



**Australian Government**

# **BSBWHS607 Apply ergonomics to manage WHS risks**

**Release: 1**

## BSBWHS607 Apply ergonomics to manage WHS risks

### 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 apply the principles, processes and methods of ergonomics to work health and safety (WHS) risk management and to the enhancement of WHS related planning and design activities and processes.

It applies to individuals who manage WHS risks and who need to consider the role ergonomics should play in this process. These individuals will apply advanced practical knowledge to coordinate, facilitate and maintain the WHS program within an organisation. Working with ergonomists may be required as part of this role.

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 Identify WHS hazards and risks whose management could include the application of ergonomics | 1.1 Use workplace WHS information to identify WHS hazards and risks<br><br>1.2. Apply knowledge of ergonomics principles, processes and methods to identify workplace <b>WHS hazards and risks</b> whose management could include the application of ergonomics |

| ELEMENT                                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Use ergonomics to address WHS issues                           | <p>2.1 Apply ergonomics principles, processes and methods in the assessment of WHS risks</p> <p>2.2. Apply ergonomics principles, processes and methods in the development of risk controls</p> <p>2.3. Apply ergonomics principles, processes and methods in the evaluation of risk controls</p>                                                                                                                                                                                                                                           |
| 3 Apply ergonomics in WHS-related planning and design activities | <p>3.1 Identify <b>WHS related planning and design activities and processes</b></p> <p>3.2. Identify opportunities for the application of ergonomics principles, processes and methods to enhance WHS related planning and design activities</p> <p>3.3. Apply ergonomics principles, processes and methods to enhance WHS related planning and design activities</p> <p>3.4. Review and evaluate enhancements to WHS related planning and design activities</p>                                                                            |
| 4 Ensure ergonomics activities are compliant and appropriate     | <p>4.1 Ensure ergonomics activities comply with all applicable WHS legislation, regulations, codes of practice and <b>other relevant documents</b></p> <p>4.2 Ensure ergonomics activities comply with relevant workplace processes, procedures, standards and systems</p> <p>4.3 Apply appropriate ergonomics principles, processes and methods according to available resources and own role, responsibilities, skill and knowledge</p> <p>4.4 Seek advice, support and input from <b>specialists</b> where necessary and appropriate</p> |

## 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, 3.4, 4.1, 4.2 | <ul style="list-style-type: none"> <li>Identifies, interprets and analyses complex legislative and organisational texts relevant to ergonomic activities</li> </ul> |

|                            |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Writing                    | 2.1, 2.2, 2.3, 3.3, 3.4                     | <ul style="list-style-type: none"> <li>Communicates information about ergonomic principles, processes and methods, matching style of writing to purpose and audience</li> <li>Drafts and develops required documents using appropriate vocabulary, grammatical structure and organisational conventions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Oral communication         | 4.4                                         | <ul style="list-style-type: none"> <li>Uses questioning and active listening to seek information and confirm understanding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Navigate the world of work | 4.1, 4.2, 4.3                               | <ul style="list-style-type: none"> <li>Understands own responsibilities regarding ergonomic activities in WHS compliance contexts</li> <li>Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work</li> <li>Understands the nature and purpose of own role and associated responsibilities, and how it contributes to the work of others in the immediate work context when applying ergonomics</li> </ul>                                                                                                                                                                                                                                                                                      |
| Interact with others       | 4.4                                         | <ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols to build and cultivate relationships with external people who can provide specialist support</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Get the work done          | 1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4 | <ul style="list-style-type: none"> <li>Uses logical planning processes, and an increasingly intuitive understanding of context, to identify instances where ergonomics can be applied in the workplace</li> <li>Sequences and schedules complex activities, monitors implementation and manages relevant communication</li> <li>Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, identifying and evaluating options against agreed criteria, and seeking input and advice from others before taking action, when necessary</li> <li>Recognises the potential of new approaches to apply ergonomics to enhance work practices and outcomes</li> <li>Uses digital systems and tools to access, record, organise, analyse and display information</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version | Code and title<br>previous version | Comments        | Equivalence status |
|-----------------------------------|------------------------------------|-----------------|--------------------|
| BSBWHS607 Apply                   | BSBWHS607A                         | Updated to meet | Equivalent unit    |

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b>             | <b>Comments</b>                                                                                       | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------|
| ergonomics to<br>manage WHS risks         | Apply ergonomics to<br>manage WHS hazards<br>and risks | standards for Training<br>Packages<br><br>Minor edits to clarify<br>title and performance<br>criteria |                           |

## 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 BSBWHS607 Apply ergonomics to manage WHS risks

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## Performance Evidence

Evidence of the ability to:

- identify work health and safety (WHS) hazards and manage associated risks where ergonomics can be applied through:
  - using workplace WHS information
  - using knowledge of ergonomics principles, processes and methods
- use ergonomics principles, processes and methods to address WHS risk management
- apply ergonomics in WHS related planning and design activities including:
  - identifying opportunities for enhancement through ergonomics
  - enhancing activities and evaluating changes
- ensure ergonomics activities are compliant and appropriate including:
  - legislative compliance
  - organisational compliance
  - appropriateness to available resources and own role and capabilities
  - seeking specialist input where necessary and appropriate.

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:

- define ‘ergonomics’ and outline the application domains of ergonomics
- broadly outline the knowledge base, skills, methods, techniques, expertise, roles and functions of ergonomists
- outline ergonomics principles, processes and methods applicable to the management of WHS hazards and risks, and WHS related planning and design activities and processes

- identify ergonomics related content of applicable WHS legislation, regulations, codes of practice and other documents, such as policies, standards, guidance publications and alerts issued by the relevant WHS regulators
- summarise the general principles and processes of ergonomics
- outline the scope and broad content of Australian and international ergonomics standards
- describe systems and systems concepts as used in ergonomics.

## 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:

- relevant WHS legislation, standards, guidelines, information and data
- reports from other parties consulted in developing ergonomics interventions
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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