



**Australian Government**

# **FBPWHS5001 Manage work health and safety processes**

**Release: 1**

# FBPWHS5001 Manage work health and safety processes

## Modification History

| Release   | Comments                                                                                       |
|-----------|------------------------------------------------------------------------------------------------|
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0. |

## Application

This unit of competency describes the skills and knowledge required to manage the ongoing implementation of work health and safety procedures and processes.

This unit applies to individuals who manage a small organisation, several work groups or a larger group within an organisation. Work is likely to have a focus on maintaining already established processes and the unit assumes that work health and safety advice and expertise is available.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Unit Sector

Work health and safety (WHS)

## Elements and Performance Criteria

| Elements                                                 | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>         | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                |
| 1. Manage work health and safety information and records | 1.1 Identify and access relevant work health and safety legislation, standards, codes of practice/compliance codes, guidance material and other sources of work health and safety information and evaluate their relevance to the specific work context<br><br>1.2 Collect and collate information on work health and safety requirements, trends and risk controls and provide to others<br><br>1.3 Review records and record keeping processes to ensure that legal |

| Elements                                                   | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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|                                                            | <p>requirements for work health and safety record keeping are identified and addressed</p> <p>1.4 Implement and monitor processes for ensuring that work health and safety records are accurately completed, collected and stored in accordance with legal requirements and workplace procedures</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2. Manage work health and safety participative processes   | <p>2.1 Monitor participative processes to ensure compliance with legislative requirements and organisation procedures</p> <p>2.2 Evaluate information provided to employees to ensure it is in a readily accessible and understandable format</p> <p>2.3 Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety</p> <p>2.4 Evaluate processes for addressing work health and safety issues to ensure issues raised through consultation are resolved promptly and in line with organisation procedures and legislative requirements</p> <p>2.5 Provide prompt information about the outcomes of consultation to employees in a format and medium that is readily accessible</p> |
| 3. Manage work health and safety risk management processes | <p>3.1 Ensure hazard, incident, and injury reporting and investigation processes are in place to meet legislative requirements and to inform future prevention strategies</p> <p>3.2 Ensure processes are in place so that hazard identification and risk assessments occur according to organisation procedures</p> <p>3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements</p> <p>3.4 Ensure processes are in place to identify and address any work health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work</p> <p>3.5 Recognise limits of own professional expertise and consult expert advisors as required</p>   |
| 4. Manage work health and safety training program          | <p>4.1 Assess work health and safety training needs of workgroup members, taking into account legislative and regulatory requirements, internal policies and procedures, existing skills of work group members and risk control requirements</p> <p>4.2 Implement and monitor training programs to ensure identified</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Elements                                                        | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>                | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                             |
|                                                                 | <p>work health and safety training requirements are addressed</p> <p>4.3 Implement and monitor processes to ensure that all new employees receive work health and safety induction</p> <p>4.4 Access and consult relevant work health and safety and training specialists as required in the development and implementation of the training program</p>                                                                                                            |
| 5. Manage work health and safety continuous improvement process | <p>5.1 Obtain and consider input from individuals and workgroup in identifying and implementing work health and safety improvement</p> <p>5.2 Determine work health and safety priorities in consultation with appropriate managers and stakeholders</p> <p>5.3 Develop work health and safety action plans, taking priorities and training needs into account</p> <p>5.4 Monitor and update achievements against the work health and safety plans accordingly</p> |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                      | Description                                                                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"> <li>Comprehends, interprets and synthesises complex information from a range of sources</li> </ul>                                                                                                                 |
| Writing                    | <ul style="list-style-type: none"> <li>Presents information using vocabulary and format suitable for the task</li> </ul>                                                                                                                              |
| Oral communication         | <ul style="list-style-type: none"> <li>Presents ideas and information choosing appropriate vocabulary for purpose and audience</li> <li>Uses questioning and active listening to seek opinions or information and to clarify understanding</li> </ul> |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Monitors adherence to legal and regulatory responsibilities for self and others in relation to work health and safety requirements</li> </ul>                                                                  |
| Interact with others       | <ul style="list-style-type: none"> <li>Chooses appropriate communication methods to present information to a range of individuals</li> </ul>                                                                                                          |

| Skill             | Description                                                                                                                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get the work done | <ul style="list-style-type: none"><li>• Develops plans to manage relatively complex tasks with an awareness of how they contribute to the organisation</li><li>• Applies problem solving techniques to address complex work health and safety issues</li></ul> |

## Unit Mapping Information

| Code and title current version                        | Code and title previous version     | Comments                                                                                                                                                                      | Equivalence status |
|-------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FBPWHS5001<br>Manage work health and safety processes | FDFOHS5001A<br>Manage OHS processes | Updated to meet Standards for Training Packages<br><br>Minor changes to Performance Criteria for clarity<br><br>Minor change to title to reflect current industry terminology | Equivalent unit    |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

# Assessment Requirements for FBPWHS5001 Manage work health and safety processes

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## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has completed all steps in managing the work health and safety process in at least one workplace context, including:

- accessing and interpreting work health and safety information, including legislation, guidance material and benchmarks
- monitoring a record keeping process for compliance with legal requirements for work health and safety
- communicating work health and safety information to others using a range of media and formats
- managing effective work health and safety consultation and participation processes including development, implementation, monitoring and review, in consultation with others
- managing work health and safety risk management processes
- implementing a risk management approach to developing solutions to complex work health and safety problems, utilising information from a range of sources
- applying an action planning process
- assessing policies and procedures for compliance with work health and safety legislation
- managing workplace information and records to ensure all are current and accurate
- facilitating participatory consultative processes
- evaluating work processes for collecting and providing information
- determining support and training needs of work group
- implementing and monitoring training programs
- evaluate and monitor risk management processes
- managing a continuous improvement process.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazard and risk
- sources of work health and safety information both internal and external to the workplace
- understanding of work health and safety legislation and regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace
- legislative requirements for consultation
- legal and practical requirements for work health and safety training
- legal requirements for work health and safety record keeping and reporting
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- risk assessment process, including:
  - hazard identification procedures
  - principles of risk assessment
  - the hierarchy of control and its application
  - legislative requirements for record keeping and reporting
- systems for identifying skill needs, such as:
  - performance reviews
  - training needs analysis
  - identifying additional training needs of learners
- workplace specific information, including:
  - hazards of the particular work environment and how they cause harm
  - hazard identification procedures relevant to the hazards in their workplace
  - designated person for raising work health and safety issues
- organisation procedures related to work health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
- awards and enterprise agreements that impact on the particular workplace
- the characteristics and composition of the workforce and how they may impact on the management of work health and safety.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - sample documents and forms appropriate for recording and reporting work health and safety issues

- sample emergency procedures and related resources
- specifications:
  - work health and safety legislation, regulations and codes of practice
  - workplace policies and procedures for work health and safety
- relationships (internal and/or external):
  - experts in work health and safety for advice and direction.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

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