



Australian Government

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

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 contribute to the development, implementation and maintenance of elements of a work health and safety management system (WHSMS). WHSMSs support organisations in systematically managing work health and safety (WHS) in the workplace. WHSMSs consist of a documented set of plans, actions and procedures that target improvements.

The unit applies to those with organisational responsibilities for contributing to tasks in relation to elements of a WHSMS appropriate to the nature and scale of the organisation and its WHS risks. These people will have supervisory responsibilities, 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.

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 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
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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. Contribute to developing WHSMS	1.1 Access and analyse sources of information to determine required form, content, purposes and functions of WHSMS 1.2 Identify duty holders and their roles and responsibilities in WHSMS, according to WHS laws 1.3 Document organisational WHSMS that meets legal and organisational requirements 1.4 Consult with individuals and parties about what the WHSMS should include and integrate their feedback as required 1.5 Communicate information about WHSMS to required personnel
2. Contribute to developing WHSMS implementation plan	2.1 Identify key components of plan that meet legal and organisational requirements 2.2 Facilitate and support consultation with, and participation of, required personnel in plan development 2.3 Contribute to developing draft plan according to organisational policies and procedures 2.4 Seek feedback on draft plan 2.5 Finalise and record plan according to organisational policies and procedures
3. Support implementation of WHSMS	3.1 Consult with colleagues on WHSMS implementation and agree on required timeframe and resources 3.2 Communicate benefits of WHSMS and agree on management roles and responsibilities in supporting its implementation 3.3 Identify and address potential barriers to WHSMS implementation according to organisational policies and procedures
4. Contribute to measuring and evaluating WHSMS performance	4.1 Communicate requirements for measuring and evaluating WHSMS performance to required personnel according to organisational requirements 4.2 Facilitate and support consultation with, and participation of, required personnel in measuring and evaluating WHSMS performance 4.3 Evaluate WHSMS performance outcomes according to

ELEMENTS	PERFORMANCE CRITERIA
	established protocols 4.4 Analyse and document outcomes of evaluation process
5. Contribute to review of WHSMS	5.1 Gather and analyse required review documentation according to organisational policies and procedures 5.2 Facilitate and support consultation with, and participation of, required personnel to identify opportunities to improve WHSMS 5.3 Contribute to identifying required changes to WHSMS 5.4 Contribute to adjusting WHSMS as required according to organisational policies and procedures 5.5 Seek approval of updated WHSMS from required personnel 5.6 Distribute information about approved updated WHSMS according to organisational 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	Identifies, interprets and critically analyses texts in relation to WHSMS information and WHSMS review documentation
Writing	- Matches style of writing to purpose and audience in consulting, developing and communicating WHSMS and WHS policy - Uses appropriate layout, vocabulary, grammatical structure and conventions in consulting, developing and communicating WHSMS and WHS policy
Oral communication	- Presents information about WHSMS and WHS policy using structure and language appropriate to the audience - Uses questions and active listening to extract main ideas, gather information and feedback, and seek and offer opinions
Numeracy	Selects from and applies an expanding range of mathematical and problem-solving strategies in relation to WHSMS measurement and evaluation
Navigate the world of work	- Accepts responsibility for developing, implementing or modifying workplace policies and procedures applicable to WHSMS - Keeps up to date on changes to WHS laws and regulations relevant to

Skill	Description
	own role and responsibilities, and considers their implications when negotiating, planning and undertaking work
Interact with others	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	• Sequences and schedules activities, monitors implementation and manages relevant communication in relation to WHSMS planning • Uses systematic and analytical processes in non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria in review and evaluation of WHSMS • Uses digital systems and tools in the context of plan implementation and measurement, and evaluation of WHS performance

Unit Mapping Information

Supersedes and is equivalent to BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems.

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

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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:

- 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

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