



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS505B Manage hazards in the work environment

Release: 1

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Modification History

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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Application of the Unit

Hazards may include noise, light, radiation, hazardous substances, dangerous goods, dusts and fibres, gravity (falls from heights), thermal environment, ergonomic hazards, manual handling, biological or psychosocial hazards or hazards arising from work organisation. Where the use of monitoring equipment is appropriate, useful underpinning skills are provided in BSBOHS406B Use equipment to conduct workplace monitoring.

This unit differs from BSBOHS504B Apply principles of OHS risk management, which takes a generic approach to risk management and provides required knowledge and skills.

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

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Element	Performance Criteria
1 Access sources of information and data about the work environment to identify hazardous tasks or conditions	1.1 Access external sources of information and data to assist in identifying hazardous tasks or conditions for the selected hazard 1.2 Review workplace sources of information and data to assist in identification of hazardous tasks or conditions for the selected hazard 1.3 Use appropriate tools to identify hazardous tasks or conditions for the selected hazard 1.4 Use appropriate tools to conduct workplace inspections in consultation with stakeholders 1.5 Seek input from stakeholders, key personnel and OHS specialists if required

- 2 Analyse the work environment to assess risk
 - 2.1 Identify and appropriately use **equipment** and **strategies** required for basic workplace measurement and monitoring of the selected hazard
 - 2.2 Interpret results of workplace measurements in accordance with **recognised standards**
 - 2.3 Seek input from stakeholders to clarify and confirm issues related to the selected hazard
 - 2.4 Report results of workplace measurements and interpretations to stakeholders in a format easily understandable by the target group
 - 2.5 Assess **risks** associated with identified hazards in the work environment in consultation with stakeholders and take into account effectiveness of existing controls
 - 2.6 Identify and prioritise hazardous tasks or conditions requiring control action in consultation with stakeholders, taking account of recognised standards
 - 2.7 Establish and update **risk register** as appropriate
- 3 Control risk associated with hazard
 - 3.1 Seek information and data from external sources on control options for the specific hazard
 - 3.2 Seek information and data from stakeholders and key personnel on control options for the specific hazard
 - 3.3 Develop and advise a range of control options, in consultation with stakeholders and key personnel, by applying the **hierarchy of control**, noting that **personal protective equipment (PPE)** is regarded as the least satisfactory control measure
 - 3.4 Identify **factors with a potential to impact on the effectiveness of controls**
 - 3.5 Develop control strategy for the selected hazard in consultation with stakeholders
 - 3.6 Communicate outcomes of hazard identification, workplace monitoring and analysis, and the resultant control strategy to stakeholders and key personnel for action as appropriate

- 4 Monitor and review effectiveness of control strategy
 - 4.1 Regularly review effectiveness of control strategy
 - 4.2 Determine frequency, method and scope of review in consultation with workplace stakeholders and in accordance with workplace procedures
 - 4.3 Seek input from stakeholders to review
 - 4.4 Identify areas for improvement in the control of the selected hazard and make recommendations for improvement
- 5 Apply professional practice
 - 5.1 Manage collection of information and data, reporting of outcomes and maintenance of records in an **ethical manner**
 - 5.2 Identify situations where OHS specialists may be required

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

analytical skills to:

identify areas for hazard control

analyse relevant workplace information and data

contribute to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources

attention to detail when making observations and recording outcomes

research skills to access relevant OHS information and data

numeracy skills to carry out simple arithmetical calculations (e.g. % change), and to produce graphs of workplace information and data to identify trends and recognise limitations

Required knowledge

technological skills to use basic measuring equipment including reading scales and dials applicable to selected hazards

communication skills to:

conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organization, OHS specialists and, as required, emergency services personnel

prepare reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors

use language and literacy skills appropriate to the workgroup and the task

consultation and negotiation skills to develop plans, and to implement and monitor designated actions

project management skills to achieve change in OHS matters

organisational skills to manage own tasks within a timeframe

information technology skills to access and enter internal and external information and data on OHS and to use a range of communication media.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

hazard identification, analysis of the work environment and participation in the development of risk control for selected hazard types

knowledge of relevant OHS legislation (acts, regulations, codes of practice, associated standards and guidance material).

Context of and specific resources for assessment

Assessment must ensure:

reports from other parties consulted in identifying hazards and conducting risk assessments.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

analysis of responses to case studies and scenarios

assessment of written reports on the effectiveness of the hazard identification, risk assessment, control and management actions taken

demonstration of techniques used to identify hazards; assess associated risks; control, monitor and evaluate risks

direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate

observation of performance in role plays

observation of presentations

oral or written questioning to assess knowledge of characteristics, mode of action

and units of measurement of major hazard types

review of control strategies developed for the selected hazard

assessment of reports to stakeholders about the results of workplace measurements and interpretations.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

other OHS units.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

External sources of information and data may include:

Australian Safety and Compensation Council
databases with national and state injury data
such as National Industrial Chemicals
Notification and Assessment Scheme
(NICNAS)
employer groups
industry bodies
journals and websites
legislation, codes of practice and standards
manufacturers' manual and specifications
OHS regulatory authorities
OHS specialists
unions

Hazards may include:

source or a situation with a potential for
harm in terms of:
injury
ill health
damage to property
damage to the environment
a combination of the above

Workplace sources of information and data may include:

employees
hazard, incident and investigation reports
material safety data sheets (MSDSs)
minutes of meetings
OHS representatives
reports and audits
workplace inspections

Appropriate tools may include:	checklists produced as part of codes of practice notes or drawings photographs tools developed for a specific work environment, situation or hazard tools provided by external sources or advisors
Stakeholders may include:	employees health and safety, and other employee representatives managers OHS committees supervisors
Key personnel may include:	managers in related areas people involved in OHS decision making or who are or affected by OHS decisions
OHS specialists may include:	engineers ergonomists occupational hygienists organisational psychologists toxicologists workplace injury and return to work advisors
Equipment may include basic instrumentation such as:	goniometer humidity measuring devices light meters simple gas sampling devices sound level meters temperature measuring devices
Strategies may include:	focus groups interviews questionnaires
Recognised standards may include:	codes of practice

	exposure standards
	guidance notes
	national and industry standards
	OHS regulations
Risks may include:	the chance of something happening that will result in injury or damage which are measured in terms of consequences (injury or damage) and likelihood of the consequence
Risk register may include:	list of: hazards location of hazards people exposed to the hazards possible control measures and dates for implementation range of possible scenarios or circumstances under which these hazards may cause injury or damage results of the risk assessment
Hierarchy of control may include:	eliminating hazards and where this is not practicable, minimising risk by: substitution isolating the hazard from personnel using engineering controls using administrative controls (e.g. procedures, training) using PPE
Personal protective equipment is equipment designed to be worn by a person to provide protection from hazards, and may include:	clothing and footwear face and eye protection hand protection head protection hearing protection respiratory protection

Factors with a potential to impact on effectiveness of controls may include:

cultural diversity
geographic location
hierarchical structure
language
literacy and numeracy levels
shift work and rostering arrangements
size of organisation
training required
workplace culture related to OHS including commitment by managers and supervisors and compliance with procedures and training
workplace organisational structures (size of organisation, geographic, hierarchical)

Ethical manner may include:

commercial-in-confidence information and data as appropriate
confidentiality
own currency of knowledge
privacy as appropriate

Unit Sector(s)

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Competency field

Regulation, Licensing and Risk - Occupational Health and Safety
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