



**Australian Government**

# **SISXWHS503 Establish and maintain work health and safety systems**

**Release: 1**

# SISXWHS503 Establish and maintain work health and safety systems

## Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

| Release | Comments                                                                                                                                                                                                              |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | New unit.<br><br>Based on but not equivalent to SISXOHS503A Establish and maintain occupational health and safety systems. Changes to address new national Work Health and Safety (WHS) Bill and updated legislation. |

## Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary work health and safety management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace. The unit specifically addresses, at an organisation level, the establishment of procedures applicable to risks that affect the health and safety of people, including staff (paid and volunteer), clients and spectators.

Other risks that may impact upon an organisation, such as financial, professional and product liability are addressed in the unit SISXRSK502A Manage organisational risks.

## Application of the Unit

This unit applies to those working in a sport, fitness and recreation environment with responsibility for leadership and guidance of others. This includes those involved in planning, implementing and evaluating outdoor recreation programs and activities across a range of activity areas in a variety of field locations with varied contexts requiring contingency planning, such as operations and program managers. It also includes those working with athletes at a high-performance level such as coaches and sports trainers; those managing sports venues and facilities; and those managing the ancillary functions required to ensure the effective provision of specific services and programs in fitness centres, outdoor sporting grounds or complexes, or aquatic centres.

## Licensing/Regulatory Information

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

## **Pre-Requisites**

Not applicable.

## **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Establish and maintain a framework for the work health and safety system.</p>                      | <p>1.1 Access and interpret key legislative documents to ensure that work health and safety systems comply with regulatory requirements, standards and codes.</p> <p>1.2 Design a <b><i>work health and safety management system</i></b> to suit the characteristics and needs of the organisation, in consultation with appropriate personnel.</p> <p>1.3 Identify and provide adequate financial, human and specialist external resources to address work health and safety management practices.</p> <p>1.4 Develop and articulate <b><i>work health and safety policies and procedures</i></b> in a format readily accessible to all personnel.</p> <p>1.5 Define and allocate health, safety and security responsibilities clearly, including relevant information in job descriptions and duty statements.</p> <p>1.6 Consult with key personnel and determine, develop and implement a plan for <b><i>work health and safety training requirements</i></b>.</p> <p>1.7 Establish and monitor a system for keeping <b><i>work health and safety records</i></b>.</p> |
| <p>2. Establish and maintain consultative arrangements for the management of work health and safety.</p> | <p>2.1 Establish and maintain appropriate <b><i>consultative processes</i></b> to suit the characteristics and needs of the organisation.</p> <p>2.2 Plan for and ensure that consultation is conducted at times designated and required by legislation.</p> <p>2.3 Resolve issues arising from consultation and participation promptly and effectively.</p> <p>2.4 Provide information about the outcomes of consultation and participation in a manner accessible to employees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>3. Establish and maintain procedures for identifying hazards and assessing and controlling risks.</p> | <p>3.1 Develop or access a hazard identification and risk-assessment <b><i>tool or template</i></b> document that incorporates <b><i>assessment criteria</i></b> for assessing risks and consequences.</p> <p>3.2 Plan for and ensure that hazards are identified at <b><i>times designated and required by legislation</i></b>.</p> <p>3.3 Develop procedures for the ongoing identification of hazards,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

especially ***types of hazards designated by legislation.***

- 3.4 Develop procedures for the assessment of risks associated with identified hazards.
  - 3.5 Develop procedures for the control of risks and the ongoing monitoring of controls.
  - 3.6 Identify and assign the roles and responsibilities of personnel for hazard identification, risk assessment and risk control within procedures.
  - 3.7 Take a lead role in assessing and controlling risks, including implementing interim or emergency solutions according to consultative requirements of Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation.
4. Evaluate the organisation's WHS system.
- 4.1 Assess ongoing compliance with OHS or WHS legislation and regulatory requirements, standards and codes to ensure that work health and safety legal requirements are maintained.
  - 4.2 Consult with a range of personnel to elicit feedback on work health and safety policies, procedures and practices.
  - 4.3 Assess the effectiveness of work health and safety management practices, including a review of incidents or accidents, near misses, work health and safety reports and statistics held by the organisation.
  - 4.4 Develop, implement, document and communicate improvements and changes to the work health and safety system.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- problem-solving skills to:
  - analyse the work environment in order to identify hazards, assess risks and design and implement appropriate work health and safety management systems
  - assess the resources needed to establish and maintain work health and safety management systems including a range of risk-control measures
  - allow for a rational and logical evaluation of the characteristics and needs of the organisation in order to design a tailored work health and safety system
  - evaluate and review work health and safety system
- literacy skills to:
  - read and interpret complex materials describing regulatory requirements that relate to work health and safety management
  - develop and write comprehensive work health and safety systems inclusive of detailed yet easily accessible policies and procedures
  - develop or read template documents
- communication skills to consult with a range of personnel to establish and monitor the effectiveness of work health and safety policies, procedures and practices.

