



Australian Government

BSBWHS617 Apply ergonomics to manage WHS risks

Release: 1

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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 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.

The unit applies to those who manage WHS risks and who need to consider the role ergonomics plays in this process. These individuals will apply advanced skills and knowledge to coordinate, facilitate and maintain the WHS program in an organisation. This role may involve working with ergonomists or human-factor specialists.

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.
3. Ergonomics applies theories, principles, data and methods to design in order to optimise human wellbeing and overall system performance.

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

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the</i>	<i>Performance criteria describe the performance needed to</i>

ELEMENTS	PERFORMANCE CRITERIA
<i>essential outcomes.</i>	<i>demonstrate achievement of the element.</i>
1. Apply ergonomics to WHS hazard identification	1.1 Identify and evaluate relevant WHS laws, organisational policies and procedures relating to ergonomics 1.2 Interpret workplace WHS information and data to identify WHS hazards relating to ergonomics 1.3 Apply knowledge of ergonomics principles, processes and methods to identify workplace WHS hazards
2. Use ergonomics to address WHS risks	2.1 Apply ergonomics principles, processes and methods in the assessment of WHS risks 2.2 Apply ergonomics principles, processes and methods in the development of risk controls 2.3 Apply ergonomics principles, processes and methods in the evaluation of risk controls
3. Apply ergonomics in WHS-related planning and design activities	3.1 Analyse WHS-related planning and design activities and processes 3.2 Assess opportunities to apply ergonomics principles, processes and methods to enhance WHS-related planning and design activities 3.3 Apply ergonomics principles, processes and methods to enhance WHS-related planning and design activities 3.4 Review and evaluate enhancements to WHS-related planning and design activities according to organisational policies and procedures
4. Ensure that ergonomics activities are compliant and appropriate	4.1 Review ergonomics activities to confirm their compliance with applicable WHS laws and other relevant documents 4.2 Review ergonomics activities to confirm their compliance with relevant organisational processes, procedures, standards and systems 4.3 Apply appropriate ergonomics principles, processes and methods according to available resources and own role, responsibilities, skills and knowledge 4.4 Seek advice, support and input from specialists as required according to organisational policies and procedures

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	Identifies, interprets and analyses legislative and organisational texts relevant to ergonomic activities
Writing	- Communicates information about ergonomic principles, processes, and methods, matching style of writing to purpose and audience - Drafts and develops required documents using appropriate vocabulary, grammatical structures and organisational conventions
Oral communication	Uses questioning and active listening to seek information and confirm understanding
Navigate the world of work	- Identifies own responsibilities regarding ergonomic activities in WHS compliance contexts - Keeps up to date on changes to WHS laws relevant to own role and responsibilities, and considers their implications when negotiating, planning and undertaking work - Contributes, as appropriate, to the work of others in the immediate work context when applying ergonomics
Interact with others	Selects and uses appropriate conventions and protocols to build and maintain relationships with external people who can provide specialist support
Get the work done	- Uses logical planning processes and understanding of context to identify where ergonomics can be applied in the workplace - Sequences and schedules activities, monitors implementation and manages relevant communication - Uses systematic and analytical

Skill	Description
	processes in non-routine situations: sets goals, gathers relevant information, identifies and evaluates options against agreed criteria, and seeks input and advice from others before taking necessary action • Identifies the potential of new approaches in applying ergonomics to enhance work practices and outcomes • Uses digital systems and tools to access, record, organise, analyse and display information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS607 Apply ergonomics to manage WHS risks.

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 BSBWHS617 Apply ergonomics to manage WHS risks

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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:

- identify at least three different work health and safety (WHS) hazards relating to ergonomics, and manage their associated risks
- apply ergonomic interventions in at least two different WHS-related planning and design activities
- seek specialist input during at least one of the above activities.

During the work, the candidate must ensure these ergonomics activities are:

- compliant with:
 - legislative requirements
 - organisational policies and procedures
 - applicable professional standards
- appropriate to:
 - available resources
 - own role and capabilities.
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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:

- ergonomics-related content of applicable WHS laws and other relevant documents, such as policies, standards, guidance publications and alerts issued by the relevant WHS regulators and professional bodies
- organisational policies and procedures relating to ergonomics and the performance evidence

- key theories, principles, data and methods relating to ergonomics, and the domains of specialisation within the discipline of ergonomics
- principles, processes and methods of ergonomics applicable to:
 - identifying WHS hazards and managing associated risks
 - WHS-related planning and design activities and processes
- expertise, roles and functions of ergonomists, and skills and techniques relevant to the performance evidence
- scope and broad content of Australian and international ergonomics standards
- systems and system concepts used in ergonomics.
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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:

- WHS laws required to demonstrate the performance evidence
- reports from other parties consulted when developing ergonomic interventions
- 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

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