



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS603B Analyse and evaluate OHS risk

Revision Number: 1

BSBOHS603B Analyse and evaluate OHS risk

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of occupational health and safety (OHS) risk. It has been designed to be consistent with the Australian Standard, AS/NZS 4360: 2004 Risk management. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	--

Application of the Unit

Application of the unit	This unit addresses the knowledge, processes and techniques necessary to analyse and evaluate OHS risk as part of the risk management process. OHS risk analysis involves defining the range of consequences, assessing the effectiveness of existing controls and deciding the likelihood of each consequence, and combining these in some way to obtain a level of risk. Risk evaluation is the comparison of pre established criteria for tolerance and the subsequent ranking of risks requiring control. The situation to be analysed and evaluated may involve a single task or a process comprising a series of tasks. Application of this unit must be consistent with the pertinent sections of the Australian Standard, AS/NZS 4360: 2004 Risk management.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define parameters of the OHS risk study	1.1. Access information and data on the hazard identification process and the context of the OHS risk 1.2. Establish the scope of the OHS risk study 1.3. Divide the activity to be analysed into logical and manageable elements 1.4. Define and document the method of OHS risk analysis
2. Analyse the OHS risk of a task or process	2.1. Clarify the nature of the hazard including the process of injury or damage 2.2. Identify the need for further information using monitoring activities 2.3. Communicate information and data about the OHS risk to stakeholders 2.4. Consult and involve a range of stakeholders in the analysis 2.5. Identify and evaluate existing controls and their effectiveness, taking account of relevant standards 2.6. Determine specific scenarios to be considered 2.7. Determine the range of possible consequence/s from the various scenarios 2.8. Determine the likelihood of the occurrence of the consequence/s 2.9. Undertake steps to ensure comprehensive analysis of information, data and techniques 2.10. Rank OHS risks in order of level of risk 2.11. Consult OHS specialist advisors if required
3. Evaluate OHS risk of a task or process	3.1. Access and reference relevant legislation, codes of practice and standards 3.2. Consult stakeholders in determining criteria for OHS risk evaluation 3.3. Compare outcomes of OHS risk analysis with criteria to identify risks requiring further risk control and risks deemed as low as reasonably achievable 3.4. Document process and outcomes of analysis and evaluation in a manner that is accessible and facilitates understanding by stakeholders 3.5. Document outcomes to include explanation of the legal ramifications of decision making based on risk prioritisation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to:
 - identify areas for improvement with OHS incidents
 - analyse relevant workplace information and data, and to make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - contribute to the assessment of resources needed to systematically manage OHS and, where appropriate, access resources
 - contribute to the strategic OHS performance of the organisation
- attention to detail when making observations and recording outcomes
- 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 of information and data
- research skills to access relevant OHS information and data to interpret information and data, to identify areas for improvement
- communication skills to:
 - conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency services personnel
 - write policies, procedures and plans
 - use language and literacy skills appropriate to the workgroup and the task
- data gathering skills such as brainstorming, polling, interviewing
- consultation and negotiation skills to develop plans, and to implement and monitor designated actions
- project management skills to achieve continuous improvement and action processes 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 media.

Required knowledge

- benefits, limitations and use of a range of communication strategies and tools appropriate to the workplace
- difference between hazard and risk
- ethics related to professional practice
- formal and informal communication and consultation processes, and key personnel related to communication
- how the characteristics and composition of the workforce impact on risk and the

REQUIRED SKILLS AND KNOWLEDGE

systematic approach to managing OHS, for example:

- communication skills
- cultural background/workplace diversity
- gender
- labour market changes
- language, literacy and numeracy
- structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
- workers with specific needs
- internal and external sources of OHS information and data
- language, literacy and cultural profile of the work group
- legislative requirements for OHS information and data, and consultation
- limitations of generic hazard and risk checklists and risk ranking processes
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- organisational behaviour and culture as it impacts on OHS and on change
- organisational culture as it impacts on the workgroup
- organisational OHS policies and procedures
- other functional areas that impact on the management of OHS
- pertinent sections of relevant Australian and other standards such as AS/NZS 4360: 2004 Risk management, National Standard for the Storage and Handling Workplace Dangerous Goods [NOHSC: 1015(2001)] and National Standard for Manual Handling [NOHSC: 1001 (1990)]
- principles and practices of a systematic approach to managing OHS
- principles of duty of care including concepts of causation, foreseeability, preventability
- principles of human behaviour and response to interactions with human, physical and task environment to identify psychosocial hazards
- principles of incident causation and injury processes
- range of risk analysis/assessment techniques and tools and their application and limitations
- requirements for control of work permits/written authorities in workplace monitoring activities
- requirements of OHS and standards related to systematically managing OHS
- risk as a measure of uncertainty and the factors that affect risk
- roles and responsibilities under OHS legislation of employees including supervisors, contractors, OHS inspectors
- roles and responsibilities in relation to communication and consultation for OHS committees, OHS representatives, line management, employees and inspectors
- sources of occupational disease and their prevention
- standard industry controls for a range of hazards

REQUIRED SKILLS AND KNOWLEDGE

- state/territory and commonwealth OHS legislation (acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- toxicology of hazardous materials and potential health effects in the workplace
- types of hazard identification tools including job system analysis (JSA).

Evidence Guide

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:

- OHS risk analysis and evaluation of a number of tasks as part of an OHS risk management process, either in an actual workplace, simulation exercise or scenario
- products developed for management of these OHS processes
- how these products were developed
- use of the products
- knowledge of pertinent sections of relevant Australian and other standards.

Context of and specific resources for assessment

Assessment must ensure:

- access to actual workplace/s and stakeholder groups
- access to office equipment and resources
- access to relevant legislation, standards and guidelines
- access to workplace documentation
- access to reports from other parties consulted in conducting risk analysis and evaluation.

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
- demonstration of techniques used to identify, analyse, evaluate, control and monitor 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
- review information and data communicated to stakeholders about the OHS risk

EVIDENCE GUIDE	
	• evaluation of ranking of OHS risks • assessment of comparison of outcomes of OHS risk analysis with criteria • review of documentation of process and outcomes of analysis and evaluation of OHS risk of a task or process.
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

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.

<i>Hazards</i> may include:	source or situation with a potential for harm in terms of human injury or ill health, damage to property or the environment, or a combination of these
<i>Context</i> may include:	- activities - controls currently in place - internal and external factors that impact on OHS risk - level of documentation required - stakeholders - workplace
<i>Scope of OHS risk study</i> may include:	- activities, job role, area, location to be analysed - who will use the output and for what purpose - why it is being done
<i>Monitoring activities</i> may include:	- air monitoring - medical monitoring - noise monitoring
<i>Information and data about the OHS risk</i> may include:	- mode/s of action of the hazard causing injury or damage - outcomes of OHS risk analysis
<i>Stakeholders</i> may include:	- customers/users of the product or process - employees and their representatives - managers, including boards of management - the community
<i>Controls</i> may include:	- actions implementing risk management decisions - monitoring - programs or policies - re-evaluation and compliance with decisions
<i>Relevant standards</i> may include:	- Australian and industry standards - codes of practice and guidance material

RANGE STATEMENT	
	• common law duty of care • current knowledge • current practice • legislation
<i>Comprehensive analysis of information and data</i> may include:	• engineering modelling • experience with enterprise, own/other industries • past records • published literature • research within exposed groups • specialist and expert groups
<i>Comprehensive analysis of techniques</i> may include:	• broad consultation • multidisciplinary focus groups • processes and techniques used by specialists, such as modelling, fault tree and Hazard and Operability Studies (HazOps) • questionnaires • structured interviews
<i>OHS specialist advisors</i> may include:	• engineers • ergonomists • occupational hygienists • safety professionals • occupational health practitioners • psychologists • people skilled in applying advanced risk analysis processes, such as modelling, fault tree, HazOps and Management Oversight and Risk Tree (MORT) • toxicologists
<i>Documentation of risk analysis</i> may include:	• description of methods used • groups involved/consulted • description of consequences and their likelihood • information and data used in estimates • assumptions • effectiveness of existing controls • uncertainty in analysis • factors affecting level of risk • further information/data and/or investigation required

RANGE STATEMENT

Documentation of risk evaluation
may include:

- criteria determined
- descriptions of method used to determine the criteria
- groups consulted/involved
- list of risks and schedule for action
- statement of the legal ramifications of decision making based on risk prioritisation

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
-------------------------	---

Co-requisite units

Co-requisite units		