



Australian Government

HLTWHS004 Manage work health and safety

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of managers and/or persons conducting a business or undertaking (PCBUs).

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.

This unit applies to workers who have responsibility for WHS as part of their role, including workers with obligations under WHS legislation, persons conducting a business or undertaking (PCBUs), or their officers (as defined by relevant legislation).

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Establish work health and safety practices

1.1 Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS

ELEMENT**PERFORMANCE CRITERIA**

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| | 1.2 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks |
| | 1.3 | 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 |
| | 1.4 | Identify requirements for expert WHS advice, and request this advice as required |
| 2. Facilitate consultation, cooperation and communication | 2.1 | Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues |
| | 2.2 | Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues |
| | 2.3 | Document outcomes of consultation and communicate to workers |
| | 2.4 | Develop and implement processes to ensure that responsibilities and duties are documented and accountability processes are in place |
| | 2.5 | Implement and monitor training programs to ensure identified WHS training requirements are addressed, including induction process |
| 3. Monitor compliance with risk control processes | 3.1 | Develop WHS record-keeping policies and procedures and provide information to workers |
| | 3.2 | Monitor hazard, incident and injury reporting processes to meet legislative requirements and to inform future prevention strategies |
| | 3.3 | Evaluate WHS record-keeping policies and procedures for compliance with legislative requirements |

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

4. Evaluate and maintain WHS

4.1 Determine WHS priorities in consultation with work group

4.2 Develop a WHS action plan taking account of priorities and training needs

4.3 Identify potential barriers to improvement

4.4 Establish processes to monitor achievement against the plan and update plans as required

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

- *Written communication* – in order to complete a workplace risk assessment and develop a WHS action plan in line with regulatory guidelines and organisational policies
- *Oral communication* – in order to accurately present information to a small group of at least two participants

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTWHS004 Manage work health and safety

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:

- conducted a workplace risk assessment and recorded the results, including:
 - identification of hazards and potential hazards
 - risk assessment
 - evaluation of policy/procedure in line with state/territory legislation and industry guidelines
 - development of risk controls and measures
- conducted the following consultative activities with at least two workers:
 - information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role
 - consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process

- monitored workplace compliance with WHS procedures
- developed a WHS action plan, including strategies for monitoring and review
- coordinated workplace procedures for a simulated emergency situation.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
 - state/territory WHS authorities
 - rights and responsibilities of persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care
 - legislative requirements for record-keeping and reporting
 - due diligence and general duty requirements
 - regulatory requirements relevant to the particular industry/type of work site
 - legislative requirements for consultation
 - hazardous manual tasks
 - infection control
- hazards common to the work environment and strategies for minimisation
- requirements for WHS policies, including:
 - hazard, incident and injury reporting
 - hazard identification, risk assessment and control
 - human resources policies and procedures
 - consultation and participation
 - incident investigation and record-keeping
 - quality system documentation
 - designated person/s for raising issues
 - workplace support services
 - use of personal protective equipment (PPE)
 - emergency procedures
- principles of hazard and risk management, including:
 - risk analysis
 - hazard identification procedures
 - hierarchy of control and its application
 - principles of risk assessment
 - examples of health and safety benchmarks
 - principles of safe design processes

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

In addition, assessment must ensure use of:

- current workplace policies and procedures for WHS

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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