



Australian Government

BSBWHS509 Facilitate the development and use of WHS risk management tools

Release: 1

BSBWHS509 Facilitate the development and use of WHS risk management tools

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 facilitate the development and use of WHS risk management tools.

It applies to individuals with responsibility for risk management. These people will work in a range of work health and safety (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 Select and develop WHS risk management tools	1.1 Apply knowledge of risk management tools that address requirements of the WHS legislation and the workplace 1.2 Consult with individuals and parties on suitable risk management tools 1.3 Modify existing risk management tools and/or develop new ones

ELEMENT	PERFORMANCE CRITERIA
	to meet workplace requirements 1.4 Determine risk management tools to be used in the workplace
2 Facilitate the use of WHS risk management tools	2.1 Develop and conduct required training and instruction for individuals and parties who will use risk management tools 2.2 Consult and liaise with individuals, parties and work areas regarding logistical arrangements necessary for the use of risk management tools 2.3 Facilitate, in collaboration with individuals and parties, necessary logistical arrangements 2.4 Use and apply risk management tools 2.5 Provide support to individuals and parties to use risk management tools
3 Communicate outcomes of use of risk management tools	3.1 Collate and analyse results and findings of the use of risk management tools 3.2 Communicate results, findings and outcomes to individuals and parties
4 Review use of risk management tools	4.1 Review usefulness and usability of risk management tools 4.2 Modify and/or change risk management tools, based on the review outcomes 4.3 Modify consultation, liaison, logistical arrangements and communications, based on the review outcomes

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, 3.1, 4.1	- Interprets and critically analyses complex texts to identify suitable risk management tools - Applies appropriate strategies to construct meaning from complex texts when identifying legislative and workplace requirements
Writing	1.3, 3.3, 4.2, 4.3	Develops or modifies risk management tools and arrangements

		Communicates risk management arrangements and outcomes using layout vocabulary, grammatical structure and conventions appropriate to context and audience
Oral communication	1.2, 2.1, 2.2, 2.3, 3.2	- Presents information about risk management using structure and language appropriate to the audience - Asks questions and listens to extract main ideas across a range of contexts
Numeracy	3.1, 3.2	Extracts and evaluates the mathematical information embedded in a range of tasks and texts in risk management processes
Navigate the world of work	1.1	- Understands own legal rights and responsibilities and extends understanding of general legal principles applicable across WHS risk management contexts - Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking WHS risk management work
Interact with others	1.2, 2.1, 2.2, 2.3, 3.2	- Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, in relation to consultations and use of risk management tools - Provides feedback to others in forms they can engage with and respond to when supporting use of tools
Get the work done	1.3, 1.4, 2.1, 2.4, 2.4, 2.5, 3.1, 4.1-4.3	- Sequences and schedules complex activities, monitors implementation and manages relevant communication when designing and conducting training - Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, seeking input and advice from others before taking action when necessary - Contributes to the design of new approaches within the immediate work environment - Uses digital systems and tools effectively to complete routine tasks, adapting some functions to improve personal efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS509 Facilitate the development and use of risk management tools	BSBWHS509A Facilitate the development and use of hazard-management tools	Updated to meet the Standards for Training Packages Title change	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 BSBWHS509 Facilitate the development and use of WHS risk management tools

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select, develop and modify suitable work health and safety (WHS) risk management tools, in consultation with others, that address the workplace and legal requirements
- facilitate the use of WHS risk management tools including:
 - developing and conducting training for users
 - consulting on and facilitating logistical arrangements for use
 - supporting users
- use and apply WHS risk management tools and communicate outcomes including:
 - completing risk management process steps
 - facilitating logistical arrangements
 - collating and analysing results and findings
 - communicating results, findings and outcomes to others
- review usefulness and usability of WHS risk management tools and make changes based on the review outcomes.

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:

- describe risk management tools, their correct application, use and limitations
- identify internal and external sources of WHS information and data, and how to access them
- outline the language, literacy and cultural profile of the work team
- describe WHS risk management methods, techniques, procedures and processes, including:
 - correct application and use

- limitations
- usefulness and usability
- summarise the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- outline organisational WHS policies, procedures, processes and systems
- identify other functional areas that impact on the management of WHS
- describe techniques, tools and processes for identifying WHS hazards including:
 - hazard and risk checklists
 - hazard hunts
 - job safety analyses
 - manifests and registers, including for dangerous goods, hazardous chemicals and plant
 - surveys using questionnaires, interviews and other survey techniques
 - safe work method statements
 - workplace inspections and walk throughs
- describe tools, techniques and methods to address specific physical or psychosocial risks
- outline WHS Acts, regulations, codes of practice and other instruments issued by WHS regulators and how they apply to the organisation.

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:

- relevant WHS Acts, regulations, codes of practice, standards and guidelines
- sources of information, data and advice
- risk management tools
- workplace policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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