



Australian Government

BSBWHS604 Evaluate the WHS performance of organisations

Release: 1

BSBWHS604 Evaluate the WHS performance of organisations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to evaluate the effectiveness of an organisation's work health and safety (WHS) performance including evaluation of hazard identification and risk management arrangements, processes for monitoring WHS, and the outcomes of WHS management arrangements. It also incorporates assessing and advising on compliance with agreed benchmarks and legislation.

It applies to people who apply advanced practical knowledge to coordinate, facilitate and maintain the WHS program in an organisation.

NOTE: 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 the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Evaluate the effectiveness of the organisation's WHS hazards identification arrangements	1.1 Identify workplace hazard identification activities and compare them with organisational WHS policies and procedures 1.2 Examine products, processes and systems to determine whether hazards of long latency and low frequency/high consequence are included and controlled

ELEMENT	PERFORMANCE CRITERIA
	1.3 Examine products, processes and systems to determine whether risks to persons other than workers are identified and controlled 1.4 Identify organisational factors that impact on WHS 1.5 Review outcomes of examinations with specialist personnel, if required
2 Evaluate the effectiveness of the organisation's WHS risk management arrangements	2.1 Evaluate appropriateness of the organisation's risk assessment tools and processes 2.2 Assess outcomes of risk assessment processes with regard to validity and reliability, and inclusion of all major WHS risks 2.3 Evaluate risk controls for suitability and effectiveness in relation to the organisation's management of WHS
3 Evaluate the effectiveness of the organisation's WHS monitoring processes	3.1 Identify organisational processes to monitor the implementation and status of its WHS management 3.2 Evaluate the quality of information and data obtained from the monitoring processes 3.3 Evaluate management's response to issues identified by the monitoring processes
4 Assess the outcomes of the organisation's WHS management arrangements	4.1 Evaluate performance indicators, including positive performance indicators (PPIs), to determine whether they provide a true, reliable and timely measure of the effectiveness of the organisation's WHS management 4.2 Compare reported performance with evidence gathered and document the differences 4.3 Evaluate WHS performance outcomes and document them in a clear and objective manner 4.4 Determine whether arrangements for managing WHS have produced improvement in WHS risk management
5 Assess and advise on the organisation's WHS compliance with agreed benchmarks and legislation	5.1 Undertake systematic analysis to identify areas of WHS compliance and non-compliance with agreed benchmarks 5.2 Provide advice on compliance with WHS legislation with regard to the organisation's WHS management arrangements 5.3 Document outcomes of evaluation of compliance and report to key personnel and stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 3.1, 4.2, 5.1	Interprets, analyses and evaluates complex organisational texts, in relation to WHS policies, procedures and systems
Writing	4.2, 4.3, 5.2, 5.3	- Documents information about performance or compliance, matching style of writing to purpose and audience - Uses appropriate vocabulary, grammatical structure and organisational conventions to produce required documents
Oral communication	1.5, 5.2	- Presents information or recommendations using language appropriate to the audience - Uses questioning and active listening to seek clarification or confirm understanding
Numeracy	2.2, 2.3, 3.2, 4.1, 4.2, 4.3, 4.4	- Extracts, analyses and synthesises mathematical information embedded in a range of texts - Selects from a range of mathematical and problem solving strategies and techniques to assess or evaluate WHS management data - Uses formal and informal oral and written mathematical language and representation to communicate about risk management, evaluation and monitoring
Navigate the world of work	5.2	Keeps up to date on changes to WHS legislation or regulations relevant to own role and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.5	Recognises and applies the protocols governing what to communicate, with whom and how, when working with specialist personnel
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3	- Uses logical planning processes, and an increasingly intuitive understanding of context, to identify relevant information and risks, and to identify and evaluate alternative strategies and resources - Reviews WHS management using systematic, analytical processes to set criteria, gather relevant information, and identify and evaluate options against agreed criteria - Applies formal problem solving processes when

		- identifying factors impacting on WHS, breaking complex issues into manageable parts - Uses a range of digitally based technology and applications to access and filter data, extract, organise, integrate and share relevant information
--	--	--

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS604 Evaluate the WHS performance of organisations	BSBWHS604A Evaluate the WHS performance of organisations	Updated to meet Standards for Training packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBWHS604 Evaluate the WHS performance of organisations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- evaluate the effectiveness of an organisation's arrangements for identifying work health and safety (WHS) hazards including:
 - comparing them with WHS policies and procedures
 - ensuring inclusion of long-latency and low-frequency/high-consequence hazards
 - ensuring inclusion of risks to persons other than workers
 - reviewing outcomes with specialists
- evaluate the effectiveness of an organisation's arrangements for WHS risk management including:
 - appropriateness of risk assessment tools and processes
 - validity and reliability of outcomes
 - inclusion of all major WHS risks
 - suitability and effectiveness of risk controls
 - the relationship between strategic planning and WHS
- evaluate the effectiveness of the organisation's processes for monitoring WHS including:
 - the quality of information and data
 - management's response to issues
- assess the outcomes of the organisation's arrangements for managing WHS including:
 - assessing whether performance indicators, including positive performance indicators (PPIs), provide a true, reliable and timely effectiveness measure
 - comparing differences between reported performance and evidence gathered
 - evaluating and documenting WHS performance outcomes
 - determining whether arrangements have produced improvement
- assess and report on the organisation's WHS compliance with agreed benchmarks and legislation, including:
 - identifying areas of WHS compliance and non-compliance
 - documenting and reporting outcomes to key stakeholders.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation and rehabilitation
- outline the concept of common law duty of care
- describe the development of WHS performance assessment tools including PPIs
- describe ethics related to professional practice
- outline formal and informal communication and consultation processes, and key personnel related to communication
- summarise the language, literacy and cultural profile of the work team
- describe legal liability in relation to providing advice
- summarise the legislative requirements for WHS information and data, and consultation
- outline the limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- list methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
- list methods for providing evidence of compliance with WHS legislation
- describe the nature and use of information and data that provide valid and reliable results on performance of WHS management processes (including PPIs) and limitations of other types of measures
- outline the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational culture as it impacts on the work team
- summarise organisational WHS policies, procedures, processes and systems
- outline the principles and practices of a systematic approach to managing WHS
- outline the principles of duty of care, including concepts of causation, foreseeability and preventability
- list the principles of effective meetings, including agendas, action planning, chair and secretarial duties, minutes and action items
- list a range of risk analysis and assessment techniques and tools, and their application and limitations
- detail the requirements for recordkeeping that address WHS, privacy and other relevant legislation
- detail the requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- summarise the requirements under hazard-specific WHS legislation and codes of practice
- describe risk management as a duty of PCBU's or officers under WHS legislation

- describe the roles and responsibilities, in relation to communication and consultation, for health and safety committees, health and safety representatives, line management, workers and inspectors
- outline sampling methodologies, application and related statistical measures
- list standard industry controls for a range of hazards
- describe techniques, tools and processes for identifying and controlling health and safety hazards and risks:
 - hazard and risk checklists
 - hazard hunts
 - job safety analyses
 - manifests and registers, including for dangerous goods, hazardous chemicals and plant
 - safe work method statements
 - surveys using questionnaires, interviews and other survey techniques
 - workplace inspections and walk-throughs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace strategic and operational plans, policies and procedures
- WHS information and data
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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