### Required knowledge

- WHS legislation and associated work health and safety codes of practice and standards to enable analysis of legislative requirements as they apply to workplace operations
- industry best practice work health and safety guidelines and standards
- consultative and communication mechanisms used by organisations to develop and implement procedural systems
- main types of safety hazards found in the industry sector or organisation to enable the development of appropriate responses
- acceptable control methods for identified hazards to enable appropriate responses to hazards and risks
- the way systems and procedures on health, safety and security issues link with other management systems.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- establish, implement, evaluate and make ongoing improvements to a complete work health and safety system for a given industry operation according to regulatory requirements
- develop comprehensive work health and safety system documents inclusive of policies, procedures, hazard identification and risk-assessment documents and undertakes extensive consultation
- apply contingency-management techniques to respond to problems arising from work health and safety systems.

#### Context of and specific resources for assessment

Assessment must ensure:

- development and maintenance of a work health and safety system for a facility or organisation relevant to the individual's current or intended work environment.

Assessment must also ensure access to:

- a fully operational sport, fitness and recreation environment using appropriate information programs and publications to facilitate the processes involved in developing a work health and safety system
- an operation for which a work health and safety system would be developed or access to comprehensive information about that operation to allow the individual to fully develop a tailored work health and safety system
- use of appropriate state or territory legislation, codes of practice and standards issued by regulatory authorities or industry groups
- use of work health and safety information, such as manuals issued by industry associations or commercial publishers.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- portfolio incorporating an entire written work health and safety system for an organisation, including policies, procedures, hazard identification and risk-assessment template documents, information fact sheets for workers and clients, job descriptions

incorporating work health and safety roles, training plans and a communication strategy

- reports prepared by the individual detailing how work health and safety policies, systems and procedures were established for a given project or work activity
- project or work activities conducted in conjunction with an industry operator to allow the individual to develop systems for a particular workplace
- third-party reports from key stakeholders or review of reports of the implementation and review processes
- case studies and problem-solving exercises to establish systems, policies and procedures for different workplace sizes and types
- written and or oral questioning or interview to test knowledge of the legislative requirements.

**Guidance information  
for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRSK502A Manage organisational risks.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) may also be included.

***Work health and safety management system*** may include:

- safe premises
- safe machinery, equipment and materials
- safe systems of work
- safe work environment
- information, instructions, training and supervision that ensure employees' and clients' health and safety
- adequate facilities for the welfare of employees
- appropriate management of incidents or accidents and notification to work health and safety regulatory authorities.

***Work health and safety policies and procedures*** may include:

- incident and accident management
- participation in work health and safety management practices
- hazard identification
- handling of hazardous substances and dangerous goods
- risk assessment and control
- ongoing monitoring of risks
- responsibilities of employees to ensure safety
- manual handling
- wearing or using personal protective equipment
- retail supply of hazardous substances
- security issues
- emergency evacuation and responses.

***Work health and safety training requirements*** may include:

- work health and safety policy and procedures
- induction training
- coaching or mentoring
- formal training programs
- provision of information, fact sheets and signage to ensure safe work practices
- work health and safety representative or committee training
- hazard identification, risk assessment and control training.

***Work health and safety records*** may include:

- policies and procedures
- training plans and training undertaken
- consultation records

- hazard identification records
  - risk assessment and control actions
  - incident, accident and near-miss reports and statistics
  - incident or accident notifications to work health and safety regulatory authorities.
- Consultative processes** may involve:
- recording concerns
  - staff meetings or workshops
  - staff handbook with work health and safety information
  - surveys or questionnaires
  - work health and safety representatives or committees.
- Tool or template** may include:
- self-designed tool developed for the organisation as part of an work health and safety management system
  - tools and templates developed by external consultancy services or industry associations
  - tools and templates developed by work health and safety regulatory authorities for public use.
- Assessment criteria** may include:
- criteria developed by external consultancy services
  - criteria outlined in Australian standards
  - criteria suggested by industry associations for use by member businesses
  - organisation-specific criteria as part of an work health and safety management system.
- Times designated and required by legislation** may include:
- when changes to the workplace are implemented:
    - before the premises are used for the first time
    - before and during the installation or alteration of any plant
    - before changes to work practices are introduced
    - when new information relating to health and safety risk becomes available.
- Types of hazards designated by legislation** may include:
- physical environment
  - plant and equipment
  - work practices
  - length of time spent at certain tasks and allocation of breaks.

## Unit Sector(s)

Cross-Sector

## **Competency Field**

Work Health and Safety