



Australian Government

BSBWHS513 Lead WHS risk management

Release: 1

BSBWHS513 Lead WHS risk management

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 lead the management of work health and safety (WHS) risks in an organisation. The unit includes facilitating the identification of hazards and potential hazards, leading the assessment of associated risks, selecting and implementing suitable risk controls, and evaluating the overall effectiveness of the organisational WHS risk management process. It involves communicating with stakeholders throughout the process.

The unit applies to those in an organisation who provide specialised knowledge and guidance to a range of personnel when leading the management of WHS risks.

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.

No licensing, legislative, regulatory 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>

ELEMENTS	PERFORMANCE CRITERIA
1. Facilitate identification of WHS risk management requirements	1.1 Identify and review internal and external sources of WHS information and data that apply to risk management processes 1.2 Identify legislative requirements for WHS risk management 1.3 Identify duty holders, individuals and/or parties to consult about and participate in risk management processes, according to organisational and legislative requirements 1.4 Identify and communicate roles and responsibilities of individuals and/or parties that impact on risk management 1.5 Identify organisation-specific factors that will impact on hazard identification, risk assessment and risk controls 1.6 Confirm that risk management scope is clearly defined according to organisational policies and procedures
2. Lead risk assessment	2.1 Lead hazard identification process according to organisational policies and procedures 2.2 Identify and document risk factors as they apply to identified hazards according to organisational policies and procedures 2.3 Apply knowledge of WHS laws, workplace WHS information and data, and identified hazards and risk factors to analyse and assess risk 2.4 Document risk assessment according to organisational policies and procedures, and legislative requirements 2.5 Communicate outcomes of risk assessment to required personnel according to organisational and legislative requirements
3. Lead risk control	3.1 Identify organisational risk control policies and procedures appropriate to identified hazards 3.2 Select suitable risk controls according to assessed level of risk, organisational WHS hazard and risk control policies and procedures, and WHS laws 3.3 Plan to implement selected risk controls according to organisation's WHS management system (WHSMS) and WHS information system (WHIS) 3.4 Implement selected risk controls according to organisational policies and procedures 3.5 Document and communicate selected risk controls to required personnel, according to organisational and legislative requirements

ELEMENTS	PERFORMANCE CRITERIA
4. Evaluate effectiveness of WHS risk management process	4.1 Establish nature and scope of evaluation process and key performance indicators 4.2 Review effectiveness of implemented risk management process according to organisation's WHSMS and legislative requirements 4.3 Modify risk management process as required in response to evaluation 4.4 Document risk management process according to WHSIS requirements 4.5 Communicate evaluation findings according to organisational requirements

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	Organises, analyses and integrates information from a range of sources
Writing	Documents results of investigations using clear and comprehensible language and layout
Oral Communication	- Uses listening and questioning techniques to clarify understanding of others' views - Presents information with varying level of technical vocabulary to suit audience
Numeracy	Collates, interprets and compares mathematical and statistical information relevant to requirements
Navigate the world of work	Considers legal and regulatory responsibilities when implementing, monitoring or reviewing risk-management

Skill	Description
	processes • Leads effective consultation and participation during all stages of WHS risk-management process
Interact with others	• Identifies and uses appropriate conventions and protocols when communicating with others • Plays a lead role in situations requiring effective collaboration skills, demonstrating the ability to guide discussions and outcomes
Get the work done	• Develops plans or processes to manage WHS risk management tasks, with an awareness of how they contribute to operational and strategic goals • Determines whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Applies problem-solving processes to determine solutions to WHS risk management issues • Uses analytical and lateral thinking to review practices and suggest improvements • Uses a range of digitally-based technology and applications to access, organise and share relevant information in effective ways

Unit Mapping Information

Supersedes and is equivalent to BSBWHS503 Contribute to the systematic management of WHS risk.

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 BSBWHS513 Lead WHS risk management

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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:

- plan, implement and evaluate a systematic process for managing work health and safety (WHS) risk in a work area.

During the above, the candidate must:

- identify, interpret and apply information from a range of sources, including organisational and legislative requirements
- review WHS risk-management process according to established scope and key performance indicators
- consult effectively with required stakeholders using appropriate interpersonal communication skills.
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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:

- commonwealth and state/territory WHS laws relating to WHS risk management, including WHS Acts, regulations, codes of practice and standards
- WHS information and data that applies to WHS risk-management process, including:
 - organisational and duty holder legal requirements
 - organisational policies and procedures relating to identifying hazards, assessing risks and implementing risk controls
 - key components of the work health and safety management system (WHSMS)
- internal and external sources of WHS information and data, and procedures for accessing them

- organisational behaviour and culture in relation to WHS risk management activities and their impact on WHS and the work team, including organisation's risk appetite
- key components of effective consultation and participation strategies
- tools and techniques to:
 - identify health and safety hazards
 - assess risks, taking into account nature and impact of risk, and likelihood of risk arising
 - identify and select suitable risk controls
 - facilitate effective communication and consultation processes, and identify key personnel related to communication
- application and limitations of techniques and tools for identifying hazards, and analysing and assessing risks
- hierarchy of control measures:
 - its use in establishing level of risk
 - factors limiting effectiveness of types of controls
 - role and limitations of procedural controls
 - use of personal protective equipment
- other functional areas in the organisation that impact on the management of WHS-related risks
- impact of workforce characteristics and composition on WHS risk and its management, including:
 - cultural background/diversity
 - gender
 - labour market changes
 - levels of language, literacy and numeracy skills in the workforce
 - workforce structure and organisation, including part-time, casual and contract workers, shift rosters and geographical location
 - workers with specific support needs and limitations
 - workplace cultural attitudes towards alcohol and other drug use
- principles of decision-making.
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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, and organisational policies and procedures 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.

Links

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