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BSBWHS401

Implement and monitor WHS policies procedures and programs to meet legislativ...

Table of Contents (Extract)

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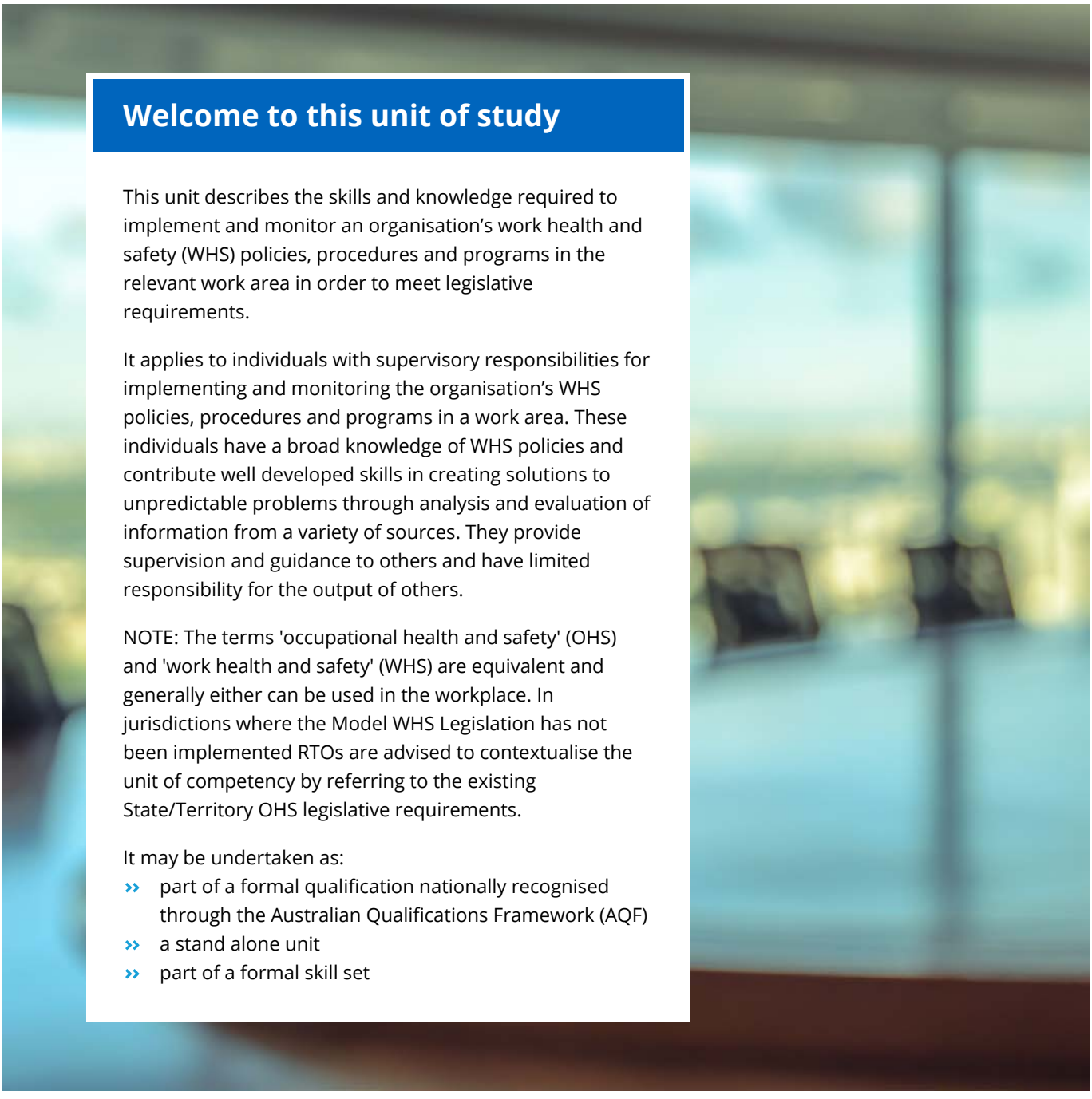
Trainer/assessor guide
BSBWHS401
Implement and monitor WHS policies, procedures and programs to meet legislative requirements



Welcome to this unit of study

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

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.

It may be undertaken as:

- part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- a stand alone unit
- part of a formal skill set

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Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Provide information to the work team about WHS policies and procedures 5

Health and safety legislation 5

Workplace health and safety information 13

Explaining hazards and risks 18

Check your understanding 21

Topic 2: Implement and monitor participation arrangements for managing WHS 23

Consultation mechanisms 23

Consultation procedures 25

Issues raised through consultation 28

Record and communicate outcomes 31

Check your understanding 33

Topic 3: Implement and monitor organisational procedures for providing WHS training 35

Training needs 35

Arrangements to meet training needs 38

Workplace learning opportunities 40

Training costs 43

Check your understanding 47

Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks 49

Identify and report hazards 49

Hazard reports 53

Control risks 59

Report inadequacies 63

Check your understanding 65

Topic 5: Implement and monitor organisational procedures for maintaining WHS records for the team 67

Maintain health and safety records 67

Use data 70

Check your understanding 75

References 77

Assessment workbook **79**

Unit information 81

What is competency-based assessment? 82

How will my competency be assessed? 83

Assessment agreement 84

Foundation skills checklist 85

Skills recognition **86**
Topic 1: Provide information to the work team about WHS policies and procedures 87
Topic 2: Implement and monitor participation arrangements for managing WHS 88
Topic 3: Implement and monitor organisational procedures for providing WHS training 89
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks 90
Topic 5: Implement and monitor organisational procedures for maintaining WHS records for the team 91
Knowledge questions **92**
Topic 1: Provide information to the work team about WHS policies and procedures 93
Topic 2: Implement and monitor participation arrangements for managing WHS 98
Topic 3: Implement and monitor organisational procedures for providing WHS training 102
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks 107
Topic 5: Implement and monitor organisational procedures for maintaining WHS records for the team 112
Performance tasks **115**
Third party evidence collection agreement 116
Topic 1: Provide information to the work team about WHS policies and procedures 117
Topic 2: Implement and monitor participation arrangements for managing WHS 118
Topic 3: Implement and monitor organisational procedures for providing WHS training 119
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks 120
Topic 5: Implement and monitor organisational procedures for maintaining WHS records for the team 121
Completion record **122**
Unit mapping **123**
Trainer/ assessor user instructions **127**

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Provide information to the work team about WHS policies and procedures
- Implement and monitor participation arrangements for managing WHS
- Implement and monitor organisational procedures for providing WHS training
- Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks
- Implement and monitor organisational procedures for maintaining WHS records for the team

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- information on competency-based assessment
- instructions on how you will be assessed
- assessment tools to assess your competence
- instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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