Australian Government

# BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems

**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 contribute to the development, implementation and maintenance of elements of a work health and safety management system (WHSMS).

It applies to individuals with organisational responsibilities for contributing to tasks in relation to elements of a WHSMS appropriate to the nature and scale of the organisation and its work health and safety (WHS) risks. These people will work in a range of WHS roles across all industries and will apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

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

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1 Contribute to development and implementation of a WHSMS | 1.1 Access sources of information to determine the form, content, purposes and functions of a WHSMS |
| | 1.2 Identify duty holders and their roles and responsibilities in a WHSMS, according to WHS legislation |
| | 1.3 Advocate for the integration of return-to-work or injury management as part of an effective WHSMS |
| | 1.4 Contribute to the development of an organisational WHSMS that meets legal and organisational requirements |
| | 1.5 Communicate information about the WHSMS to relevant individuals and parties |
| | 1.6 Consult effectively with individuals and parties about implementing the WHSMS |
| 2 Contribute to the development of WHS policy and commitment to the WHSMS | 2.1 Communicate to individuals and parties the requirements of commitment to the WHSMS, and WHS policy |
| | 2.2 Contribute to the development and implementation of an initial WHS review, as required |
| | 2.3 Contribute to the development of WHS policy that meets requirements and is appropriate to the organisation |
| | 2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing WHS policy |
| | 2.5 Support documentation and communication of WHS policy to individuals and parties |
| 3 Contribute to the development of the WHS plan | 3.1 Communicate to individuals and parties the requirements of a WHS plan |
| | 3.2 Contribute to the development of a WHS plan appropriate to the organisation, that meets requirements |
| | 3.3 Facilitate and support the participation of, and consultation with individuals and parties in WHS plan development |
| 4 Contribute to the implementation of the WHS plan | 4.1 Communicate to individuals and parties the requirements for implementation of the WHS plan appropriate to the organisation |
| | 4.2 Contribute to the implementation of the WHS plan according to own job role |
| | 4.3 Facilitate and support the participation of, and consultation with |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
|  | individuals and parties in implementing the WHS plan |
| 5 Contribute to the measurement and evaluation of WHS performance | 5.1 Communicate to individuals and parties the requirements for measurement and evaluation appropriate to the organisation |
|  | 5.2 Contribute to measurement and evaluation according to own job role |
|  | 5.3 Facilitate and support the participation of, and consultation with individuals and parties in measuring and evaluating WHS performance |
| 6 Contribute to the review and improvement of the WHSMS | 6.1 Communicate to individuals and parties the requirements for review and improvement appropriate to the organisation |
|  | 6.2 Contribute to review and improvement according to own job role |
|  | 6.3 Facilitate and support the participation of, and consultation with individuals and parties in reviewing and improving the WHSMS |

# 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 | • Identifies, interprets and critically analyses complex texts in relation to WHSMS information |
| Writing | 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.5, 3.1, 4.1, 5.1, 6.1 | • Matches style of writing to purpose and audience in consulting, developing and communicating about WHSMS and WHS policy<br>• Uses appropriate layout, vocabulary, grammatical structure and conventions in consulting, developing and communicating about WHSMS and WHS policy |
| Oral communication | 1.3, 1.4, 1.5, 1.6, 2.1, 2.4, 3.1, 3.4, 4.1, 5.1, 5.3, 6.1, 6.3 | • Presents information about WHSMS and WHS policy using structure and language appropriate to the audience<br>• Uses questions and active listening to extract main ideas, gather information, seek and offer opinions |
| Numeracy | 5.2 | • Selects from, and applies, an expanding range of mathematical and problem-solving strategies in relation to WHMS measurement and evaluation |
| Navigate the world of work | 1.1, 1.2, 2.1, 2.3 | • Accepts responsibility for developing, implementing or modifying workplace policies and procedures applicable to WHSMS<br>• Understands and keeps up to date with changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work |
| Interact with others | 1.4, 1.6, 2.4, 5.3, 6.3 | • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction |
| Get the work done | 3.2, 3.3, 4.2, 4.3, 5.2, 6.2 | • Sequences and schedules complex activities, monitors implementation and manages relevant communication in relation to WHS planning<br>• Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria in review and evaluation of WHSMS<br>• Utilises digital systems and tools in the context of WHS plan implementation and measurement and evaluation of WHS performance |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|---|---|---|---|
| BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems | BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems | Updated to meet Standards for Training Packages | Equivalent unit |

## Links

Companion volumes available from the IBSA website:
http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes