



Australian Government

BSBWHS406 Assist with responding to incidents

Release: 1

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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 assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents.

It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.

The unit applies to people who work in a broad range of WHS roles across all industries.

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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Assist with identifying legislative and other requirements	1.1 Apply knowledge of work health and safety (WHS) legislation to identify duty holders and legislative requirements regarding responding to incidents 1.2 Apply knowledge of workplace policies, procedures and processes to identify workplace requirements regarding responding to incidents 1.3 Communicate requirements to individuals and parties appropriate to own job role and work area
2 Assist with implementing initial incident response procedures	2.1 Assist with providing first aid according to workplace procedures and processes, where necessary 2.2 Assist with notifying, reporting and documenting incidents according to workplace procedures and processes 2.3 Assist with meeting legislative requirements regarding incidents, where necessary
3 Assist with collecting WHS information and data relevant to an investigation	3.1 Assist with obtaining information and data from those involved using appropriate data collection techniques, about actions and events leading up to, occurring during or after, an incident 3.2 Assist with identifying and accessing sources of additional information and data related to an incident
4 Assist incident investigations	4.1 Assist investigators and provide relevant information during investigations 4.2 Use appropriate techniques when participating in workplace investigations 4.3 Review reports on incidents, injuries and illnesses 4.4 Contact responsible persons and relevant authorities when required
5 Assist in implementing recommended measures and actions arising from investigations	5.1 Communicate recommendations arising from investigations to relevant others 5.2 Assist with measures and actions appropriate to own job role and work area

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.2, 4.2	<ul style="list-style-type: none"> • Interprets and analyses complex WHS legislative texts • Analyses reports and other materials to determine required course of action
Writing	1.3, 2.2, 3.1, 4.1,4.2 4.3, 5.1	<ul style="list-style-type: none"> • Completes workplace records, forms and documentation using correct format, accurate spelling and grammar and industry specific terminology • Records key information for reference using register and language appropriate to audience
Oral Communication	1.3, 2.2, 3.1, 4.1, 4.2, 4.3, 5.1	<ul style="list-style-type: none"> • Presents information or advice using structure and language suitable for audience • Uses questioning and listening techniques to obtain feedback from others and confirm understanding
Navigate the world of work	1.1-1.3, 2.1-2.3	<ul style="list-style-type: none"> • Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures • Keeps up to date on changes to WHS legislation and regulations and organisational policies and procedures
Interact with others	1.3, 2.2, 3.1, 4.1, 4.2, 4.4, 5.1	<ul style="list-style-type: none"> • Understands what to communicate, with whom and how in the context of incident investigations • Collaborates with others to achieve individual and team outcomes • Cooperates with others as part of incident investigations and contributes to specific activities requiring joint responsibility and accountability
Get the work done	2.1-2.3, 3.1, 3.2, 4.1-4.4, 5.2	<ul style="list-style-type: none"> • Applies formal processes to plan, sequence and prioritise tasks required for incident investigations showing awareness of time and resource constraints and needs of others • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS406 Assist with responding to incidents	BSBWHS406A Assist with responding to incidents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes are available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes