Modification history

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| Release | Comments |
| Release 1 | This version released with *ACM Animal Care and Management Training Package Version 1.0.* |

| ACMWHS501 | Manage workplace health and safety processes |
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| APPLICATION | This unit of competency describes the skills and knowledge required to manage work health and safety.  This unit applies to managers of small organisations or several work groups within an organisation, who manage systematic processes to control risk. Work is likely to have a focus on maintaining already established processes and the unit assumes that workplace health and safety advice and expertise would be available.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements. |
| PREREQUISITE UNIT | Nil |
| UNIT SECTOR | Work Health and Safety (WHS) |

| ELEMENT | PERFORMANCE CRITERIA |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Manage work health and safety information and records | 1.1 Identify, access and evaluate relevant WHS legislation, standards, codes of practice, compliance codes, guidance materials and other sources of WHS information for their relevance to the specific work context  1.2 Collect, collate and provide information on WHS requirements, trends and risk controls  1.3 Review records and record-keeping processes to ensure they meet legal requirements for WHS record-keeping  1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of WHS records |
| 2. Manage work health and safety participative processes | 2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures  2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable  2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety  2.4 Evaluate processes for addressing WHS issues to ensure the prompt resolution of issues raised through consultation  2.5 Provide information about the outcomes of consultation in a format readily accessible to employees |
| 3. Manage work health and safety risk management processes | 3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies  3.2 Monitor processes to ensure that hazard identification and risk assessments occur  3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements  3.4 Identify and address any WHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work  3.5 Recognise limits of own professional expertise and consult with expert advisors as required |
| 4. Manage work health and safety training program | 4.1 Undertake WHS training needs assessment for work group members that takes account of existing skills of work group members and risk control requirements  4.2 Implement and monitor training programs to ensure identified WHS training requirements are addressed  4.3 Implement and monitor processes to ensure that all new employees receive WHS induction  4.4 Access and consult with relevant WHS and training specialists, as required, when developing and implementing the WHS training program |
| 5. Manage work health and safety continuous improvement process | 5.1 Consider input from individuals and workgroup in identifying and implementing WHS improvements  5.2 Determine WHS priorities in consultation with appropriate managers and stakeholders  5.3 Develop WHS action plans, taking account of priorities and training needs  5.4 Monitor achievements against WHS plans and update plans accordingly |

| FOUNDATION SKILLS  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. | |
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| Skill | Description |
| Reading | Access and analyse WHS legislation, policies, procedures and relevant documentation |
| Oral communication | Interact with others using appropriate language and style |

| UNIT MAPPING INFORMATION | | | |
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| Code and title current version | Code and title previous version | Comments | Equivalence status |
| ACMWHS501 Manage workplace health and safety processes | ACMWHS501A Manage workplace health and safety processes | Updated to meet Standards for Training Packages  Assessment requirements revised | Equivalent unit |
| ACMOHS501A Manage occupational health and safety processes | Updated to meet Standards for Training Packages  Reflect national WHS legislation | Equivalent unit |

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| LINKS | Companion Volume Implementation Guides are found in VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103 |

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| PERFORMANCE EVIDENCE | |
| 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 one work group of at least four employees, on at least one occasion, including:   * identifying WHS legal requirements applicable to the organisation * reviewing and monitoring WHS hazard identification and risk management processes and ensuring consistency with legal requirements * ensuring work group members comply with WHS requirements * implementing and monitoring participative processes to ensure that the work group members contribute to decisions that may affect their health and safety * implementing and monitoring WHS safety induction and training for work group members to ensure safe work. | |

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| KNOWLEDGE EVIDENCE |
| 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:   * sources of information on WHS legislation, standards, compliance codes and guidance material relevant to the work site * sources of information on WHS trends and risk controls relevant to the work site * legal requirements for WHS in a workplace * processes, including: * manage WHS information, records and reporting * manage consultation and participative opportunities * manage WHS employee training * manage WHS risk * develop a WHS action plan * continuously improve WHS * investigate hazards, injuries and incidents * undertake WHS training needs assessment * develop training programs * implement and monitor training programs * techniques, including: * managing information * resolving issues * managing work priorities * monitoring own performance and recognising own professional limitations * consulting with managers, stakeholders, advisors and WHS training specialists * developing WHS action plans * risk assessment * implementing plans, programs and processes * evaluating and reviewing plans, programs and processes. |

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| ASSESSMENT CONDITIONS |
| Assessment of skills must take place under the following conditions:   * physical conditions:   a workplace or an environment that accurately represents workplace conditions   * specifications:   organisational policies and procedures  current WHS legislation and regulations   * relationships (internal and/or external):   interactions with team members.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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