



**Australian Government**

# **BSBWHS507A Contribute to managing WHS information systems**

**Release 1**

## BSBWHS507A Contribute to managing WHS information systems

### Modification History

Release	Comments
Release 1	<p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces but is not equivalent to BSBOHS502B Participate in the management of the OHS information and data systems.</p>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to contribute to managing work health and safety information systems (WHSIS) to support work health and safety (WHS) management.

### Application of the Unit

This unit applies to individuals who contribute to the management of a WHSIS. It focuses on systems for gathering, managing and communicating information necessary for work health and WHS management.

The unit applies 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.

*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.*

### Licensing/Regulatory Information

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

## Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<b>Element</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

## Elements and Performance Criteria

<p>1. Contribute to identifying WHSIS requirements</p>	<p>1.1 Apply knowledge of <i>WHS legislation</i> and workplace policies, procedures and systems to assist with identifying <i>duty holders</i> and <i>WHS information</i> necessary for effective WHS management in the organisation</p> <p>1.2 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with determining the <i>functions and purposes of the WHSIS</i></p> <p>1.3 Apply knowledge of organisation and consult with <i>users of the WHSIS</i>, to assist with specifying <i>what users need from the system</i></p> <p>1.4 Assist with identifying <i>workplace factors</i> that may impact on the design and development of the WHSIS</p>
<p>2. Contribute to the use and operation of the WHSIS</p>	<p>2.1 Provide <i>advice and support</i> to users to enable them to use the WHSIS effectively and to meet their WHS responsibilities and objectives</p> <p>2.2 Gain feedback from users to assist with monitoring, evaluating and improving the WHSIS</p>
<p>3. Use the WHSIS to support effective WHS management as required by job role</p>	<p>3.1 Access and review relevant <i>sources of WHS information and data</i>, and evaluate information and data gathered</p> <p>3.2 Collect and record information and data according to WHS legislation and workplace policies, procedures and systems, and use <i>appropriate tools</i></p> <p>3.3 Meet <i>legislated reporting requirements</i> to external bodies within required time limits</p> <p>3.4 Use appropriate analytical techniques to evaluate WHS performance and identify areas for WHS improvement</p> <p>3.5 Regularly review and analyse WHS information and data in consultation with users to ensure organisational and WHS legislative requirements are met</p> <p>3.6 Make recommendations for improvement in prevention strategies based on information and data analysis</p> <p>3.7 Communicate WHS information to <i>individuals and parties</i> as required by WHS legislation and workplace policies, procedures and systems</p>
<p>4. Assist with monitoring, evaluating and improving the WHSIS</p>	<p>4.1 Apply knowledge of WHSIS requirements to assist with identifying elements of the WHSIS needing improvement</p> <p>4.2 Assist with developing and implementing measures to improve the WHSIS</p>

	<p>4.3 Facilitate user participation and consultation during WHSIS monitoring, evaluation and improvement activities</p> <p>4.4 Assess training needs of WHSIS users and action as appropriate</p> <p>4.5 Determine frequency, method and scope of WHSIS review in consultation with users</p>
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## Required Skills and Knowledge

*This section describes the skills and knowledge required for this unit.*

### Required skills

- analytical skills to:
  - contribute to the assessment of resources needed to manage WHS and where appropriate access these resources
  - gather, record and analyse relevant workplace information and data
  - identify areas for WHS information management improvement
- communication skills to:
  - conduct effective formal and informal meetings and communicate effectively and appropriately with WHSIS users
  - provide information to a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- consultation and negotiation skills to:
  - develop plans
  - implement and monitor designated actions
- information technology skills to:
  - use WHSIS software
  - use a range of communication media
- numeracy skills to analyse workplace information and data
- organisational skills to manage own tasks within a timeframe
- project-management skills to achieve change in WHS matters.

