



Australian Government

RIIWHS403E Apply the work health and safety management system

Release: 1

RIIWHS403E Apply the work health and safety management system

Modification History

This unit replaces RIIWHS403D Apply the work health and safety management system. Significant endorseable amendments have been made to Elements, Performance Criteria, Foundation Skills, Performance Evidence and Knowledge Evidence to better reflect current industry practices and clarify training outcomes.

Application

This unit describes the skills and knowledge required to apply the work health and safety management system in the mining, drilling and civil infrastructure industry.

This unit applies to individuals working in a range of supervisory roles. Work is performed under minimal supervision and competency requires a high level of judgement and decision-making.

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

Elements and Performance Criteria

ELEMENT <i>Elements describe the essential outcomes.</i>	PERFORMANCE CRITERIA <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Access information to identify requirements of work health and safety management system	1.1 Access, interpret and apply the workplace work health and safety management system according to workplace policies and procedures 1.2 Confirm work activity is compliant with work health and safety management system 1.3 Determine and communicate resource requirements and tasks to relevant personnel according to own role and responsibilities 1.4 Identify and coordinate training needs of work team according to work health and safety management system 1.5 Document planning activities according to workplace policies and procedures
2. Apply work health and safety management system	2.1 Assess incidents according to work health and safety management system 2.2 Assess the nature and scope of the incidents and communicate to relevant personnel

ELEMENT	PERFORMANCE CRITERIA
	according to work health and safety management system 2.3 Prepare an action plan in consultation with relevant individuals to maintain health and safety of the workplace 2.4 Apply procedures for monitoring, recording and reporting on hazards according to work health and safety management system
3. Monitor effectiveness of work health and safety control measures	3.1 Monitor the application of health and safety procedures and control measures across the work team 3.2 Monitor the use, effectiveness and appropriateness of safety tools and techniques according to the work health and safety management system 3.3 Monitor adequacy of control measures and revise or report inadequacies in risk controls according to workplace procedures as required 3.4 Evaluate action plan to improve the work health and safety aspects of the job 3.5 Maintain written work health and safety records according to workplace policies and procedures 3.6 Report and monitor work health and safety issues which require resolving by others according to workplace policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and interprets information from workplace procedures, policies, documentation and systems
Writing	Produces and completes workplace reports, including workplace resourcing and work health and safety records, using appropriate vocabulary, grammatical structures and conventions
Oral communication	- Presents information or assistance using industry specific vocabulary - Uses listening and questioning to clarify and confirm understanding

Unit Mapping Information

Supersedes and is equivalent to RIIWHS403D Apply the mine work health and safety management plan.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIWHS403E Apply the work health and safety management system

Modification History

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of application of the work health and safety management system that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions.

In the course of the above work, the candidate must also:

- locate and apply relevant legislation, documentation, policies and procedures
- apply and monitor site procedures and systems
- organising activities on site to support the system requirements
- access, evaluate and apply data from monitoring systems and equipment/plant
- review and audit site processes and techniques.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key policies, procedures, standards, regulatory and legislative requirements for applying the work health and safety management system described in the performance evidence, including those relating to:
 - work health and safety
 - legal responsibilities and obligations of personnel of those involved in risk management on site
 - health and hygiene
 - hazard identification and risk management
 - observation and inspection methods
 - emergency procedure planning and preparation
- key factors affecting workplace health and safety described in performance evidence above, including:
 - isolation of plant and equipment techniques
 - impacts of drug and substance abuse on fitness for work

- site hazards associated with:
 - ~ hazardous substances, dust, noise, vibration
 - ~ work processes
 - ~ plant and equipment
 - ~ work environment.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - work health and safety management system
 - risk management policies, processes, procedures and systems
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes GMAI
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and

- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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