



Australian Government

BSBWHS519 Lead the development and use of WHS risk management tools

Release: 1

BSBWHS519 Lead 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 5.0.

Application

This unit describes the skills and knowledge required to lead the development and use of work health and safety (WHS) risk management tools.

The unit applies to those responsible for managing hazards in the workplace whose role requires them to provide leadership in WHS risk management.

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.
3. WHS risk management tools are used in the four steps identified by the Safe Work Australia model code of practice, *How to manage work health and safety risks* – identify hazards, assess risks, control risks and review control measures.

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
<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. Select and develop WHS risk management tools	1.1 Apply knowledge of risk management tools to address requirements of WHS laws and workplace 1.2 Consult with required personnel about selecting suitable risk management tools 1.3 Modify existing risk management tools and/or develop new ones to meet identified requirements 1.4 Determine risk management tools to be used in workplace
2. Lead the use of WHS risk management tools	2.1 Consult and liaise with required personnel about logistical arrangements required in relation to risk management tools 2.2 Facilitate required logistical arrangements for use of risk management tools in collaboration with required personnel 2.3 Develop and conduct required training for personnel who will use risk management tools 2.4 Use risk management tools according to organisational policies and procedures 2.5 Provide support to required personnel to use risk management tools according to organisational requirements
3. Communicate outcomes of use of WHS risk management tools	3.1 Collect information about outcomes of risk management tool use 3.2 Collate and analyse collected information 3.3 Document analysis according to organisational policies and procedures 3.4 Communicate documented results, findings and outcomes to required personnel according to organisational protocols and procedures
4. Review use of WHS risk management tools	4.1 Review usefulness and usability of risk management tools according to organisational requirements 4.2 Modify or replace risk management tools based on review outcomes according to organisational requirements 4.3 Modify consultation, liaison and logistical arrangements in relation to tools based on review outcomes 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	• Interprets and critically analyses texts to identify suitable WHS risk management tools
Writing	• Develops and modifies WHS risk management tools and associated logistical arrangements • Communicates using layout, vocabulary, grammatical structure and conventions appropriate to tool and audience
Oral communication	• Presents information about WHS risk management tools, using structure and language appropriate to audience • Asks questions and actively listens to extract main ideas across a range of contexts as appropriate to WHS risk management tools
Navigate the world of work	• Identifies operational context in which WHS risk management tools are used and kept up to date
Interact with others	• Engages with others to support them in their use of WHS risk management tools
Get the work done	• Sequences and schedules activities, monitors implementation and manages relevant communication • Uses analytical processes to decide on a course of action, establishes criteria for deciding between WHS risk management tools, and seeks input and advice from others before taking necessary action • Uses technology and digital systems and tools effectively

Unit Mapping Information

Supersedes and is equivalent to BSBWHS509 Facilitate the development and use of risk management tools.

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 BSBWHS519 Lead 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 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:

- in consultation with others, select at least one work health and safety (WHS) risk management tool to be developed or modified that addresses WHS legislative and organisational requirements
- use above WHS risk management tool/s for intended purpose, including:
 - facilitating logistical arrangements to the point of completion
 - collating and analysing results and findings
 - communicating results, findings and outcomes
- facilitate the use of the above WHS risk management tool/s, including:
 - developing and conducting training for users
 - consulting about and facilitating logistical arrangements for use
 - supporting users
- review usefulness and usability of above WHS risk management tool/s and make changes based on review outcomes.
-

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 laws and other instruments issued by WHS regulators relating to the performance evidence, and procedures for applying them
- factors to consider when selecting WHS risk management tools, including:
 - operational contexts, including specific physical and psychosocial hazards
 - WHS organisational information, and valid and reliable methods for collecting it
 - tool application and use
 - limitations

- models for incident causation
- usefulness and usability
- organisational policies and procedures relating to WHS risk management tools, including those for:
 - modifying and developing tools
 - communicating information
 - providing support on tools and their use
 - reviewing tools
- key features of good-practice WHS risk management tools
- techniques, tools and processes for identifying WHS hazards:
 - hazard and risk checklists
 - hazard hunts
 - job safety analyses
 - manifests and registers, including those for dangerous goods, hazardous chemicals and plant
 - surveys using questionnaires, interviews and other techniques
 - safe work method statements
 - workplace inspections and walk-throughs
- key aspects of logistical arrangements, including:
 - communications
 - availability of personnel
 - ensuring required work areas and processes are accessible and in operation
 - resources required to implement tool
 - timetabling
 - transport requirements.
-

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:

- WHS laws, and organisational policies and procedures required to demonstrate the performance evidence
- sources of information, data and advice in relation to WHS risk management tools
- WHS risk management tools
- workplace equipment and resources, including manufacturer manuals, specifications, and operational information and data
- engagement in an actual workplace
- 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>