### Required knowledge

- appropriate presentation of relevant information and data about workplace hazards
- commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation, and rehabilitation
- due diligence obligations as referred to in WHS Acts, regulations and codes of practice
- internal and external sources of WHS information and data, and how to access them
- key personnel, including change agents, within workplace management structure
- language, literacy and cultural profile of the work team
- legislative requirements for WHS information and data, and consultation
- methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming these problems
- methods for providing evidence of compliance with WHS legislation
- nature of information and data that provide valid and reliable measures of performance of WHS management processes
- organisational WHS policies, procedures, processes and systems
- requirements for recordkeeping that address WHS, privacy and other relevant legislation

- requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- roles and responsibilities of individuals and parties under WHS legislation
- systems for storage and retrieval of information and data.

## Evidence Guide

*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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• preparation of an information and data plan</li> <li>• presentation of information and data about workplace hazards in appropriate formats</li> <li>• knowledge of frequency and incident rates.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• workplace documentation, reports and sample software for WHS information and data collation and analysis</li> <li>• relevant Acts, regulations, codes of practice, standards and guidelines.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• analysis of responses to case studies and scenarios</li> <li>• assessment of written reports on the effectiveness of WHSIS</li> <li>• demonstration of techniques used to manage WHSIS</li> <li>• direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate</li> <li>• observation of performance in role plays</li> <li>• observation of presentations</li> <li>• oral or written questioning to assess knowledge of methods of collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems</li> <li>• review of WHS records</li> <li>• evaluation of information and data collected</li> </ul>



	<ul style="list-style-type: none"><li>• review of communication of WHS information and data</li><li>• evaluation of recommendations for improvement in prevention strategies.</li></ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"><li>• BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems.</li></ul>

## Range Statement

*The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.*

<b>WHS legislation</b> may include:	<ul style="list-style-type: none"> <li>• Acts</li> <li>• regulations</li> <li>• codes of practice.</li> </ul>
<b>Duty holders</b> may include:	<ul style="list-style-type: none"> <li>• as specified in WHS Acts:             <ul style="list-style-type: none"> <li>• PCBUs or their officers</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul> </li> </ul>
<b>WHS information</b> may include:	<ul style="list-style-type: none"> <li>• information relevant to the organisation and its needs, which will be a function of the size and nature of the organisation, and specific hazards in the workplace, such as:             <ul style="list-style-type: none"> <li>• WHS legislative certifications, registrations and licensing</li> <li>• workplace policies, procedures, processes and systems</li> <li>• notices and other documents from WHS inspectors</li> <li>• ergonomic information and data, such as job and task analyses</li> <li>• incident reports, including reports on near misses, hits, incidents, injuries, first aid, illness, disease, dangerous occurrences</li> <li>• internal inspections</li> <li>• lost time injury and other WHS outcome performance indicator reports and summaries</li> <li>• WHS positive performance indicators</li> <li>• worker performance appraisal and training records, including instruction and supervision logs, diaries and workbooks</li> <li>• plant maintenance and servicing records</li> <li>• rectification action reports and plans</li> <li>• records relating to plant, equipment and tools</li> <li>• registers relating to hazards, risks, hazardous chemicals, dangerous goods, safety data sheets</li> </ul> </li> </ul>

	<p>(SDS) and confined spaces</p> <ul style="list-style-type: none"> <li>• internal reports</li> <li>• reports from WHS consultants and others</li> <li>• results of WHS tests, measurements, monitoring and analyses</li> <li>• worker health screening and surveillance</li> <li>• risk assessments and risk-management records</li> <li>• safety manuals for plant and tools</li> <li>• sickness absence records</li> <li>• training records</li> <li>• compensation claims management and return-to-work programs.</li> </ul>
<b><i>Functions and purposes of the WHSIS</i></b> include to:	<ul style="list-style-type: none"> <li>• document and communicate WHS and other relevant procedures, policies, processes and systems</li> <li>• facilitate keeping track of legal requirements and compliance</li> <li>• facilitate and support consultation and participation</li> <li>• describe and communicate the core elements of the management system and their interaction, and provide direction to related documentation</li> <li>• support awareness of what is required to achieve the organisation's WHS objectives and enable the evaluation of the system and WHS performance.</li> </ul>
<b><i>Users of the WHSIS</i></b> include:	<ul style="list-style-type: none"> <li>• individuals and parties who directly or indirectly access and use information from the WHSIS and/or provide and input information into the WHSIS.</li> </ul>
<b><i>What users need from the system</i></b> may include:	<ul style="list-style-type: none"> <li>• usable and useful information that is easy to obtain and understand</li> <li>• easy ways to put information into the system</li> <li>• information content that meets the specific needs of individuals and parties, and enables them to contribute to WHS management and meet their WHS duties and responsibilities</li> <li>• information format (such as electronic, paper, signs, noticeboards, written, graphic and verbal) that is appropriate to the user and the nature of the information</li> <li>• integration with existing organisational management, quality, environmental and other systems as necessary</li> <li>• a system that is appropriate to the organisation and its specific needs</li> <li>• that it not require an unreasonable workload and</li> </ul>

