Diploma of
Work Health and Safety
BSB51315

Unit Descriptions & Evidence Required to Demonstrate Competency

9 Units

5 core units / 4 elective units

Agenda

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Course Description

This qualification is suitable for people who coordinate and maintain the work health and safety (WHS) program in an organisation. It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates entering this qualification include:

- BSB41412 Certificate IV in Work Health and Safety or other relevant qualifications

OR

- extensive vocational experience in work health and safety roles without a formal qualification.

Note: This qualification or specific units of competency may satisfy some requirements for WHS skilled and practising advisors. Persons seeking certification should check the requirements with certifying bodies.

Pathways from the qualification

- BSB60612 Advanced Diploma of Work Health and Safety.

Entry Requirements

All core units in BSB41412 Certificate IV in Work Health and Safety or equivalent competencies:

- BSBWHS402A Assist with compliance with WHS laws
- BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405A Contribute to implementing and maintaining WHS management systems
- BSBWHS406A Assist with responding to incidents

What you must do to complete the course

To be awarded BSB51315 Diploma of Work Health and Safety, competency must be achieved in 9 units as noted on the contents page.

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BSBMGT516 (Elective) Facilitate continuous improvement

Unit Descriptor

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

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

Application of the Unit

This unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- facilitate effective contributions to and communications about continuous improvement processes and outcomes

- address sustainability requirements

- incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes

- capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning

- explain how systems and procedures can support effective continuous improvement

- explain how continuous improvement systems and processes relate to other business systems and requirements including, knowledge management, quality, performance management and sustainability

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BSBWHS410 (Elective) Contribute to work-related health and safety measures and initiatives

Unit Descriptor

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

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

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.*

Application of the Unit

This unit applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- contribute to scoping, establishing, reviewing and evaluating work health and safety (WHS) measures and initiatives to:
    - address specific legislative requirements and obligations
    - support non-statutory health promotion programs
- contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations
- liaise with relevant people internal and external to the organisation
- explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- list factors that impact on work-related health and safety and their potential effects
- identify internal and external sources of WHS information and data, and how to access them
- outline organisational WHS and other relevant policies, procedures, processes and systems, including human resources

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- summarise relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
    - o the factors impacting on worker health and safety that they address
    - o effectiveness
    - o costs and benefits
    - o criteria for decisions regarding their implementation in a specific workplace
    - o how they should be implemented

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BSBWHS506 (Core) Contribute to developing, implementing and maintaining WHS management systems

Unit Descriptor

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).

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

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.*

Application of the Unit

This unit 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.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- developing, implementing, reviewing and improving a Work Health and Safety management system (WHSMS) for an organisation

- developing work health and safety (WHS) policy and gaining commitment to the WHSMS

- consultation and communications processes

- developing and implementing a WHS plan

- measuring and evaluating WHS performance

- summarise the key elements of a WHSMS

- identify barriers to WHSMS implementation and strategies to remove them

- list the benefits to an organisation of having return-to-work and injury management integrated into the WHSMS

- list essential content of a WHS improvement action plan

- specify legislative requirements for WHS information and data, and consultation

- describe the nature of information and data that provide valid and reliable measures of performance of WHS management processes

- identify relevant Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications

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    - describe a range of commonly used WHSMS and the associated WHSMS certification standards
    - specify requirements for recordkeeping that address WHS, privacy and other relevant legislation
    - describe the roles and responsibilities of individuals and parties under WHS legislation
    - specify WHS positive performance indicators

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BSBWHS502 (Core) Manage effective WHS consultation and participation processes

Unit Descriptor

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

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

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.*

Application of the Unit

This unit applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- implement the legal and organisational requirements for work health and safety (WHS) participation and consultation

- manage effective WHS consultation and participation processes including development, implementation, monitoring and review, in consultation with others

- review the effectiveness of existing WHS participation and consultation processes, identifying gaps and areas for improvement and positive performance indicators

- develop new or improved WHS participation and consultation processes that achieve required improvements and integrate with existing systems

- develop an action plan for implementation of new or improved WHS participation and consultation processes

- provide advice, support and monitoring to others during implementation of new or improved WHS participation and consultation processes and recommending changes to the plan as required

- identify appropriate communication networks, processes and formats

- outline Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material in general, and in particular the parts relating to:
  - duties of PCBUs, officers, workers and inspectors
  - duty holders
  - consultation, participation and representation

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- o discriminatory, coercive and misleading conduct

- o workplace entry by WHS permit holders

- describe formal and informal communication and consultation processes, and key personnel related to communication

- explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:

  - o communication skills

  - o cultural background and diversity

  - o gender

  - o labour market changes

  - o language, literacy and numeracy levels of the workforce

  - o structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location

  - o workers with specific needs and limitations

  - o workplace culture in relation to alcohol and other drug use

- list internal and external sources of WHS information and data, and how to access them

- identify key personnel, including change agents, within workplace management structure

- describe organisational culture as it impacts on the work team

- summarise relevant organisational WHS policies, procedures, processes and systems

- describe the roles and responsibilities of individuals and parties under WHS legislation

- outline the training needs of health and safety committees, and health and safety representatives

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BSBWHS503 (Core) Contribute to the systematic management of WHS risk

Unit Descriptor

This unit describes the skills and knowledge required to contribute to the systematic management of work health and safety (WHS) risk.

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

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.*

Application of the Unit

This unit applies to individuals who provide specialised knowledge, systematic approaches and guidance to a range of personnel.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- identify, interpret and apply information from a range of sources to contribute to the development, implementation, monitoring and evaluation of a systematic approach to work health and safety (WHS) risk management

- apply WHS Acts, regulations codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks

- identify duty holders

- explain the differences between a hazard and a risk and identify hazards and risks in the organisation

- prepare an action plan to implement a systematic approach to WHS risk management

- prepare positive performance indicators for evaluation of a systematic approach to WHS risk management

- consult effectively with relevant stakeholders

- describe formal and informal communication and consultation processes, and key personnel related to communication, including duty holders

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- explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with reference to:
    - communication skills
    - cultural background/diversity
    - gender
    - labour market changes
    - language, literacy and numeracy
    - structure and organisation of the workforce, for example part time, casual and contract workers, shift rosters, geographical location
    - workers with specific needs and limitations
    - workplace culture towards alcohol and other drug use
- describe internal and external sources of WHS information and data, and explain how to access these sources
- outline the limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- describe the nature of workplace processes including work flow, planning and control and hazards relevant to the workplace
- describe organisational behaviour and culture as it impacts on WHS, change and the work team
- describe the key features of organisational WHS policies, procedures, processes and systems
- identify other functional areas in the organisation that impact on the management of WHS
- outline the key features of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material
- describe the key principles and/or practices of:
    - a systematic approach to managing WHS
    - duty of care including concepts of causation, foreseeability and prevention
    - incident causation and injury processes
- describe risk analysis and assessment techniques and tools, and their application and limitations
- explain risk, as the effect of uncertainty, on objectives
- explain the duty of persons conducting businesses or undertakings (PCBUs) in regard to risk management under WHS legislation
- describe the sources of occupational disease and their prevention
- describe standard industry controls for hazards

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- describe techniques, tools and processes for identifying and controlling health and safety hazards and risks including :
    - hazard and risk checklists
    - hazard hunts
    - job safety analysis
    - manifests and registers including dangerous goods, hazardous chemicals and plant
    - safe work method statements
    - surveys using questionnaires, interviews and other survey techniques
    - workplace inspections and walk throughs
- describe the key features of the toxicology of hazardous chemicals and potential health effects in the workplace

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BSBWHS504 (Core) Manage WHS hazards and risks

Unit Descriptor

This unit describes the skills and knowledge required to conduct work health and safety (WHS) risk management processes.

