



**Australian Government**

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

**Release: 1**

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

## Modification History

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

## Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

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 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 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. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team 1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements 4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

## 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>
Reading	1.1-1.3, 5.2	<ul style="list-style-type: none"> <li>Interprets and analyses complex WHS legislative and organisational texts</li> </ul>
Writing	1.1-1.3, 2.3, 2.4, 3.1, 3.2, 3.4, 4.1, 4.4, 5.1	<ul style="list-style-type: none"> <li>Documents WHS legislative and organisational information using structure, layout and language suitable for audience</li> <li>Records WHS issues and actions taken according to reporting requirements</li> <li>Prepares and maintains required records using appropriate structure and vocabulary</li> </ul>
Oral communication	1.1-1.3, 2.1, 2.4, 3.2, 3.3, 4.1, 4.4	<ul style="list-style-type: none"> <li>Provides WHS legislative and organisational information and advice using structure and language suitable for audience</li> </ul>
Numeracy	3.4, 5.2	<ul style="list-style-type: none"> <li>Extracts, interprets and comprehends mathematical information in relation to training costs and risk management data</li> </ul>
Navigate the world of work	1.1,1.2, 2.3, 3.1, 4.1-4.5, 5.1	<ul style="list-style-type: none"> <li>Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS</li> <li>Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures</li> </ul>
Interact with others	2.2, 3.2, 3.3	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols to facilitate consultation or provide feedback</li> <li>Initiates and contributes to facilitating consultative role, responding, explaining, clarifying and expanding on ideas and information as required</li> <li>Collaborates with others to achieve individual and team outcomes</li> </ul>
Get the work done	2.2, 3.2, 3.3, 4.1-4.5, 5.1	<ul style="list-style-type: none"> <li>Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies</li> <li>Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria</li> <li>Recognises and takes responsibility for reporting WHS risk control inadequacies</li> <li>Uses formal and informal processes to monitor implementations of WHS solutions and reflect on</li> </ul>

		outcomes
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements	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://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13)