



Australian Government

MSMWHS400 Contribute to WHS management system

Release: 1

MSMWHS400 Contribute to WHS management system

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS400A Contribute to OHS management system

Application

This unit of competency covers the skills and knowledge required to contribute to the work health and safety (WHS) management system.

The WHS management system will already have been developed by persons with the relevant specialist knowledge and skills.

This unit of competency applies to personnel who are required to implement, monitor and improve the WHS management system within a work group or area. It typically applies to a WHS specialist, or a team leader, supervisor or manager who has particular WHS responsibilities.

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1	Develop and review procedures for identifying hazards, and assessing and controlling risk	1.1	Access current, relevant information on legislative and industry requirements for hazard identification and risk assessment and control
		1.2	Identify gaps in procedures
		1.3	Develop workplace procedures to meet requirements

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| | | 1.4 | Involve relevant stakeholders in procedures development |
| | | 1.5 | Review the procedures on a regular basis by consulting stakeholder groups for feedback |
| | | 1.6 | Inform relevant stakeholders and other work groups of any changes and implement changes in the procedures |
| 2 | Develop and review incident procedures | 2.1 | Identify legal and organisation requirements |
| | | 2.2 | Identify gaps in procedures |
| | | 2.3 | Develop workplace procedures for dealing with incidents |
| | | 2.4 | Review the procedures by consulting stakeholder groups for feedback |
| | | 2.5 | Inform relevant stakeholders and other work groups of any changes and implement changes in the procedures |
| 3 | Implement and review training program from an WHS perspective | 3.1 | Identify the legal, organisational and practical requirements for WHS training |
| | | 3.2 | Evaluate the workplace training program for WHS gaps |
| | | 3.3 | Review the program on a regular basis by consulting stakeholders and work groups for feedback |
| | | 3.4 | Take appropriate action to incorporate relevant feedback into the revised program |
| | | 3.5 | Inform relevant work groups of any changes and implement changes in the WHS training program |
| 4 | Implement and review WHS recording system | 4.1 | Identify the legal and organisational requirements for WHS records |
| | | 4.2 | Evaluate the workplace WHS recording system for gaps |
| | | 4.3 | Review the system on a regular basis by consulting stakeholders and work groups for feedback |
| | | 4.4 | Incorporate relevant feedback into the revised system in |

consultation with stakeholders

- 4.5 Inform relevant work groups of any changes and implement changes in the management of WHS records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Regulatory framework** The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:
- legislative requirements, including work health and safety (WHS)
 - industry codes of practice and guidelines
 - environmental regulations and guidelines
 - Australian and other standards
 - licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

- Procedures** All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)

- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- slip/trip hazards
- PPE is unavailable or not functional
- emergency equipment is unavailable
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment is in safe condition with hazard controls functional
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions, swarf and scrap
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

WHS records WHS records include one or more of the following:

- hazard and incident reports
- logs/logs sheets
- inspection/start-up/shutdown checklists
- injury reports
- maintenance records

**WHS
information
sources**

WHS information will be accessed from internal and external sources, including one or more of:

- WHS legislation, codes of practice and Australian and International standards
- WHS regulators
- WorkSafe Australia Guides
- industry bodies
- internet sites, journals and newsletters
- manufacturer manuals
- material safety data sheets (MSDS) and registers
- organisation WHS policies and procedures
- internal risk assessments, job safety analyses (JSAs,) and workplace inspections
- internal hazard and incident reports

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMWHS400 Contribute to WHS management system

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to:

- communicate using appropriate style and format for a range of stakeholders to:
 - review WHS procedures, training program and recording system
 - provide information on the effectiveness of the WHS management system in minimising risk
 - consult and seek feedback
 - develop new procedures and improve existing procedures
 - inform work group or area about changes in WHS procedures
 - interact with the work group or area to ensure the WHS processes and procedures are applied
- analyse WHS information to:
 - identify gaps in procedures and training
 - identify improvements in procedures
 - incorporate feedback from stakeholders
 - ensure WHS procedures and improvements comply with the regulatory framework
- apply the hierarchy of control to recommend actions to minimise risk
- plan and implement appropriate review processes
- write clearly and unambiguously, including:
 - reports
 - draft policies and procedures
 - WHS information.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- WHS responsibilities of employers and employees, including supervisors and contractors
- regulatory requirements for WHS, including:
 - duty of care responsibilities
 - information and consultation and processes and arrangements to meet these obligations
 - record keeping and reporting

- training and licensing relevant to WHS
- elements of a WHS management system, including:
 - principles and practices of effective WHS management and risk control
 - sources and types of information that provide realistic information on the performance of the WHS management system
 - techniques for analysing WHS data, including simple statistical analysis and graphing of trends all relevant workplace procedures
 - types and application of review processes including review of written reports, analysis of data, performance appraisal and auditing
 - WHS issue resolution processes.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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