



Australian Government

Assessment Requirements for BSBWHS605 Develop, implement and maintain WHS management systems

Release: 1

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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:

- support and facilitate the implementation of a work health and safety management system (WHSMS) including:
 - determining form, content, purposes and functions
 - consulting and gaining agreement
- develop work health and safety (WHS) policy and commitment to a WHSMS including:
 - communicating requirements
 - developing and implementing an initial review
 - meeting organisational requirements
 - facilitating and supporting consultation and participation
 - documenting and communicating the policy
- develop a WHS plan including:
 - communicating requirements
 - collaborating with others
 - facilitating and supporting consultation and participation
- implement a WHS plan including:
 - communicating requirements
 - facilitating and supporting consultation and participation
 - collaborating to ensure policies, procedures, processes and systems support WHS plan implementation
- measure and evaluate WHS performance including:
 - communicating requirements
 - facilitating and supporting consultation and participation
 - assessing policies, procedures, systems and processes for ability to support WHS plan implementation
- review and improve the WHSMS including:
 - communicating requirements

- facilitating and supporting consultation and participation
- documenting and reporting outcomes and suggested improvements.

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:

- give examples of barriers to WHSMS implementation and strategies to overcome them
- describe the nature of information and data that provide valid and reliable measures of WHS performance and WHSMS, including positive performance indicators
- outline relevant Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and other relevant publications
- outline requirements for recordkeeping that address WHS, privacy and other relevant legislation
- describe the structure and functions of a WHSMS
- summarise WHSMS certification and auditing standards, processes and requirements.

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:

- office equipment and resources
- workplace WHS policies and procedures
- relevant Acts, regulations, codes of practice, standards and guidance materials.
- 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>