

Modification history

Release	Comments
Release 1	This version released with Agriculture Horticulture and Conservation and Land Management Training Package 4.0.

AHCWHS501XX	Manage work health and safety processes
Application	<p>This unit of competency describes the skills and knowledge required to develop work health and safety policies and procedures that demonstrate enterprise commitment to work health and safety <u>in the workplace</u>.</p> <p>This unit applies to individuals who is applicable to the development of and implement management systems and procedures <u>to manage health and safety in the workplace. In this role, individuals analyse information and exercise judgement to complete a range of advanced, skilled activities. It is also applicable to the management of the implementation process, which is usually conducted within policy guidelines and procedures that require the use of discretion and judgement.</u></p> <p>All work must be conducted in accordance with relevant legislative requirements, Codes of Practice, workplace procedures and safe work practices.</p> <p>This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced, skilled activities.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite unit	Nil
Unit sector	Carbon Farming <u>Work health and safety (WHS)</u>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop work health and safety policies and procedures	1.1 Develop a health and safety business plan and program for the enterprise in consultation with designated personnel and management 1.2 Clearly define and allocate health and safety responsibilities and duties and include them in job descriptions and duty statements for all relevant positions 1.3 Identify, seek and provide <u>allocate</u> financial and human resources for implementing health and safety policies and procedures as required 1.4 Provide and explain information on the health and safety system and procedures, for the area of responsibility, in a form which is readily understood by employees
2. Establish and maintain processes to ensure the participation of all employees in the application of health and safety	2.1 Establish and maintain consultation processes with employees and their representatives 2.2 Deal with issues raised though participation and consultation and resolve them promptly and effectively 2.3 Provide information about the outcomes of participation and consultation in a manner readily accessible to employees

Formatted: SI Temporary Text

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Establish and maintain procedures for identifying hazards, <u>and assessing risks</u>	<p>3.1 Identify and confirm existing and potential hazards, <u>and risks, within the area of responsibility</u> in accordance with trends identified using the <u>work health and safety records system</u></p> <p>3.2 Develop and integrate a procedure for the ongoing identification of hazards <u>and assessment of risks</u> within systems of work and procedures</p> <p>3.3 Appropriately m Monitor activities to ensure that the procedure is effectively adopted throughout areas of managerial responsibility</p> <p>3.4 Address hazard identification <u>and risk management</u> at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards <u>and risks</u> are not created</p> <p>3.5 Investigate and record accidents and dangerous occurrences in <u>accordance with procedures</u></p>
4. Establish and maintain procedures for assessing risks	<p>4.1 Assess risks associated with identified hazards using information derived from workplace records and industry-wide information</p> <p>4.2 Develop a procedure for ongoing assessment of risks and integrate it within systems of work and procedures</p> <p>4.3 Monitor activities to ensure the effective adoption of risk assessment procedures throughout the area of managerial responsibility</p> <p>4.4 Address risk assessment at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from hazards is not increased</p> <p>4.5 Investigate and record accident and dangerous occurrences in <u>accordance with work health and safety procedures</u></p>
5. Implement interim risk control measures until a better or permanent control measure is developed	<p>5.1 Develop and implement measures to control assessed risks in accordance with the hierarchy of control and trends identified from the work health and safety records system</p> <p>5.2 Implement interim solutions, when measures which control a risk at its source are not immediately practicable, until a permanent control measure is developed</p> <p>5.3 Develop a process of ongoing hazard identification and risk assessment, and a review of effectiveness of control programs, and integrate them into enterprise management arrangements</p> <p>5.4 Monitor activities to ensure effective adoption of the risk control procedure throughout the area of managerial responsibility</p> <p>5.5 Address risk control at the planning, design and evaluation stages of any change in the workplace to ensure the inclusion of adequate risk control measures</p> <p>5.6 Design systems to reduce risk and design administrative arrangements to ensure the implementation of safe work health and safety practices where unable to eliminate hazard</p> <p>5.7 Implement effective work health and safety risk management measures during any modification to buildings and structures or machinery and work activities</p> <p>5.8 Identify inadequacies in existing risk control measures and seek or provide resources enabling the implementation of new measures</p>
6. Plan and manage enterprise procedures for dealing with hazardous events	<p>6.1 Identify, with accuracy, potential emergencies posing risks to the health and safety of workers and the public</p> <p>6.2 Develop plans and procedures, which control the risks associated with hazardous events, in consultation with appropriate emergency services</p> <p>6.3 Provide appropriate information and training to employees to enable the implementation of correct emergency procedures</p> <p>6.4 Train adequate numbers of workers in First Aid to ensure that first aid is applied to preserve life and minimise injury</p>
7. Establish and maintain a work health and safety induction and training program	<p>7.1.1 Develop a work health and safety induction program to meet the work health <u>health</u> and safety needs of new employees</p> <p>7.1.2 Develop a work health and safety training program as part of supervisors' and employees' general training</p>

- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: SI Temporary Text, Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: SI Temporary Text
- Formatted: SI Text
- Formatted: SI Text

Formatted: SI Text

Formatted: SI Text

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
85. Establish and h-and maintain a system for work health and safety records	85.1 Establish and monitor a system for keeping work healthhealth and safety records to allow identification of patterns of occupational injury and disease in the enterprise 85.2 Regularly update records and use them to evaluate the effectiveness of the enterprise work healthhealth and safety program
96. Evaluate the enterprise work health and safety system and related policies, procedures and programs	96.1 Assess the effectiveness of the work healthhealth and safety system and related policies, procedures and programs according to enterprise aims with respect to work healthhealth and safety 96.2 Develop and implement improvements to the work healthhealth and safety system to ensure more effective achievement of enterprise aims 96.3 Assess compliance with health and safety legislation and Codes of Practice to ensure, as a minimum, the maintenance of legal health and safety standards Assess compliance with work health and safety legislation and Codes of Practice to ensure, as a minimum, the maintenance of legal work health and safety standards

Formatted: SI Text

Formatted: SI Temporary Text

Formatted: Font: 10 pt, Font color: Auto

Formatted: SI Temporary Text

Formatted: SI Text

Formatted: SI Temporary Text

Formatted: SI Temporary Text

Formatted: SI Temporary Text

Formatted: SI Temporary Text

Formatted: SI Temporary Text

Formatted: Font: 10 pt, Font color: Auto

Formatted: SI Temporary Text

Formatted: Font: 10 pt, Font color: Auto

Formatted: Font: 10 pt, Font color: Auto

Formatted: SI Temporary Text

DRAFT

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
{Skill}Writing	<ul style="list-style-type: none"> ▲ [Style to be applied is SI-Bullet List 1] ▲ Use sentence case (i.e. commence with upper case) for each bullet point but do not put a full stop at the end • See <i>Guidelines</i> for the skills to be described, the order in which to list them and hints on writing descriptions<u>Develop policies and procedures that provide clear and succinct guidance for employees</u>
Numeracy	<ul style="list-style-type: none"> • <u>Create graphs utilising health and safety data to summarise relevant activity</u>
{Skill}	<ul style="list-style-type: none"> ▲ SI-Bullet List 1 ▲ SI-Bullet List 1
{Style to be applied in left column is SI-Text}	<ul style="list-style-type: none"> ▲ SI-Bullet List 1 ▲ SI-Bullet List 1

Unit mapping information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWHS501XX Manage work health and safety processes	AHCWHS501 Manage work health and safety processes	Elements removed. Performance criteria clarified. Foundation skills added. Assessment requirements updated.	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
--------------	--

TITLE	Assessment requirements for AHCWHS501XX Manage work health and safety processes
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed work health and safety processes for at least one enterprise, including:</p> <ul style="list-style-type: none"> developed health and safety policies and procedures that demonstrate enterprise commitment to work healthhealth and safety established and maintained arrangements to ensure the involvement of all employees in the management of health and safety in the workplace established and maintained procedures for identifying hazards, assessing risks, controlling risks, and dealing with hazardous events established and maintained a work healthhealth and safety induction and training program established and maintained a system for work healthhealth and safety records analysed and recorded health and safety data evaluated the enterprise health and safety system and related policies, procedures and programs. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> data and documentation for industry injury statistics legislated employer and employee work-health and safety responsibilities significant hazards and areas of risk in the workplace all relevant work-health and safety legislation and Codes of Practice consistent with the hierarchy of work-health and safety risk control and its implementation for hazards in land-based industries risk control measures the hierarchy of risk controls relevant management-systems <u>and to manage health and safety data and</u> procedures public safety issues. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> physical conditions: <ul style="list-style-type: none"> skills must be demonstrated in an environment that accurately represents workplace conditions resources, equipment and materials: <ul style="list-style-type: none"> computer-based technology and software used to record information relevant to a primary production business<u>access to health and safety data for an enterprise</u> specifications: <ul style="list-style-type: none"> <u>health and safety legislation and Codes of Practice.</u> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 .

Formatted: Font: 10 pt, Font color: Auto

Formatted: SI Bullet List 1

Formatted: Font: 10 pt, Font color: Auto