



**Australian Government**

# **BSBWHS405A Contribute to implementing and maintaining WHS management systems**

**Release 1**

## BSBWHS405A Contribute to implementing and maintaining WHS management systems

### Modification History

| Release   | Comments                                                                                                                                                                                                                |
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| Release 1 | <p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces but is not equivalent to BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS.</p> |

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation and maintenance of a work health and safety management system (WHSMS) as it applies to own work area and job role.

### Application of the Unit

This unit applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities.

The unit applies to people who work in a broad range of WHS roles across all industries.

*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                                                                                                                                                                                                                                                                                                    |
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| <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. Contribute to developing and promoting WHS policy | <p>1.1 Apply knowledge of the <b>elements of WHS policy</b> to contribute to the development and promotion of WHS policy as appropriate to own work area and job role</p> <p>1.2 Seek the contribution and support of others in the development and promotion of WHS policy as appropriate to own work area and job role</p> <p>1.3 Apply WHS policy to own and others' work areas and job roles, and communicate this to others</p>                                        |
| 2. Contribute to WHSMS planning                      | <p>2.1 Apply knowledge of <b>WHS legislation</b> to identify <b>duty holders</b> relevant to own work area and job role</p> <p>2.2 Apply knowledge of the <b>elements of a plan</b> to contribute to planning as it applies to own work area and job role</p> <p>2.3 Facilitate integration of return-to-work and injury-management procedures into the WHSMS plan</p> <p>2.4 Communicate the planning process to others and facilitate their contributions to the plan</p> |
| 3. Contribute to implementing the WHSMS plan         | <p>3.1 Implement the plan as it applies to own work area and job role</p> <p>3.2 Communicate and explain the plan to others in relation to their roles and responsibilities as specified in the plan</p> <p>3.3 Facilitate the contribution of others to implementing the plan</p>                                                                                                                                                                                          |
| 4. Contribute to evaluating WHS performance          | <p>4.1 Apply knowledge of <b>elements of WHS performance evaluation processes and methods</b> to contribute to evaluation as it applies to own work area and job role</p> <p>4.2 Communicate and explain evaluation of WHS performance to others and facilitate their contributions to evaluation</p>                                                                                                                                                                       |
| 5. Contribute to reviewing and improving the WHSMS   | <p>5.1 Apply knowledge of elements of processes and methods to contribute to the review and improvement of WHS performance as it applies to own work area and job role</p> <p>5.2 Communicate and explain review and improvement of the WHSMS to others and facilitate their contribution</p>                                                                                                                                                                               |

## Required Skills and Knowledge

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

### Required skills

- communication skills to communicate with people from a range of backgrounds and with a range of abilities
- information technology skills to use a range of software and communication media
- organisational and time-management skills to sequence tasks and meet timelines.

### Required knowledge

- documents relating to WHSMS:
  - regulatory authority WHSMS tools, standards and guidance material
  - Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
  - Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
  - Standards Australia publication HB 211-2001 Occupational Health and Safety Management Systems – A Guide to AS 4801 for Small Business
- elements of a WHSMS
- importance of effective return-to-work and injury management in a WHSMS
- limitations of a WHSMS, problems with WHSMS implementation, and possible negative effects on WHS
- organisational WHS policies, procedures, processes and systems
- processes and procedures that small, medium and large enterprises use to usefully implement elements of a WHSMS
- WHSMS as a systematic and effective approach to managing WHS and achieving WHS objectives.

## 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.*

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| <b>Overview of assessment</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b> | <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• approaching WHS management in a systematic way</li> <li>• knowledge of the advantages and limitations of a WHSMS</li> <li>• knowledge of relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Context of and specific resources for assessment</b>                                             | <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• office equipment and resources</li> <li>• relevant Acts, regulations, codes of practice, standards and guidelines</li> <li>• workplace documentation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Method of assessment</b>                                                                         | <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques used to manage WHS in the workplace</li> <li>• demonstration of applying WHS legislation in implementing a WHSMS</li> <li>• direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate</li> <li>• oral or written questioning to assess knowledge of principles relating to hazard identification, hierarchy of control, risk management, and systematic approaches to WHS.</li> </ul> |
| <b>Guidance information for assessment</b>                                                          | <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|  | <ul style="list-style-type: none"><li>• BSBWHS402A Assist with compliance with WHS laws</li><li>• BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes</li><li>• BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control</li><li>• BSBWHS406A Assist with responding to incidents.</li></ul> |
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## 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.*

|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b><i>Elements of WHS policy</i></b> (as appropriate to the nature and scale of the organisation's risks) may include: | <ul style="list-style-type: none"> <li>• commitment to comply with relevant WHS legislation</li> <li>• commitment to establish measurable objectives and targets to ensure continued improvement aimed at eliminating work-related injury and illness</li> <li>• documenting, implementing, maintaining and communicating the WHS policy to all workers</li> <li>• effective rehabilitation management of work injuries and disease</li> <li>• injury and claims management</li> <li>• making WHS policy available to interested parties</li> <li>• return to work of injured workers</li> <li>• reviewing WHS policy periodically to ensure it remains relevant and appropriate to the organisation.</li> </ul> |
| <b><i>WHS legislation</i></b> may include:                                                                             | <ul style="list-style-type: none"> <li>• Acts</li> <li>• regulations</li> <li>• codes of practice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><i>Duty holders</i></b> may include:                                                                                | <ul style="list-style-type: none"> <li>• as specified in WHS Acts: <ul style="list-style-type: none"> <li>• persons conducting businesses or undertakings (PCBUs) or their officers</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><i>Elements of a plan</i></b> may include:                                                                          | <ul style="list-style-type: none"> <li>• compliance with WHS legislation</li> <li>• effective injury and claims management</li> <li>• effective rehabilitation management of work injuries and disease</li> <li>• effective return to work of injured workers</li> <li>• identification of hazards and control of risks</li> <li>• objectives and targets, and how and when they will be achieved</li> <li>• who is responsible for what in the plan.</li> </ul>                                                                                                                                                                                                                                                 |
| <b><i>Elements of WHS performance evaluation processes and methods</i></b>                                             | <ul style="list-style-type: none"> <li>• auditing</li> <li>• complying with WHS legislation</li> <li>• incident investigation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|              |                                                                                                                                                                             |
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| may include: | <ul style="list-style-type: none"><li>• keeping and maintaining records</li><li>• monitoring effectiveness of risk controls</li><li>• worker health surveillance.</li></ul> |
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## **Unit Sector(s)**

Regulation, Licensing and Risk – Work Health and Safety