



Australian Government

**Assessment Requirements for BSBWHS516
Contribute to developing, implementing
and maintaining an organisation's WHS
management system**

Assessment Requirements for BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

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:

- contribute to developing, implementing, reviewing and improving a work health and safety management system (WHSMS) for an organisation.

During the above, the candidate must:

- communicate and explain the WHSMS and associated implementation plan to others to facilitate their contribution and ensure their commitment to the system
- apply effective consultation and communications processes and protocols
- use suitable and sufficient tools to measure and evaluate WHSMS performance.
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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, guidance material and publications relating to developing and implementing WHSMS
- organisational requirements for WHSMS:
 - commitment from line management and supervisors to provide leadership in WHS and prioritise WHS as part of operational planning and activity
 - compliance with required policies, procedures, processes, and tools
 - requirements for recordkeeping that address WHS, privacy and other relevant legislation
- elements of effective WHSMS with reference to required commonwealth and state/territory WHS Acts, regulations, codes of practice and standards, including:
 - policies and procedures

- WHSMS certification standards
- duty holders and their responsibilities
- consultation and communication arrangements
- required training and induction
- WHS risk assessment, including risk controls
- sources of information to determine required form, content, purposes and functions of WHSMS to be developed and implemented
- key components of WHSMS plan:
 - required resources to implement plan within set timeframes
 - management roles and responsibilities in supporting WHSMS implementation and operation
 - roles and responsibilities of individuals and parties under WHS laws
 - procedures, protocols and tools for measuring WHS performance, including WHS-related lead and lag key performance indicators (KPIs)
- barriers to implementing WHSMS, and strategies to address them
- benefits to an organisation of having a WHSMS, and an integrated return-to-work and injury management program
- instruments issued by WHS regulators and how they apply to the organisation
- duties, rights and obligations of individuals and parties under WHS laws.
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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

Companion Volume Implementation Guides are available from VETNet -

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