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## Work Health and Safety in the Workplace

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### National Competency Standard (BSB)

BSBWHS302 Apply knowledge of WHS legislation in the workplace

BSBWHS304 Participate effectively in WHS communication and consultation processes

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWHS501 Ensure a safe workplace

BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems



### Aim

This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's work, health and safety (WHS) policies, procedures and programs in the relevant work area according to WHS legislative requirements.

### Audience

This course is aimed at staff responsible for implementing and monitoring WHS policies, procedures and programs in organisations.

### Duration

One day.

### Course Outcomes

On completion of this course you will be able to:

1. Keep up-to-date with legislation and relevant publications
2. Contribute to development and implementation of a WHS policy, a WHS Management System (WHSMS), and WHS plan
3. Contribute to the measurement and evaluation of WHS performance
4. Contribute to the review and improvement of the WHSMS
5. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area
6. Provide information to the work team about WHS policies and procedures
7. Implement and monitor WHS consultation and participation processes for managing WHS
8. Implement and monitor organisational procedures for providing WHS training
9. Implement and monitor organisational procedures for maintaining WHS records for the team

### Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the relevant unit of competency (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

## Course Content

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### **Communicate WHS policies, procedures and programs**

- Legislation
- Regulations
- Codes of practice
- Identify duty holders and define WHS responsibilities
- Provide information on WHS policies, procedures and programs – ensuring staff have access and understand
- Provide information on hazards, risk assessment and control
- Control risks using the hierarchy of control
- Identify and report inadequacies in existing risk controls

### **Implement procedures for identifying hazards, assessing and controlling risks**

- Report on hazards in work area

### **Action hazard reports**

### **Implement and monitor WHS participation**

- Consultation
- Facilitate participation in managing work area hazards
- Deal with issues raised through consultation
- Record and communicate outcomes of consultation of WHS issues

### **Implement and monitor WHS training**

- Identify WHS training needs
- Consult with individuals to meet WHS training needs
- Provide workplace learning opportunities to achieve WHS training needs
- Identify and report on costs to provide training
- Identify and approve financial and human resources

### **Implement procedures for WHS records**

- Complete and maintain WHS records of incidents of occupational injury and disease in work area
- Use data from work area records to identify hazards and monitor risk control procedures in work area

### **Evaluate and maintain the WHSMS**

- Determine the form, content, purposes and functions of a WHSMS
- Communicate/contribute to development of a WHS plan
- Return to work/injury management as part of WHSMS
- Record keeping to identify patterns of injury and disease
- Communicate and contribute to, the measurement/evaluation of WHS performance
- Develop and implement improvements to the WHSMS
- Ensure compliance with the WHS legislative framework

### **Appendix**

- Examples of performance indicators for WHSMS core categories