



**Australian Government**

# **BSBWHS302 Apply knowledge of WHS legislation in the workplace**

**Release: 1**

# BSBWHS302 Apply knowledge of WHS legislation in the workplace

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

This unit describes the, skills and knowledge required to understand and comply with work health and safety (WHS) Acts, regulations and codes of practice in the workplace.

This unit applies to individuals who contribute to actions to achieve compliance with WHS legislation as part of their WHS responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) 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.

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

## Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine the legal framework for WHS in the workplace	1.1 Identify and access current WHS legislation and related documentation relevant to the workplace, occupation and industry 1.2 Apply knowledge of the relationship between WHS Acts, regulations and codes of practice to assist in identifying WHS legislative requirements in the workplace 1.3 Identify duty holders 1.4 Identify legal obligations and duties for who to consult with regarding training of workers and health and safety representatives 1.5 Identify consequences of non-compliance with WHS Acts, regulations, codes of practice, standards and organisational WHS policies, procedures, processes and systems
2. Contribute to activity that reflects WHS legislative requirements	2.1 Contribute to monitoring compliance with legislation 2.2 Contribute to ensuring that workplace complies with legislation 2.3 Identify and take appropriate action on non-compliance with legislation 2.4 Recognise limits of own expertise and legal duties, and access help and advice when required
3. Keep up-to-date with legislation and relevant publications	3.1 Use relevant sources to keep up-to-date with legislation and relevant publications 3.2 Communicate information on relevant legislative changes and relevant publications to others

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	3.1	<ul style="list-style-type: none"> <li>Identifies and evaluates information from formal and informal sources to update knowledge</li> </ul>
Reading	1.1-1.5, 3.1	<ul style="list-style-type: none"> <li>Interprets a range of textual information to determine regulatory and procedural requirements and necessary actions</li> </ul>
Writing	2.3, 3.2	<ul style="list-style-type: none"> <li>Documents WHS information in a sequential manner using required format, correct grammar and industry specific language</li> </ul>
Oral communication	2.1, 2.2, 2.3, 3.2	<ul style="list-style-type: none"> <li>Provides information or advice using language appropriate to audience</li> <li>Uses listening and questioning to clarify and confirm understanding</li> </ul>
Navigate the world of work	2.1- 2.3, 3.1	<ul style="list-style-type: none"> <li>Follows policies, procedures and legislative requirements relevant to own role</li> <li>Keeps up to date on changes to legislation or regulations relevant to own role</li> </ul>
Interact with others	2.4, 3.2	<ul style="list-style-type: none"> <li>Selects appropriate communication protocols and conventions to provide or seek information</li> </ul>
Get the work done	1.1-1.5, 2.3, 3.1	<ul style="list-style-type: none"> <li>Plans, sequences and prioritises tasks and activities to support compliance with WHS regulatory requirements</li> <li>Initiates standard procedures in response to non-compliance issues, requesting assistance if necessary</li> <li>Uses the main features and functions of digital tools to complete work tasks and access information</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBWHS302 Apply knowledge of WHS legislation in the workplace	BSBWHS302A Apply knowledge of WHS legislation in the workplace	Updated to meet Standards for Training Packages  Minor edits to clarify intent of performance criteria	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)