CATAPULT

BSBWHS411

Implement and monitor WHS policies, procedures and programs

Table of Contents (Extract)

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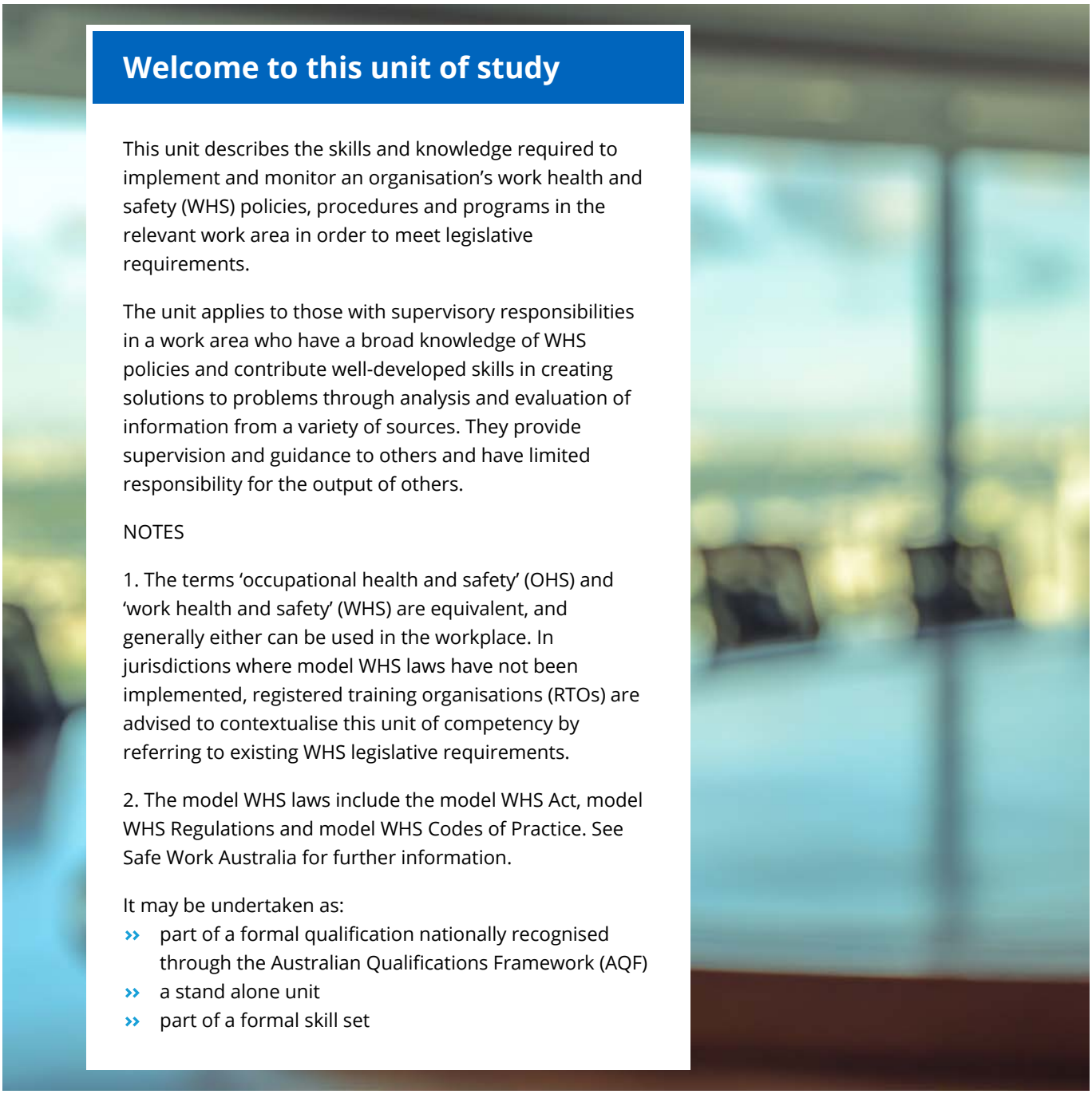
Trainer/assessor guide

BSBWHS411
Implement and monitor WHS policies, procedures and programs



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.

The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to 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.

NOTES

1. 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 model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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 work team about WHS policies and procedures 5

Communicate WHS laws to work teams 5

Provide information about policies, procedures and programs, and ensure it is readily accessible 8

Communicate information about identified hazards, the outcomes of risk assessment and control 11

Check your understanding 15

Topic 2: Implement and monitor work team consultative arrangements for managing WHS 17

Communicate importance of consultation mechanisms 17

Apply consultation mechanisms to facilitate work team participation 19

Contribute to managing issues raised through consultation 21

Communicate the outcomes of consultation 22

Check your understanding 23

Topic 3: Implement and monitor organisational procedures for providing WHS training to work team 25

Identify and document WHS training needs 25

Arrange training, in consultation with stakeholders 27

Provide workplace learning opportunities 29

Check your understanding 31

Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks 33

Identify and report on hazards 33

Contribute to managing hazard reports 35

Implement risk controls using the hierarchy of control measures 36

Identify and report inadequacies in existing risk controls 42

Monitor the outcomes of reports on inadequacies 43

Check your understanding 45

Topic 5: Implement and monitor organisational procedures for maintaining WHS records 47

Complete and maintain incident records relating to injury and disease 47

Using aggregated data from records to meet organisational recordkeeping requirements 50

Check your understanding 53

References 55

Assessment workbook **57**

Unit information 59

What is competency-based assessment? 60

How will my competency be assessed? 61

Assessment agreement 62

Foundation skills checklist 63

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Skills recognition **64**
Topic 1: Provide information to work team about WHS policies and procedures 65
Topic 2: Implement and monitor work team consultative arrangements for managing WHS 66
Topic 3: Implement and monitor organisational procedures for providing WHS training to work team 67
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks 68
Topic 5: Implement and monitor organisational procedures for maintaining WHS records 69
Knowledge questions **70**
Topic 1: Provide information to work team about WHS policies and procedures 71
Topic 2: Implement and monitor work team consultative arrangements for managing WHS 75
Topic 3: Implement and monitor organisational procedures for providing WHS training to work team 79
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks 83
Topic 5: Implement and monitor organisational procedures for maintaining WHS records 88
Performance tasks **91**
Third party evidence collection agreement 92
Topic 1: Provide information to work team about WHS policies and procedures 94
Topic 2: Implement and monitor work team consultative arrangements for managing WHS 96
Topic 3: Implement and monitor organisational procedures for providing WHS training to work team 98
Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks 100
Topic 5: Implement and monitor organisational procedures for maintaining WHS records 102
Completion record **104**
Unit mapping **105**
Trainer/ assessor user instructions **109**

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About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Provide information to work team about WHS policies and procedures
- Implement and monitor work team consultative arrangements for managing WHS
- Implement and monitor organisational procedures for providing WHS training to work team
- 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

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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