



Australian Government

BSBWHS517 Contribute to managing a WHS information 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 managing a work health and safety information system (WHSIS) that supports the effective management of WHS. It involves accessing, collecting and analysing WHS information and data; evaluating the effectiveness of the WHSIS and contributing to improving the management of WHS; and communicating the change.

The unit applies to those who contribute to managing a WHSIS. These people 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. Individuals will apply skills and knowledge to enable them to manage information and data management processes, including analysis of the data. They are not required to design the actual information system or process.

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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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Facilitate collection of workplace information and data	1.1 Access sources of WHS information and data according to organisational policies and procedures 1.2 Collect and record WHS information and data according to WHS laws, and organisational policies and procedures 1.3 Meet legislative requirements for reporting to external bodies within required timeframes 1.4 Record and store collected WHS information and data according to WHS laws, and organisational policies and procedures
2. Contribute to operating the WHSIS	2.1 Provide advice and support to users to enable them to use the WHSIS, and meet their WHS responsibilities and objectives 2.2 Identify training and development needs of WHSIS users, and take action as required to facilitate the required training within scope of own role
3. Contribute to reviewing WHSIS effectiveness	3.1 Determine required frequency, method and scope of WHSIS review in consultation with users 3.2 Facilitate user participation and consultation during WHSIS monitoring, evaluation and improvement activities 3.3 Review and analyse accuracy, currency and relevance of WHS information and data in consultation with users 3.4 Apply knowledge of WHSIS requirements to assist with identifying WHSIS elements needing improvement
4. Contribute to improving WHS management	4.1 Make recommendations for system improvements based on analysis of WHS information and data 4.2 Assist with developing measures to improve WHSIS and seek required approval 4.3 Communicate changes to WHSIS according to WHS laws, and organisational policies, procedures and systems 4.4 Assist with implementing improvement measures

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	• Interprets and critically analyses texts relating to WHSIS and applies appropriate strategies to construct meaning
Writing	• Matches style of writing to purpose and audience • Uses appropriate layout, vocabulary and grammatical structure for reporting on WHSIS performance or improvements
Oral communication	• Presents information about WHSIS and WHS policy using structure and language appropriate to the audience • Uses questions and active listening to extract main ideas and clarify understanding
Numeracy	• Uses mathematical and statistical information to extract reports and monitor effectiveness of WHS management • Uses appropriate visual/graphical displays to present WHS performance information
Navigate the world of work	• Meets reporting requirements according to organisational policies and procedures • Keeps up to date on changes to legislation or regulations relevant to own role and responsibilities, and considers their implications in relation to WHSIS
Interact with others	• Collaborates with others to gather valid and reliable data, 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	• Plans, organises and implements tasks required to operate the WHSIS, using a range of technology and software systems • Extracts and analyses information and collates related reports • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates several choices against a limited set of criteria in identifying training needs of system users • Applies problem-solving processes to identify WHSIS improvements, resolving complex issues in manageable parts, and identifying and evaluating available options for action • Seeks feedback and advice before implementing a solution • Uses digital systems and tools, and operates them effectively to complete WHSIS-related tasks, such as developing graphs and charts

Unit Mapping Information

No equivalent unit.

Supersedes and is equivalent to BSBWHS507 Contribute to managing WHS information 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 BSBWHS517 Contribute to managing a WHS information 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:

- collect, analyse, record and store a set of work health and safety (WHS) information and data
- provide advice and support on operation of a WHS information system (WHSIS) to at least three different system users, and action their identified training needs within scope of own role
- use the WHSIS to generate at least one report to an external body within required timeframes
- contribute to identifying and implementing an improvement measure for a WHSIS based on analysis of information and data, and communicate measures to required personnel according to WHS legislative and organisational requirements.

During the above, the candidate must:

- follow WHS legislative requirements and organisational policies and procedures
- consult with, advise and support system users.
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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:

- WHS information and data relevant to organisation and its needs (which is a function of the size and nature of the organisation), and to specific hazards in the workplace
- commonwealth and state/territory WHS legislative requirements relating to:
 - roles and responsibilities of individuals and parties in relation to WHSIS
 - consultation
 - collecting, recording and storing WHS information and data

- privacy and confidentiality
- legislative and organisational requirements of a WHSIS:
 - duty holders and roles
 - WHS information for effective WHS management
 - functions and purposes
 - user needs
 - workplace-specific factors
 - internal and external sources of WHS information and data
- nature of information and data that provides valid and reliable measures of performance of WHS management processes and their limitations
- organisational WHS policies, procedures, processes and systems, including:
 - accessing, collecting, analysing and recording WHS information and data
 - storing, retrieving and retaining WHS information and data
 - external reporting requirements
- security, privacy and confidentiality requirements relating to accessing, collecting and storing WHS information and data
- requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- methods for providing evidence of compliance with WHS laws
- tools and techniques for:
 - collecting accurate, current and relevant WHS information and data
 - reviewing effectiveness of WHSIS
- systems for accessing, storing and retrieving WHS information and data
- communication strategies for facilitating engagement of system users
- user training arrangements.
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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:

- reports and sample software for WHS information and data collation and analysis
- 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.

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