



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBOHS403B Identify hazards and assess OHS risks**

**Revision Number: 1**

## BSBOHS403B Identify hazards and assess OHS risks

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.</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

<b>Application of the unit</b>	<p>This unit applies to individuals with supervisory responsibilities in managing OHS in the workplace who identify hazards and assess risks using developed processes and tools.</p> <p>The unit also introduces basic incident analysis as an important skill underlying incident investigation, which is addressed in greater complexity in BSBOHS508B Participate in the investigation of incidents.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Investigate incidents for prevention	1.1. Select and use <i>appropriate techniques</i> to investigate <i>incidents</i> 1.2. Establish <i>actions and events</i> leading up to an incident, during an incident and through the post incident management phase 1.3. Analyse incident to identify the <i>hazard/s</i> 1.4. Analyse incident to identify intervention points to prevent re-occurrence
2. Access existing sources of information and data to identify hazards	2.1. Review <i>workplace sources of information and data</i> to access information and data, and to assist in identifying hazards 2.2. Access <i>external sources of information and data</i> as required 2.3. Seek input from <i>stakeholders, key personnel</i> and <i>OHS specialists</i>
3. Conduct hazard identification	3.1. Seek formal and informal <i>techniques and tools</i> to identify hazards 3.2. Select and modify a suitable technique/tool as appropriate to identify hazards 3.3. Review hazard identification techniques and tools in consultation with workers in the area, and OHS specialists if required, to ensure they are suitably comprehensive 3.4. Utilise techniques and tools and other appropriate <i>hazard identification procedures</i> to identify hazards 3.5. Provide employees and their representatives with an opportunity to participate in workplace hazard identification
4. Assess risk	4.1. Select and use a <i>risk assessment tool</i> to identify key factors contributing to risk 4.2. Apply workplace sources of information and data to evaluate the effectiveness of risk controls 4.3. Prioritise risks considering the severity and likelihood of the consequences 4.4. Involve stakeholders and key personnel in risk assessment 4.5. Document the method of risk assessment
5. Participate in implementation	5.1. Maintain a <i>hazard register</i> relevant to the workplace 5.2. Identify the level of authority within the

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
process	organisation to address the risk/s 5.3. Document and communicate outcomes of hazard identification and risk assessments to key personnel and stakeholders 5.4. Monitor and evaluate the effectiveness of own performance in identifying hazards and conducting risk assessments

## 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 across all levels of an organisation
- information management skills to evaluate OHS data
- interpersonal skills to establish rapport and to build networks with a range of internal and external stakeholders
- organisational and time management skills to sequence tasks and meet timelines
- research and data analysis skills to evaluate interactions between employees, their activities, equipment, environment and work systems
- technology skills to access internal and external OHS data.

#### Required knowledge

- basic principles of incident causation and injury processes
- legislative requirements for:
  - consultation and communication
  - information and data collection
  - notification of incidents
  - record keeping
  - reporting of incidents
  - specific hazards
- organisational culture as it impacts on the workgroup
- organisational policies and procedures for managing OHS
- organisational work processes for managing OHS
- appropriate data collection methods for OHS issues
- concepts of risks, factors that affect risk and difference between a hazard and a risk
- internal and external sources for OHS information and data
- principles and practices of systematic approaches to managing OHS
- principles, tools and techniques to identify and control workplace hazards and to manage risks in the OHS context
- relevant state/territory and commonwealth OHS legislation, codes of practice and standards
- roles and responsibilities of personnel as specified in relevant OHS legislation
- sources of OHS data.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• identification, analysis and evaluation of multiple workplace hazards using appropriate techniques and tools in a workplace</li> <li>• knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice and standards.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to an actual or simulated workplace</li> <li>• access to office equipment and resources</li> <li>• access to relevant legislation, standards and guidelines</li> <li>• access to relevant OHS documentation and records.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques used to identify, analyse and evaluate OHS hazards and risks</li> <li>• demonstration of the application of OHS legislation in conducting hazard identification and risk management activities</li> <li>• direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate</li> <li>• oral or written questioning to assess knowledge of concepts of risks, factors that affect risk and difference between a hazard and a risk</li> <li>• review of techniques/tools used to identify hazards</li> <li>• evaluation of a risk assessment tools selected and used to identify key factors contributing to risk</li> <li>• review of risk prioritisation</li> <li>• review of hazard register.</li> </ul>

**EVIDENCE GUIDE****Guidance information for assessment**

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

- BSBOHS404B Contribute to the implementation of strategies to control OHS risk.

## Range Statement

### 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 candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Appropriate techniques</i> may include:	<ul style="list-style-type: none"> <li>• examination of relevant information and data</li> <li>• inspections</li> <li>• interviews</li> <li>• simulations</li> <li>• timeline of actions and events</li> <li>• use of accident models</li> </ul>
<i>Incidents</i> may include:	<ul style="list-style-type: none"> <li>• an event resulting in or having a potential for:             <ul style="list-style-type: none"> <li>• injury</li> <li>• ill health</li> <li>• damage</li> <li>• or loss</li> </ul> </li> </ul>
<i>Actions and events</i> may include:	<ul style="list-style-type: none"> <li>• all actions and events that may have contributed to the occurrence or severity of the incident, including:             <ul style="list-style-type: none"> <li>• design decisions</li> <li>• systems</li> <li>• people</li> <li>• tools</li> <li>• equipment</li> <li>• materials</li> <li>• fixtures</li> <li>• time and nature of the injury</li> </ul> </li> </ul>
<i>Hazard/s</i> may include:	<ul style="list-style-type: none"> <li>• sources or situations with a potential for harm in terms of:             <ul style="list-style-type: none"> <li>• injury</li> <li>• ill health</li> <li>• damage to property</li> <li>• damage to the environment</li> <li>• or a combination of the above</li> </ul> </li> </ul>
<i>Workplace sources of information and data</i> may	<ul style="list-style-type: none"> <li>• audits</li> <li>• hazard, incident and investigation reports</li> </ul>

<b>RANGE STATEMENT</b>	
include:	<ul style="list-style-type: none"> <li>• incident investigations</li> <li>• legislation, standards, manufacturers' manuals and specifications available at the workplace</li> <li>• material safety data sheets (MSDSs) and registers</li> <li>• minutes of meetings</li> <li>• reports</li> <li>• workplace inspections</li> </ul>
<b><i>External sources of information and data</i></b> may include:	<ul style="list-style-type: none"> <li>• employer groups</li> <li>• industry bodies</li> <li>• OHS professional bodies</li> <li>• OHS specialists</li> <li>• Australian Standards</li> <li>• manufacturers' manuals and specifications</li> <li>• regulatory authorities (for other relevant legislation such as acts, regulations, codes of practice)</li> <li>• unions</li> <li>• websites, journals and newsletters</li> </ul>
<b><i>Stakeholders</i></b> may include:	<ul style="list-style-type: none"> <li>• community</li> <li>• employees</li> <li>• health and safety, and other employee representatives</li> <li>• managers</li> <li>• OHS committees</li> <li>• supervisors</li> </ul>
<b><i>Key personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• managers from other areas</li> <li>• people involved in OHS decision making or who are impacted by decisions</li> </ul>
<b><i>OHS specialists</i></b> may include:	<ul style="list-style-type: none"> <li>• ergonomists</li> <li>• health professionals</li> <li>• injury management advisors</li> <li>• occupational hygienists</li> </ul>
<b><i>Techniques and tools</i></b> may include:	<ul style="list-style-type: none"> <li>• body mapping</li> <li>• hazard identification procedures based on checklists</li> <li>• interviews</li> <li>• MSDSs</li> <li>• workplace processes such as 'walk throughs', surveys and inspections</li> </ul>

<b>RANGE STATEMENT</b>	
<b><i>Hazard identification procedures</i></b> may include:	<ul style="list-style-type: none"> <li>• identifying employee concerns, such as through a hazard reporting system</li> <li>• input of managers, OHS representatives, OHS committee and others through consultative processes</li> <li>• job and work system analysis (JSA)</li> <li>• reviews of:               <ul style="list-style-type: none"> <li>• hazard and incident reports</li> <li>• investigations</li> <li>• OHS records</li> <li>• plant and equipment maintenance records</li> <li>• registers of hazardous substances and dangerous goods</li> </ul> </li> </ul>
<b><i>Risk assessment tools</i></b> may include:	<ul style="list-style-type: none"> <li>• checklists</li> <li>• matrix nomograms</li> <li>• codes of practice</li> <li>• standards</li> <li>• guidelines</li> </ul>
<b><i>Hazard register</i></b> may include:	<ul style="list-style-type: none"> <li>• a list of hazards</li> <li>• location of hazards</li> <li>• range of possible scenarios or circumstances under which hazards may cause injury or damage</li> <li>• results of a risk analysis related to the hazards</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Regulation, Licensing and Risk - Occupational Health and Safety
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### Co-requisite units

<b>Co-requisite units</b>		