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

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.*

Application of the Unit

This unit applies to individuals who manage WHS risks, based on the organisation's WHS management system (WHSMS), WHS information system (WHSIS) and risk-management approach (as covered in BSBWHS503 Contribute to the systematic management of WHS risk). These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- access information and data on hazards and how to manage associated risks
- identify duty holders and legislative requirements for work health and safety (WHS) risk management
- use the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to conduct the following risk management processes:
- identify hazards and potential hazards
- assess the associated risks
- identify control options
- select suitable options
- develop and implement a risk control plan
- evaluate risk controls
- carry out hazard identification and risk management
- describe the basic principles of workplace incident, injury and disease causation
- explain the meanings of 'hazard' and 'risk' and how they differ
- identify formal and informal communication and consultation processes and key personnel related to communication

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- describe how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:
    - communication skills
    - cultural background and diversity
    - gender
    - labour market changes
    - language, literacy and numeracy levels of the workforce
    - structure and organisation of the workforce, including part-time, casual and contract workers; shift rosters and geographical location
    - workers with specific needs and limitations
    - workplace culture in relation to alcohol and other drug use
- identify internal and external sources of WHS information and data and how to access them
- explain the limitations of generic hazard identification and risk assessment checklists and risk ranking processes
- outline methods for providing evidence of compliance with WHS legislation
- describe the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational culture as it impacts on the work team
- summarise organisational WHS policies, procedures, processes and systems
- list other functional areas that impact on the management of WHS
- outline the principles and practices of a systematic approach to managing WHS
- outline Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material and other publications relevant to the organisation
- outline risk management as a duty of persons conducting businesses or undertakings or officers under WHS legislation
- describe the roles and responsibilities of individuals and parties under WHS legislation
- outline standard industry controls for a range of hazards
- identify techniques, tools and processes for identifying health and safety hazards and assessing and controlling the associated risks, including:
    - hazard and risk checklists
    - hazard hunts
    - job safety analyses
    - manifests and registers, including for dangerous goods, hazardous chemicals and plant
    - safe work method statements
    - surveys using questionnaires, interviews and other survey techniques
    - workplace inspections and walk-throughs

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BSBWHS508 (Elective) Manage WHS hazards associated with plant

Unit Descriptor

This unit describes the skills and knowledge required to effectively manage work health and safety (WHS) hazards and to comply with WHS legislation as it applies to the management or control of plant (not the design, manufacture, supply, installation, construction or commissioning of plant or issuing of licences associated with plant).

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

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.*

Application of the Unit

This unit applies to individuals who may provide leadership and guidance to others using managerial and communication skills and who use systematic approaches to identify and resolve issues.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- manage effective identification of hazards and develop risk control options for the operation of plant as defined in work health and safety (WHS) legislation
- develop, implement, monitor and modify WHS policies and procedures for the operation of plant
- use relevant systems and procedures in the operation and maintenance of plant
- implement general licensing and training requirements associated with plant
- identify, record and report on WHS hazards and assessing risk
- develop and implement risk control options
- communicate in the workplace to:
    - advise people of their rights, obligations and duties
    - consult about policies and procedures
    - identify hazards
    - assess WHS risk
    - advise people about registration, licensing and certification requirements
- use machinery safety control measures to control plant risks, including following registration and licensing requirements
- identify training needs and organise training

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- describe the basic principles of incident causation and injury processes

- explain the differences between a hazard and a risk

- identify factors that impact on risk

- explain the hierarchy of control and considerations for choosing between different risk controls

- identify high-risk work licences required for specific plant

- identify internal and external sources of WHS information and data, and explain how to access these sources

- discuss the management of risk associated with plant as a duty of a person conducting a business or undertaking (PCBUs) under WHS legislation

- describe the methods for providing evidence of compliance with WHS legislation

- outline workplace processes (such as work flow, planning and control) and hazards relevant to the workplace

- discuss organisational behaviour and culture as it impacts on WHS, change and work team

- describe the key features of organisational WHS policies, procedures, processes and systems

- identify other functional areas that impact on the management of WHS

- outline key features of plant specific knowledge including:

   o basic physics of fluids under pressure and pressure vessels, and the behaviour of pressurised fluid when pressure is released

   o duties, rights and obligations of individuals and parties specified in WHS legislation

   o hazards associated with plant and systems of work associated with plant

   o industry practices related to permit to work and isolation and tag out systems

   o registration requirements of plant, licensing and certification competencies

- describe the key principles and practices of a systematic approach to managing WHS

- describe the strategies for guarding moving parts in machinery, human factors related to machine guarding, safe design principles, features and limitations

- outline the key features of WHS Acts, regulations, codes of practice and other instruments issued by WHS regulators

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BSBWHS505 (Core) Investigate WHS incidents

Unit Descriptor

This unit describes the skills and knowledge required to plan, conduct and report on investigations of work health and safety (WHS) incidents that have resulted in, or have the potential to result in, injury or damage.

