



Australian Government

BSBWHS613 Evaluate the WHS performance of an organisation

Release: 1

BSBWHS613 Evaluate the WHS performance of an organisation

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 evaluate the effectiveness of an organisation's work health and safety (WHS) performance, including its hazard identification and WHS risk management arrangements, its processes for monitoring performance, and the outcomes of its WHS management arrangements. It also incorporates assessing and advising on compliance with established benchmarks and required legislation.

The unit applies to those who apply advanced practical knowledge to coordinate, facilitate and maintain the WHS program in an organisation.

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.

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 effectiveness of	1.1 Identify workplace hazard identification activities and

ELEMENT	PERFORMANCE CRITERIA
organisation's WHS hazard identification arrangements	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 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 hazard identification 1.5 Review outcomes of examinations with specialist personnel, as required 1.6 Document outcomes of examination and report to required personnel according to organisational policies and procedures
2. Evaluate effectiveness of 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, reliability and inclusion of all major WHS risks 2.3 Evaluate implemented risk controls for suitability and effectiveness in relation to the organisation's management of WHS 2.4 Document evaluation outcomes and distribute as required according to organisational policies and procedures
3. Evaluate effectiveness of organisation's WHS monitoring processes	3.1 Identify organisational processes to monitor implementation and status of WHS management 3.2 Evaluate quality of information and data obtained from monitoring processes 3.3 Review effectiveness of communication and reporting processes in relation to monitoring the management of WHS 3.4 Evaluate management's response to issues identified by the monitoring processes 3.5 Document outcomes of evaluation of compliance and report to required personnel
4. Assess and advise on	4.1 Identify industry benchmarks and required legislation

ELEMENT	PERFORMANCE CRITERIA
organisation's WHS compliance with established benchmarks and required legislation	4.2 Undertake systematic analysis to assess WHS compliance with established benchmarks and required legislation 4.3 Identify and make recommendations to rectify WHS non-compliance with established benchmarks and required legislation 4.4 Provide advice on compliance and non-compliance with WHS laws with regard to organisation's WHS management arrangements 4.5 Document outcomes of compliance assessment and report to required personnel
5. Assess outcomes of organisation's WHS management arrangements	5.1 Identify organisational processes to be assessed 5.2 Evaluate performance indicators, including positive performance indicators (PPIs), to determine whether they provide a true, reliable and timely measure of effectiveness of organisation's WHS management 5.3 Compare reported performance with evidence gathered, and document differences and noted trends 5.4 Evaluate WHS performance outcomes and document them in a clear and objective manner 5.5 Determine whether arrangements for managing WHS have produced improvement in WHS management 5.6 Document outcomes of assessment and report to required personnel

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, analyses and evaluates complex organisational texts in relation to WHS policies, procedures, systems, and management arrangements
Writing	- Documents information about performance evaluation and compliance, matching style of writing to purpose and audience - Uses appropriate vocabulary, grammatical structure and organisational conventions to produce required documents

Skill	Description
Oral communication	• Presents information, evaluation outcomes and recommendations using language appropriate to audience • Uses questioning and active listening to seek clarification or confirm understanding
Numeracy	• Extracts, analyses and synthesises mathematical information in a range of workplace sources • Selects from a range of mathematical and problem-solving strategies and techniques to evaluate WHS data for a range of purposes, including to identify trends • Uses formal and informal oral and written mathematical language and representation to communicate about WHS risk management, evaluation and monitoring
Navigate the world of work	• Keeps up to date on changes to WHS laws or regulations relevant to own role and responsibilities, and considers their implications when negotiating, planning and undertaking work
Interact with others	• Recognises and applies the protocols governing what, with whom and how to communicate when working with specialist personnel
Get the work done	• 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 and 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, resolving complex issues in manageable parts • Uses a range of digitally-based technology and applications to access and filter data, and to extract, organise, integrate and share relevant information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS604 Evaluate the WHS performance of organisations.

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 BSBWHS613 Evaluate the WHS performance of an organisation

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:

- evaluate and report on the effectiveness of the work health and safety (WHS) performance of at least one organisation.
-

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, guidance material and links to other legislation relevant to organisation's WHS performance, including:
 - hazard-specific WHS laws
 - requirements for recordkeeping
 - requirements for reporting, including obligations for notification and reporting of incidents
 - WHS information and data
 - WHS consultation and participation
 - roles of persons conducting a business or undertaking (PCBUs) or officers under WHS laws
- organisational WHS policies, procedures, processes and systems, including those for:
 - developing WHS performance assessment tools, including positive performance indicators (PPIs)
 - formal and informal communication and consultation processes
 - collecting information and data
 - providing evidence of compliance with WHS laws
 - recordkeeping
- legal liability in relation to providing advice

- nature and use of information and data that provide valid and reliable results about performance of WHS risk-management processes and PPIs, and limitations of other types of measures
- nature of workplace processes (workflow, planning and control) and WHS hazards relevant to workplace
- principles and practices of a systematic approach to managing WHS
- roles and responsibilities in relation to communication and consultation
- sampling methodologies and applications and related statistical measures
- methodologies for identifying and representing trends in performance data
- standard industry risk controls for a range of WHS hazards
- techniques, tools and processes for identifying WHS hazards and controlling associated risks, and their limitations.
-

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:

- workplace strategic and operational plans, policies and procedures
- WHS information and data
- case studies and, where possible, real situations
- 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>