use appropriate analytical techniques to evaluate WHS performance and identify areas for WHS improvement 3.5 Regularly review and analyse WHS information and data in consultation with users to ensure organisational and WHS legislative requirements are met 3.6 Make recommendations for improvement in prevention strategies based on information and data analysis 3.7 Communicate WHS information to individuals and parties as required by WHS legislation and workplace policies, procedures and systems
4 Assist with monitoring, evaluating and improving the WHSIS	4.1 Apply knowledge of WHSIS requirements to assist with identifying elements of the WHSIS needing improvement 4.2 Assist with developing and implementing measures to improve the WHSIS 4.3 Facilitate user participation and consultation during WHSIS monitoring, evaluation and improvement activities 4.4 Identify training needs of WHSIS users and take action as appropriate 4.5 Determine frequency, method and scope of WHSIS review in

ELEMENT	PERFORMANCE CRITERIA
	consultation with users

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, 3.1	- Interprets and critically analyses complex texts in relation to WHSIS - Applies appropriate strategies to construct meaning from complex texts in relation to WHSIS
Writing	2.2, 3.3, 3.7	- Matches style of writing to purpose and audience - Uses appropriate layout, vocabulary and grammatical structure for reporting on WHSIS performance or improvements
Oral communication	2.1, 2.2, 3.7, 4.5	- Presents information about WHSMS and WHS policy using structure and language appropriate to the audience - Uses questions and active listening to extract main ideas and clarify understanding
Numeracy	3.1	Extracts and evaluates the mathematical information embedded in WHSIS information and data
Navigate the world of work	1.1, 1.2, 1.3, 3.2, 3.3, 3.5, 3.7	- Understands own legal rights and responsibilities and applies understanding of general legal principles in relation to WHSIS - Keeps up to date on changes to legislation or regulations relevant to rights and responsibilities and considers implications of these in relation to WHSIS
Interact with others	1.3, 2.1, 4.3, 4.5	- Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction - Provides feedback to others in forms they can engage with and respond to
Get the work done	1.4, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1, 4.2, 4.4	- Plans, organises and implements tasks required to implement the WHSIS - Uses a formal decision making process setting or clarifying goals, gathering information, and identifying and evaluating several choices against a limited set of

		criteria in identifying training needs • Applies formal problem solving processes to identify WHSIS improvements, breaking complex issues into manageable parts and identifying and evaluating several options for action • Where appropriate, seeks feedback or advice before implementing a solution • Uses common digital systems and tools and operates them effectively to complete WHSIS-related tasks
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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included

The function and purpose of the WHSIS is to:	• document and communicate WHS and other relevant procedures, policies, processes and systems • facilitate keeping track of legal requirements and compliance • facilitate and support consultation and participation • describe and communicate the core elements of the management system and their interaction, and provide direction to related documentation • support awareness of what is required to achieve the organisation's WHS objectives and enable the evaluation of the system and WHS performance.
Users of the WHSIS must include:	• individuals and parties who directly or indirectly access and use information from the WHSIS and/or provide and input information into the WHSIS.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS507 Contribute to managing WHS information systems	BSBWHS507A Contribute to managing WHS information systems	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 BSBWHS507 Contribute to managing WHS information systems

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Performance Evidence

Evidence of the ability to contribute to:

- identifying Work Health and Safety Information Systems (WHSIS) legislative and organisational requirements including:
 - duty holders and roles
 - WHS information for effective work health and safety (WHS) management
 - functions and purposes
 - user needs
 - workplace factors
- using the WHSIS including:
 - advising and supporting users
 - gaining feedback for monitoring, evaluation and improvement
- using the WHSIS to support effective WHS management as required by job role including:
 - accessing and reviewing WHS information and data and their sources
 - collecting and recording WHS information and data that addresses legislative and organisational requirements, using appropriate tools
 - meeting external reporting requirements in a timely manner
 - using appropriate analytical techniques to evaluate WHS performance and identify improvement areas
 - regularly reviewing and analysing WHS information and data to ensure legislative and organisational requirements are met
 - recommending improvements in prevention strategies based on information and data
 - communicating WHS information and data according to legislative and organisational requirements
- assisting with monitoring and evaluating the WHSIS, and developing and implementing improvement measures incorporating:

- user participation and consultation, including with regard to frequency, method and scoping of WHSIS review
- identification and actioning of training needs.

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:

- identify information and data relevant to the organisation and its needs (which is a function of the size and nature of the organisation) and to specific hazards in the workplace
- identify commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation and rehabilitation
- outline due diligence obligations as referred to in WHS Acts, regulations and codes of practice
- list internal and external sources of WHS information and data, and how to access them
- identify key personnel, including change agents, within workplace management structure
- summarise the language, literacy and cultural profile of the work team
- summarise legislative requirements for WHS information and data, and consultation
- describe methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming these problems
- describe methods for providing evidence of compliance with WHS legislation
- describe the nature of information and data that provide valid and reliable measures of performance of WHS management processes
- outline organisational WHS policies, procedures, processes and systems
- detail the requirements for record keeping that address WHS, privacy and other relevant legislation
- list the requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- summarise the roles and responsibilities of individuals and parties under WHS legislation
- describe systems for storage and retrieval of information and data.

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:

- reports and sample software for WHS information and data collation and analysis
- relevant Acts, regulations, codes of practice, standards and guidelines
- case studies and, where possible, real situations

- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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