It covers conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise.

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

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.*

Application of the Unit

This unit applies to individuals required to investigate incidents in relation to prevention of future incidents and to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- prepare and implement an initial response to an incident that complies with legislative and organisational requirements and considers the safety and security of individuals and the site

- systematically develop and document a plan to investigate an incident

- collect, document and analyse data and information relevant to an incident investigation ensuring that all individuals in the investigation team understand and follow required processes

- prepare and communicate an investigation report in required format that identifies the events leading up to the incident, immediate and underlying causes, points at which the incident could have been prevented and recommendations arising from the investigation

- outline ethics related to conducting an investigation

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  - describe the characteristics and composition of the workforce impacting on the investigation of work health and safety (WHS) incidents, including:
    - cultural background
    - workplace diversity
    - gender
    - language, literacy and numeracy levels
    - organisational structure, including employment status, shifts and geographical location
  - list and describe internal and external sources of information and data relevant to investigations
  - describe organisational WHS policies, procedures, processes and systems relevant to work role
  - describe requirements under WHS legislation for notifying and reporting incidents and enforcement notices, and rights and powers of WHS inspectors
  - outline types and characteristics of incidents including causes and incident management processes

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BSBWHS510 (Elective) Contribute to implementing emergency procedures

Unit Descriptor

This unit describes the skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies. The focus is on implementation of procedures already developed for short-term emergency responses. It assumes that expert advice will be available in identifying potential emergencies and in formulating response plans.

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

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.*

Application of the Unit

This unit applies to individuals with supervisory responsibilities for managing work health and safety (WHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. These people will work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- identify potential emergencies and their causes, with input from others, including specialist advisers and emergency agencies and document them in a risk register

- identify and prioritise options for initial response to contain or limit emergencies and their impact, and for liaison with emergency services

- plan initial response procedures including:

  - categorising major types of potential emergencies

  - identifying required resources

  - checking equipment

  - documenting required actions for a range of major types of emergency, with input from others and in keeping with standards and current industry practice

  - identifying training needs and providers

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  - implement initial response procedures including:

    - documenting and displaying actions required

    - outlining own role

    - following appropriate procedures

- contribute to post-event activities including supporting others and contributing to debriefing

- monitor emergency response and address deficiencies including:

    - consulting

    - documenting and reporting results

    - identifying improvements

- describe basic emergency prevention controls typically installed in a workplace including:

    - emergency alerting systems

    - emergency protection systems

    - smoke alarms, fire alarms and fire extinguishers

    - required safety wear

    - security systems

- describe the enterprise physical site and work areas

- explain enterprise reporting procedures for an emergency

- detail the essential actions of self and others in an emergency

- describe hazards and precautions to be taken during an emergency

- list hazards arising from evacuation

- detail the information needs of emergency response personnel during reporting, arrival and response to an emergency

- identify internal and external sources of work health and safety (WHS) information and data and how to access them

- summarise organisational and workplace WHS policies and procedures

- describe the organisational structure, roles and responsibilities contributing to the implementation of emergency procedures

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- describe the powers of safety representatives and other authorised WHS personnel to implement an immediate cease work if an immediate danger to WHS exists

- summarise the principles and priorities for evacuation, checking and accounting for people

- summarise the principles of fire protection and emergency response

- outline relevant Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material and how it applies to the implementation of emergency procedures

- identify roles and responsibilities of WHS personnel

- give examples of emergency responses typically used in workplaces

- detail the WHS information needs of work unit or work team

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