CATAPULT

BSBWHS417

Assist with managing WHS implications of return to work

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBWHS417.

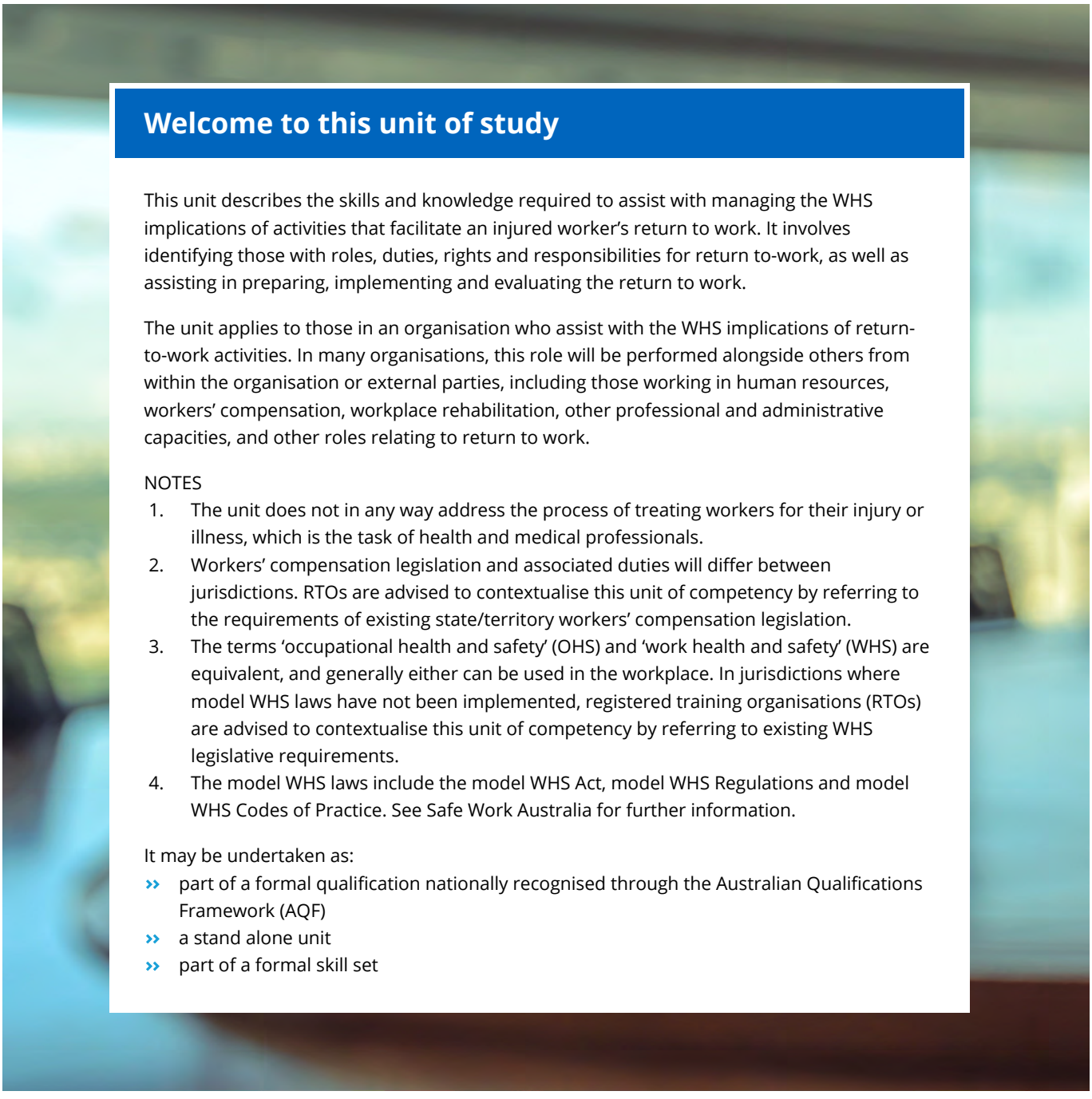
For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBWHS417/

© Catapult Smallprint Pty Ltd

Trainer/assessor guide

BSBWHS417
Assist with managing WHS implications of return to work



Welcome to this unit of study

This unit describes the skills and knowledge required to assist with managing the WHS implications of activities that facilitate an injured worker's return to work. It involves identifying those with roles, duties, rights and responsibilities for return to-work, as well as assisting in preparing, implementing and evaluating the return to work.

The unit applies to those in an organisation who assist with the WHS implications of return-to-work activities. In many organisations, this role will be performed alongside others from within the organisation or external parties, including those working in human resources, workers' compensation, workplace rehabilitation, other professional and administrative capacities, and other roles relating to return to work.

NOTES

1. The unit does not in any way address the process of treating workers for their injury or illness, which is the task of health and medical professionals.
2. Workers' compensation legislation and associated duties will differ between jurisdictions. RTOs are advised to contextualise this unit of competency by referring to the requirements of existing state/territory workers' compensation legislation.
3. 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.
4. 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

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Identify return-to-work requirements 5

Legislative requirements for return to work 5

Parties with roles, duties, rights and responsibilities 7

Organisational requirements for return to work 11

Check your understanding 13

Topic 2: Assist with preparing return to work for injured worker 15

Identifying suitable return-to-work duties 15

Identifying barriers to return to work 17

Designing return-to-work programs 18

Identifying health and safety risks to team members 21

Establishing an agreement 22

Check your understanding 23

Topic 3: Assist with implementing return to work 25

Assessing the work environment for health and safety risk 25

Consulting stakeholders about implications of return to work 28

Providing guidance about the implications of return-to-work 29

Check your understanding 31

Topic 4: Assist with monitoring and evaluating return to work 33

Facilitating communication and gathering feedback 33

Monitoring return to work and identifying hazards and areas of non-compliance 35

Addressing hazards and non-compliance 36

Evaluating return to work 38

Check your understanding 41

References 43

Assessment workbook **45**

Unit information 47

What is competency-based assessment? 48

How will my competency be assessed? 49

Assessment agreement 50

Foundation skills checklist 51

Skills recognition **52**

Topic 1: Identify return-to-work requirements 53

Topic 2: Assist with preparing return to work for injured worker 54

Topic 3: Assist with implementing return to work 55

Topic 4: Assist with monitoring and evaluating return to work 56

Knowledge questions **57**

Topic 1: Identify return-to-work requirements 58

Topic 2: Assist with preparing return to work for injured worker 62

Topic 3: Assist with implementing return to work 67

Topic 4: Assist with monitoring and evaluating return to work 71

© smallprint V5 Jan 2020

Performance tasks **75**
Third party evidence collection agreement 76
Topic 1: Identify return-to-work requirements 78
Topic 2: Assist with preparing return to work for injured worker 80
Topic 3: Assist with implementing return to work 82
Topic 4: Assist with monitoring and evaluating return to work 84
Completion record **86**
Unit mapping **87**
Trainer/ assessor user instructions **90**

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Identify return-to-work requirements
- Assist with preparing return to work for injured worker
- Assist with implementing return to work
- Assist with monitoring and evaluating return to work

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

© smallprint V5 Jan 2020