



Australian Government

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.

Application

This unit describes the skills and knowledge required to develop, implement and maintain a Work Health and Safety management system (WHSMS) or parts of a WHSMS.

It applies to individuals with organisational responsibilities and who have advanced practical knowledge required 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 Support and facilitate the implementation of a WHSMS	1.1 Determine the form, content, purposes and functions of a WHSMS appropriate to the organisation and its WHS risks 1.2 Consult effectively with individuals and parties about the form, content, purposes and functions of a WHSMS and its implementation

ELEMENT	PERFORMANCE CRITERIA
	1.3 Facilitate agreement of individuals and parties to implementing a WHSMS
2 Develop WHS policy and commitment to a WHSMS	2.1 Communicate to individuals and parties the WHS policy requirements and commitment requirements to implement a WHSMS 2.2 Develop and implement an initial WHS review, as required, appropriate to own job role 2.3 Develop WHS policy that meets organisational requirements and is appropriate to the organisation 2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing and agreeing to WHS policy 2.5 Document WHS policy and communicate it to individuals and parties
3 Develop a WHS plan	3.1 Communicate to individuals and parties the requirements of a WHS plan 3.2 Work with individuals and parties to produce a WHS plan appropriate to the organisation, that meets requirements 3.3 Facilitate and support the participation of, and consultation with, individuals and parties in developing and agreeing to a WHS plan
4 Implement the WHS plan	4.1 Communicate to individuals and parties the WHS plan implementation requirements, as appropriate to the organisation 4.2 Facilitate and support the participation of, and consultation with, individuals and parties in implementing the WHS plan 4.3 Work with individuals and parties to ensure policies, procedures, processes and systems support implementation of the WHS plan, according to own job role
5 Measure and evaluate WHS performance	5.1 Communicate to individuals and parties the measurement and evaluation requirements of the WHS plan as appropriate to the organisation 5.2 Facilitate and support the participation of, and consultation with, individuals and parties in measuring and evaluating WHS performance 5.3 Assess policies, procedures, systems and processes in relation to their ability to support implementation of the WHS plan, according to own job role
6 Review and improve the WHSMS	6.1 Communicate to individuals and parties the review and improvement requirements of the WHSMS as appropriate to the

ELEMENT	PERFORMANCE CRITERIA
	organisation 6.2 Facilitate and support the participation of, and consultation with, individuals and parties in reviewing and improving the WHSMS 6.3 Document review outcomes and suggested WHSMS improvements, according to own job role and submit to management for consideration

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	2.1, 2.3, 3.2, 5.1, 5.3, 6.1	Interprets and critically analyses and applies appropriate strategies to construct meaning from complex texts, in relation to determining requirements of the WHSMS and WHS plan and policy
Writing	2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 4.1, 5.1, 6.1, 6.3	- Communicates complex relationships between ideas and information, matching style of writing to purpose and audience - Displays knowledge of structure and layout employing broad vocabulary, grammatical structure and conventions appropriate to text
Oral communication	2.1, 2.5, 3.1, 4.1, 5.1, 6.1	- Presents information or recommendations using language appropriate to the audience - Uses questioning and active listening to seek clarification or confirm understanding
Numeracy	5.1, 5.2	- Extracts and evaluates the mathematical information embedded in a range of tasks and texts in measuring and evaluating WHS performance - Selects from, and applies, an expanding range of mathematical and problem solving strategies measuring and evaluating WHS performance
Navigate the world of work	2.3, 4.1	Works independently and collectively within broad parameters, with a strong sense of responsibility and ownership of goals, plans, decisions and outcomes in development of WHS policy and plans
Interact with	1.2, 1.3, 2.4, 3.2,	Selects appropriate communication protocols and conventions in developing WHS policy and plans

others	3.3, 4.2, 4.3, 5.2, 6.2	Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Get the work done	1.1, 2.2, 2.3, 2.4, 4.3, 5.2, 5.3, 6.3	- Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to operational and strategic goals - Sequences and schedules complex activities, monitors implementation and manages relevant communication - Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria in relation to implementation of WHS plan - Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, and seeking input and advice from others before taking action when necessary - Uses digital tools and systems to complete routine tasks, adapting some functions to improve personal efficiency in consultation, measurement and reporting

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS605 Develop, implement and maintain WHS management systems	BSBWHS605A Develop, implement and maintain WHS management systems	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 BSBWHS605 Develop, implement and maintain WHS management systems

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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.

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