



Australian Government

RIIWHS601E Establish and maintain the WHS management system

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish and maintain the work, health and safety (WHS) management system in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety 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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish and maintain the framework for the WHS management system	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish and maintain the WHS management system 1.3 Develop WHS policies, objectives and procedures that clearly express the organisation's commitment to WHS, and how relevant WHS legislation will be implemented, consistent with overall organisational policies 1.4 Clearly define, allocate and include in job descriptions and duty statements for all relevant positions, WHS responsibilities and duties, which will allow

ELEMENT	PERFORMANCE CRITERIA
	implementation and integration of the WHS management system 1.5 Identify, seek and provide financial and human resources for the operation of the WHS management system 1.6 Communicate information on the WHS management system and procedures in a form that is readily accessible to employees
2. Establish and maintain participative arrangements for the management of WHS	2.1 Establish and maintain appropriate consultative processes with employees and their representatives 2.2 Confirm issues raised through participation and consultation are dealt with and resolved promptly and effectively according to workplace procedures 2.3 Confirm that information about the outcomes of participation and consultation is provided in a manner accessible to employees
3. Establish and maintain procedures for identifying hazards	3.1 Develop, maintain and confirm integration of a procedure for ongoing identification of existing and potential hazards 3.2 Monitor activities to confirm that hazard identification procedure is adopted effectively throughout the organisation 3.3 Confirm procedures are in place and applied for hazard identification at the planning, design and evaluation stages of any change in the workplace to confirm that new hazards are not created
4. Establish and maintain procedures for assessing risk	4.1 Confirm appropriate assessment of risks presented by identified 4.2 Develop and confirm integration of a procedure for the ongoing assessment of risks 4.3 Monitor activities to confirm that the risk assessment procedure is adopted effectively throughout the organisation 4.4 Confirm procedures are in place for risk assessment to be addressed at the planning, design and evaluation stages of any change within the organisation to confirm that risks are not created
5. Establish and maintain procedures for treating risks	5.1 Develop and confirm implementation of measures to control assessed risks in accordance with relevant legislation, code of practice and trends identified from the WHS records system 5.2 Confirm the implementation of interim solutions until a

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	permanent control measure is developed when measures which treat a risk at its source are not immediately practicable 5.3 Develop and confirm integration of procedures for ongoing control of risks within general systems of work and procedures 5.4 Monitor activities to confirm that the risk treatment procedure is adopted effectively throughout the organisation 5.5 Confirm risk treatment is addressed at the planning, design and evaluation stages of any change within the organisation to confirm that adequate risk control measures are included 5.6 Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new measures according to appropriate procedures
6. Establish and maintain organisational procedures for dealing with unplanned incidents	6.1 Identify the range of most likely potential unplanned incidents from an analysis of likely risks 6.2 Develop procedures in consultation with appropriate emergency services that would treat the risks associated with the potential events 6.3 Provide appropriate information and training to all employees to enable implementation of the correct procedures in all relevant circumstances according to workplace procedures
7. Establish and maintain a WHS training program	7.1 Develop a WHS training program addressing the training needs of employees 7.2 Confirm implementation of WHS training program
8. Establish and maintain a system for WHS records	8.1 Establish a system for recording WHS activity and outcomes according to workplace procedures 8.2 Monitor the record system for WHS to allow identification of patterns of occupational injury and disease within the organisation
9. Plan and prepare for the implementation of the WHS management system	9.1 Access and interpret the WHS management system 9.2 Identify, confirm and communicate verbally and in writing to all, personnel roles and responsibilities 9.3 Identify, forecast, obtain and allocate and schedule resources required for the implementation of the WHS management system 9.4 Implement WHS management training program. 9.5 Implement suggestions and recommendations for

ELEMENT	PERFORMANCE CRITERIA
	changes to WHS management procedures according to workplace procedures
10. Evaluate the organisational WHS management system and related policies, procedures and programs	10.1 Assess the effectiveness of the WHS management system and related policies, procedures and programs 10.2 Develop and confirm implementation of improvements to the WHS management system to confirm more effective achievement of the organisational WHS aims 10.3 Assess and confirm compliance with WHS legislation and code of practice to confirm that legal WHS standards are maintained

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
Writing	Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation, legislation and regulations
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIWHSG01D Establish and maintain the WHS management system.

Links

Companion Volume implementation guides is found on VETNet -

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

Assessment Requirements for RIIWHS601E Establish and maintain the WHS management system

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Performance Evidence

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

- establish and maintain the WHS management system on at least two occasions, including:
 - establishing procedures for implementing strategies and activities that eliminate or reduce risk on site
 - identifying possible incidents and preparing procedures for unplanned incidents
 - providing coaching and mentoring support to others who implement and maintain WHS systems
 - using effective consultative mechanisms to negotiate processes and procedures appropriate to workplace safety
 - explaining complex WHS information to superiors/subordinates
 - establishing and monitoring site training plans and training occurrences
 - taking a leading role in initiating action and making decisions when risk is identified and needs to be controlled
 - maintaining clear and concise written records and documents of WHS incident and activity outcomes
 - establishing WHS systems audit processes
 - accessing and analysing archival and historical information for auditing WHS activity
 - demonstrating the establishment of processes, techniques and examples of continuous improvement for WHS activity on site.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for establishing and maintaining the WHS management system
- work effectively with others to conduct establish and maintain the WHS management system in a way that meets all required outcomes

- communicate clearly and concisely with others to receive and clarify work instructions.

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 legislation required to establish and maintain the WHS management system
- key policies, procedures and documentation required to establish and maintain the WHS management system, including:
 - WHS auditing procedures
 - duty of care principles
 - training design and management requirements and procedures
 - emergency procedures
 - strategic planning procedures
 - human resource management requirements and procedures
 - risk management processes and techniques
 - action planning methods and preparation
 - continuous improvement processes
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

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

- include access to:
 - personal protective equipment
 - equipment related to establish and maintain the WHS management system
 - relevant documentation
- 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
- 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 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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