	<p>resources to operate, maintain and develop</p> <ul style="list-style-type: none"> <li>• that it not be a barrier to WHS management and meeting WHS duties and responsibilities</li> <li>• that it not be an end in itself.</li> </ul>
<b>Workplace factors</b> may include:	<ul style="list-style-type: none"> <li>• management commitment to WHS</li> <li>• management style and organisational WHS skills and knowledge</li> <li>• nature of hazards and levels of risk</li> <li>• organisational structure</li> <li>• other management systems requiring interface or integration with the WHSIS</li> <li>• required level of security for WHSIS, including: <ul style="list-style-type: none"> <li>• prevention of theft and fraud</li> <li>• access security</li> <li>• prevention of interruption of services</li> <li>• inadvertent release of material</li> <li>• information and data destruction, corruption and alteration</li> </ul> </li> <li>• resources available</li> <li>• size of organisation and industry type</li> <li>• staff profile, including: <ul style="list-style-type: none"> <li>• language</li> <li>• literacy</li> <li>• numeracy</li> <li>• cultural diversity</li> </ul> </li> <li>• workplace culture, including industrial relations and safety culture.</li> </ul>
<b>Advice and support</b> may include:	<ul style="list-style-type: none"> <li>• one-on-one instruction</li> <li>• coaching</li> <li>• mentoring</li> <li>• training for specific groups of users.</li> </ul>
<b>Sources of WHS information and data</b> may include:	<ul style="list-style-type: none"> <li>• external sources, such as: <ul style="list-style-type: none"> <li>• Australian and international standards</li> <li>• WHS publications</li> <li>• manufacturer manuals and specifications</li> <li>• relevant professional associations</li> <li>• WHS Acts, regulations and codes of practice</li> <li>• WHS regulators</li> <li>• unions and industry bodies</li> </ul> </li> <li>• internal sources, such as: <ul style="list-style-type: none"> <li>• health and safety committee meetings</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• organisational data, such as insurance records, incident investigations, enforcement notices and actions, workers' compensation data, WHS performance indicators and WHS audits</li> <li>• risk assessments</li> <li>• safe work method statements</li> <li>• safety handbooks</li> <li>• SDS and registers</li> <li>• worker information papers, brochures, notes and newsletters</li> <li>• WHS policies, procedures, processes and systems</li> <li>• WHS reports</li> <li>• work instructions and standard operating procedures.</li> </ul>
<i>Appropriate tools</i> may include:	<ul style="list-style-type: none"> <li>• electronic systems</li> <li>• graphical representations</li> <li>• handbooks</li> <li>• paper-based systems</li> <li>• performance monitoring charts and checklists</li> <li>• registers.</li> </ul>
<i>Legislated reporting requirements</i> may include:	<ul style="list-style-type: none"> <li>• monitoring and exposure to specific hazards</li> <li>• notifiable incident reporting to WHS regulators</li> <li>• privacy</li> <li>• workers' compensation.</li> </ul>
<i>Individuals and parties</i> may include:	<ul style="list-style-type: none"> <li>• contractors and subcontractors</li> <li>• duty holders as specified in WHS Acts</li> <li>• PCBUs or their officers</li> <li>• WHS entry permit holders</li> <li>• WHS inspectors</li> <li>• workers</li> <li>• other persons at a workplace.</li> </ul>

## Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety