



Australian Government

BSBWHS509A Facilitate the development and use of hazard-management tools

Release 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>BSB07 Business Training Package version 7.0</i> .

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to facilitate the development and use of hazard-management tools.

Application of the Unit

This unit applies to individuals with responsibility for hazard management.

The unit applies to people who work in a range of work health and safety (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

Element	Performance Criteria
<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. Select and develop hazard-management tools</p>	<p>1.1 Apply knowledge of <i>hazard-management tools</i>, of the <i>workplace</i> and of <i>WHS legislation</i> to identify tools suitable for hazard management in the workplace</p> <p>1.2 Consult with <i>individuals and parties</i> on suitable hazard-management tools</p> <p>1.3 Modify existing hazard-management tools and/or develop new ones to meet workplace requirements</p> <p>1.4 Determine hazard-management tools to be used in the workplace</p>
<p>2. Facilitate the use of hazard-management tools</p>	<p>2.1 Develop and conduct required training and instruction for individuals and parties who will use hazard-management tools</p> <p>2.2 Consult and liaise with individuals, parties and work areas regarding <i>logistical arrangements</i> necessary for the use of hazard-management tools</p> <p>2.3 Facilitate, in collaboration with individuals and parties, necessary logistical arrangements</p> <p>2.4 Use and apply hazard-management tools</p> <p>2.5 Provide necessary support to individuals and parties to use hazard-management tools</p>
<p>3. Communicate outcomes of use of hazard-management tools</p>	<p>3.1 Collate and analyse results and findings of the use of hazard-management tools</p> <p>3.2 <i>Communicate</i> results, findings and <i>outcomes</i> to individuals and parties</p>
<p>4. Review use of hazard-management tools</p>	<p>4.1 Review <i>usefulness</i> and <i>usability</i> of hazard-management tools</p> <p>4.2 Modify and/or change hazard-management tools to be used in the future based on the review outcomes</p> <p>4.3 Modify future consultation, liaison, logistical arrangements and communications, based on the review outcomes</p>

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - analyse relevant workplace information and data
 - contribute to the assessment of resources needed
 - use tools and access resources
 - make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - pay attention to detail when making observations and recording outcomes
- communication skills to:
 - conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation and WHS specialists
 - prepare reports for 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:
 - access and download internal and external information and data on WHS
 - use a range of communication media
- organisational skills to manage own tasks within a timeframe
- project-management skills to:
 - achieve continuous improvement and change in WHS matters
 - contribute to strategic WHS performance of the organisation
- research skills to obtain internal and external WHS information and data
- technical skills to use basic measuring equipment, such as scales and dials applicable to specific hazards.

Required knowledge

- internal and external sources of WHS information and data, and how to access them
- language, literacy and cultural profile of the work team
- methods, techniques, procedures and processes to identify and assess hazards and risks, including their:
 - correct application and use
 - limitations
 - usefulness and usability
- nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace

- organisational WHS policies, procedures, processes and systems
- other functional areas that impact on the management of WHS
- techniques, tools and processes for identifying and controlling health and safety hazards and risks, including:
 - hazard and risk checklists
 - hazard hunts
 - job safety analyses
 - manifests and registers, including for dangerous goods, hazardous chemicals and plant
 - surveys using questionnaires, interviews and other survey techniques
 - safe work method statements
 - workplace inspections and walk throughs
- tools, techniques and methods to address specific physical or psychosocial hazards and risks
- WHS Acts, regulations, codes of practice and other instruments issued by WHS regulators.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • evaluating usefulness and usability of a range of hazard-management tools and suggested changes for future use • knowledge of hazard-management tools, their correct application, use and limitations.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • relevant WHS Acts, regulations, codes of practice, standards and guidelines • sources of information, data and advice • equipment and resources required to use tools • workplace or simulated workplace.
Method of assessment	<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"> • analysis of case studies and scenarios • assessment of written reports on the use of tools and communicating results, findings and outcomes • demonstration of the use of tools • direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate • observation of performance in role plays or simulations • presentations.
Guidance information for assessment	<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"> • other BSB07 WHS units.

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.

<p><i>Hazard management tools</i> may include:</p>	<ul style="list-style-type: none"> • hazard and risk checklists • hazard hunts • job safety analyses • manifests and registers, such as for dangerous goods, hazardous chemicals and plant • procedures, processes, methods and techniques to identify and assess hazards and risks • safe work method statements • surveys using questionnaires, interviews and other survey techniques • techniques, tools and methods to address specific physical or psychosocial hazards and risks • workplace inspections and walk throughs.
<p><i>Knowledge of the workplace</i> may include:</p>	<ul style="list-style-type: none"> • existing workplace WHS management systems and their components • other workplace systems • workforce characteristics, composition, structure and organisation • workplace structures, policies, procedures, processes, work arrangements, activities, jobs and tasks • work sites and locations.
<p><i>WHS legislation</i> may include:</p>	<ul style="list-style-type: none"> • Acts • regulations • codes of practice.
<p><i>Individuals and parties</i> may include:</p>	<ul style="list-style-type: none"> • contractors and subcontractors • duty holders as specified in WHS Acts: <ul style="list-style-type: none"> • PCBUs or their officers • workers • other persons at a workplace • health and safety representatives • health and safety committees • WHS entry permit holders • WHS inspectors.

Logistical arrangements may include:	<ul style="list-style-type: none"> • communications • ensuring availability or attendance of personnel • ensuring required work areas, work tasks, processes and activities are accessible and in operation • planning • resources, such as equipment, equipment maintenance and repair, support, materials, consumables, documents, forms, and computer hardware and software • timetabling • transport requirements.
Communicating may include:	<ul style="list-style-type: none"> • briefings and meetings • electronic communications • written reports.
Outcomes may include requirement to:	<ul style="list-style-type: none"> • communicate findings to other areas of the organisation or external bodies, such as WHS jurisdictional bodies • consult with specialists and experts • develop and implement risk controls • undertake further identification and assessment.
Usefulness may include:	<ul style="list-style-type: none"> • results enabled the identification and assessment required and were useful in determining outcomes • results produced by the tool were valid and reliable • tool identified and assessed the required risks and hazards.
Usability may include:	<ul style="list-style-type: none"> • acceptable costs of using tool and collating and analysing the results, such as financial, time, effort, training and instruction • use of the tool not being dangerous, intrusive, disruptive or offensive or otherwise unacceptable to workers, the users or other persons.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety