



Australian Government

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Release 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>BSB07 Business Training Package version 7.0</i>. Replaces BSBOHS407A Monitor a safe workplace.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Application of the Unit

This unit applies to workers with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area.

The unit applies to individuals with a broad knowledge of WHS policies who contribute well-developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. These workers provide supervision and guidance to others and have limited responsibility for the output of others.

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 National 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.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team, relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to and understandable by the work team 1.3 Regularly provide and clearly explain to the work team, information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements, and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities, and coaching and mentoring assistance, to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures, and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements 4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements 4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative

	requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Required Skills and Knowledge

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

Required skills

- analytical and problem solving skills to:
 - identify hazards
 - assess risks in the work area
 - review information relating to monitoring and evaluating incidents, and the effectiveness of risk controls
- coaching and mentoring skills to provide support to colleagues
- literacy skills to understand and interpret documentation, and to interpret WHS requirements.

Required knowledge

- hazards and associated risks in the workplace
- key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business
- organisational policies and procedures relating to hazard management, fire, emergency, evacuation, incident investigation and reporting
- relevance of consultation and participation as key mechanisms for improving WHS and culture
- WHS legislative responsibilities, duties and obligations of managers, supervisors, persons conducting businesses or undertakings (PCBUs) or their officers, and workers in the workplace.

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: • applying organisational WHS management systems and procedures in the work team area • applying procedures for assessing and controlling risks to health and safety associated with those hazards, according to the hierarchy of control and as specified in commonwealth and state or territory WHS Acts, regulations and codes of practice • providing specific, clear and accurate information and advice on workplace hazards to work team • knowledge of legal responsibilities of managers, supervisors, PCBU's or their officers and workers in the workplace.
Context of and specific resources for assessment	Assessment must ensure access to: • an actual workplace or simulated environment • office equipment and resources • examples of documentation relating to hazards in the workplace • examples of documents relating to workplace safety, hazard identification and risk assessment.
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: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • review of records communicating the outcomes of consultation over WHS issues to the work team • analysis of responses to case studies and scenarios • review of reports to management on the costs associated with providing training for the work team

	• oral or written questioning to assess knowledge of workplace safety and hazards • examples of risk assessments • evaluation of actioning of team member hazard reports • review of WHS records of occupational injury and disease incidents in work area.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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>WHS Acts, regulations and codes of practice</i> may include:	• applicable commonwealth and state or territory WHS Acts, regulations and codes of practice • common law duties to meet general duty of care requirements • duty holders, as specified in WHS Acts: • PCBUs or their officers • workers • other persons at a workplace • WHS legislative and regulatory requirements for effective management of hazards • WHS legislative and regulatory requirements for establishing consultation arrangements, including those for health and safety representatives and health and safety committees • WHS legislative and regulatory requirements for providing information and training, including: • training in safe operating procedures • procedures for workplace hazards • hazard identification • risk assessment and risk control • emergency and evacuation procedures • WHS legislative, regulatory and other requirements for the maintenance and confidentiality of records of occupational injury and disease.
<i>Organisation's WHS policies, procedures and programs</i> may address:	• acquisition, use, storage and disposal of hazardous chemicals • alcohol and other drug intoxication • consultation arrangements for workers in work area • emergency and evacuation procedures • family-friendly environment • first aid provision and medical treatment • hazard reporting procedures • incident investigation • life-work balance strategies • maintenance and use of plant and equipment

	• procedures for hazard identification • procedures for risk assessment, and selection and implementation of risk controls • purchasing policy and procedures • requirements of applicable commonwealth and state or territory WHS Acts, regulations and codes of practice • safe operating procedures and instructions • site access and egress • transport and storage of dangerous goods • use and care of personal protective equipment • WHS arrangements for on-site contractors and subcontractors, visitors and members of the public • WHS audits and inspections.
Information may result from:	• examining commonwealth and state or territory WHS Acts, regulations and codes of practice • checking equipment before and during work • consulting work team members through daily informal worker consultation and regular formal meetings • housekeeping • reviewing health and safety records, including hazard reports, hazardous substances and dangerous goods registers, and injury records • WHS audits and review of audit reports • workplace inspections in area of responsibility.
Consultation procedures may include:	• attendance of health and safety representatives at management and WHS planning meetings • early response to worker suggestions, requests, reports and concerns put forward to management • election of health and safety representatives according to legislative requirements • formal and informal meetings • health and safety committees • individual performance management processes • other committees, for example planning and purchasing • requirements as specified in commonwealth and state or territory WHS Acts, regulations and codes of practice.
Procedures to control risks may include:	• as specified in commonwealth and state or territory WHS Acts, regulations and codes of practice • consultation with workers and their representatives • redesign of job, process or workplace, for example:

	• introducing mechanical handling equipment • raising or lowering work platforms • rearranging material flow, timing and/or scheduling • removing the cause of a risk at its source (eliminating the hazard), for example removing stored goods permanently from emergency exit passageways • selecting controls according to the hierarchy of risk control, for example working through the hierarchy from the most effective to least effective control.
WHS records may include:	• any record of alcohol or drug use • as specified in commonwealth and state or territory WHS Acts, regulations and codes of practice • audit and inspection reports • consultation, for example: • meetings of health and safety committees • work team meeting agendas, including WHS items and actions • first aid/medical post records • hazardous chemicals registers • induction, instruction and training • manufacturer and supplier information, including dangerous goods storage lists • plant and equipment maintenance and testing reports • workers' compensation and rehabilitation records • workplace environmental monitoring records.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety