



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS

Release: 1

BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.</p> <p>The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to the implementation of information and data systems	1.1. Identify and address <i>requirements for record keeping</i> 1.2. Identify, access and evaluate <i>sources of OHS information and data</i> for application in the workplace 1.3. Take actions to ensure that records are accurately completed, collected and stored 1.4. Provide information and data to managers and stakeholders in a readily understood format 1.5. Monitor and evaluate the effectiveness of recordkeeping actions taken
2. Contribute to the implementation of OHS strategies, systems and plans	2.1. Determine OHS priorities in consultation with appropriate managers and in line with other <i>consultative arrangements</i> in the workplace 2.2. Develop <i>OHS action plans</i> taking account of priorities 2.3. Identify and document OHS training needs 2.4. Monitor action plans for achievement, and update as required 2.5. Seek input from <i>OHS specialists</i> and <i>technical advisors</i> if required
3. Support integration of OHS within the overall management approach	3.1. Identify <i>other functional areas</i> that impact on OHS 3.2. Implement strategies for addressing these impacts 3.3. Work with managers and stakeholders as appropriate to implement OHS action plans
4. Identify OHS implications of proposed changes to the workplace and provide advice to control risks	4.1. Evaluate <i>proposed changes to the workplace</i> for OHS implications 4.2. Identify resulting hazards and assess potential risks 4.3. Provide appropriate advice to control risks and action as appropriate
5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes	5.1. Identify and evaluate changes to relevant legislation for implications for managing OHS 5.2. Identify and evaluate changes to relevant standards or industry practice for implications for managing OHS 5.3. Monitor sources of information and data for impact on hazards, risks and the management of OHS 5.4. Provide appropriate advice to address impact of

ELEMENT	PERFORMANCE CRITERIA
	change
6. Evaluate effectiveness of the approach to managing OHS	6.1. Access sources of external and internal OHS information and data as part of evaluation 6.2. Identify the need for any external input to evaluation and action as appropriate 6.3. Consult <i>stakeholders</i> for input to the evaluation 6.4. Identify, document and action areas for improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities at all levels of the organisation
- interpersonal skills to consult on and negotiate the development, implementation and monitoring of OHS actions
- organisational and time management skills to sequence tasks and meet timelines
- research and data analysis skills to evaluate relevant workplace OHS data trends and to recognise limitations of data collected
- observation skills to investigate the interactions between people, their activities, environment and systems
- numeracy skills to carry out simple calculations and to produce graphs about OHS activities
- technology skills to use a range of software and office equipment to access internal and external data on OHS
- conflict management and resolution skills to address small disputes relating to OHS implementation issues
- interpersonal skills to build relationships with stakeholders (internal and external to the organisation).

Required knowledge

- internal and external sources of OHS information and data
- organisational policies and procedures for OHS
- legislative requirements for:
 - consultation
 - information and data collection
 - notification of incidents
 - record keeping
 - reporting of incidents
- principles and practices of systematic approaches to managing OHS
- principles relating to:
 - hazard identification
 - hierarchy of control
 - risk management
 - systematic approaches to OHS
- range of communication strategies to communicate effectively with people at all levels of the organisation
- relevant state/territory and commonwealth OHS legislation, codes of practice and

REQUIRED SKILLS AND KNOWLEDGE

standards

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| <ul style="list-style-type: none">• roles and responsibilities of personnel as specified in relevant OHS legislation. |
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Evidence Guide

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	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • contribution to the implementation of a systematic approach to managing OHS • knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice and standards.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to office equipment and resources • access to relevant legislation, standards, codes of practice and guidelines • access to workplace documentation.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of techniques used to manage OHS in the workplace • demonstration of the application of OHS legislation in implementing a systematic approach to managing OHS • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of principles relating to: hazard identification, hierarchy of control, risk management, systematic approaches to OHS • review of OHS action plans, documented OHS training needs and documented action areas for improvement.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p>

EVIDENCE GUIDE

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| | <ul style="list-style-type: none">• other OHS units. |
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Range Statement

RANGE STATEMENT	
<p>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 candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Requirements for record keeping</i> may include:</p>	<ul style="list-style-type: none"> • OHS legislation and regulations governing reporting of incidents and maintenance of records related to specific hazards, including: <ul style="list-style-type: none"> • chemical registers • material safety data sheets (MSDSs) • organisational procedures • privacy legislation
<p><i>Sources of OHS information and data</i> may include:</p>	<ul style="list-style-type: none"> • consultants • employees • government departments/agencies including OHS authorities and organisations such as the Office of the Australian Safety and Compensation Council • industry networks and associations • internet sites • manufacturers' manuals and specifications • newspapers and journals, trade/industry publications • OHS and other relevant legislation • OHS specialists • technical data
<p><i>Consultative arrangements</i> may include:</p>	<ul style="list-style-type: none"> • employee and supervisor involvement in OHS activities, such as inspections and audits • employee and workgroup meetings • health and safety and other employee representatives • OHS and other consultative and planning committees • procedures for reporting hazards, and raising and addressing OHS issues
<p><i>OHS action plans</i> may include:</p>	<ul style="list-style-type: none"> • documented plans developed within the workplace to implement OHS management, which allocate responsibilities and timeframes • OHS performance indicators for the

RANGE STATEMENT	
	organisation or enterprise
<i>OHS specialists</i> may include:	<ul style="list-style-type: none"> • ergonomists • occupational hygienists • health professionals • injury management advisors • people internal or external to the organisation
<i>Technical advisors</i> may include:	<ul style="list-style-type: none"> • engineers (such as design, acoustic, safety, mechanical and civil) • legal practitioners • maintenance and tradespeople • workplace trainers and assessors
<i>Other functional areas</i> may include:	<ul style="list-style-type: none"> • parts of the organisation or grouped responsibilities: <ul style="list-style-type: none"> • engineering and maintenance • environmental management • finance and auditing • human resources, personnel management/industrial relations • information, data and records management • logistics • purchasing procurement and contracting • quality management
<i>Proposed changes to the workplace</i> may include:	<ul style="list-style-type: none"> • changes to management practices • changes to the work environment • changes to work practices and conditions • changes to work processes and systems • introduction of contracting arrangements or other changes to work organisation • introduction of new and emerging technology • material purchases • organisational restructure • other labour market changes • plant and equipment purchases
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • community • employees • health and safety, and other employee representatives • managers • OHS committees

RANGE STATEMENT	
	• supervisors

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		