

# WHS Management Systems and Risk Management

**Course duration:** 3-days

**Course cost:** \$695 per person (public workshops)

*Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel*

**Aim of course:** To equip participants with the skills, knowledge and attitude to:

- Contribute to the implementation and maintenance of WHS management systems within an organisation
- Contribute to WHS hazard identification, risk assessment and risk control

**Units covered:** BSBWHS404 – Contribute to WHS hazard identification, risk assessment and risk control  
BSBWHS405 – Contribute to implementing and maintaining WHS management systems

**Delivery method:** Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

**Who should attend?** This workshop has been developed for those whose responsibilities include contributing to the implementation and maintenance of their organisation's WHS management systems, and contributing to WHS risk management processes. The course is ideal for those working at the level of a Work Health and Safety officer or advisor.

Please note that the course is specifically applicable to those operating under the:

- Occupational Safety and Health Act (WA) 1984, or
- Mines Safety and Inspection Act (WA) 1994

**Qualification:** This course forms part of the BSB41415 Certificate IV in Work Health and Safety.

**Pre-requisites:** No qualifications are necessary to participate in this workshop, however it is recommended that participants attend this course after they have completed TSA's 'Research and apply WHS legislation' course.

# WHS Management Systems and Risk Management

## Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability and reasonable numeracy skills**. Examples of activities that participants will need to perform include:

- Read, research, analyse and interpret a range of WHS texts, including regulatory documents (Acts, Regulations, Codes, etc) as well as policies and procedures
- Contribute to the development and promotion of WHS policy
- Document plans for implementing the organisation's WHS management system
- Document workplace hazards and risk assessments, including calculating and ranking risks
- Document plans for controlling risks

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

## Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to contribute to implementing and maintaining the WHS management system, as well as contributing to workplace risk management processes. Ideally, this will be a workplace where they are currently an employee.

## Pre-course work:

Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's:

- WHS policy
- Policy, procedures and forms relating to WHS hazard identification, risk assessment and risk control

## Homework:

Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

## Topics

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|-------|---|
| DAY 1 | 1. Introduction to WHS management systems   |
|       | 2. Contributing to WHS policy   |
|       | 3. Contributing to planning and implementing a Work Health and Safety Management System (WHSMS) |
| DAY 2 | 4. Evaluating, reviewing and improving the WHSMS  |
|       | 5. Introduction to WHS risk management  |
|       | 6. Identifying workplace hazards  |
| DAY 3 | 7. Assessing WHS risks  |
|       | 8. Controlling WHS risks  |
|       | 9. Risk management tools  |

# WHS Management Systems and Risk Management

## Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace. These include:
  - Contribute to injury management and return-to-work policies
  - Plan and manage application of the organisation's WHSMS to own work area
  - Audit, review and improvement of WHSMS
  - Contribute to workplace requirements for WHS risk management
  - Identify workplace hazards, assess risks and identify control measures
  - Prepare workplace risk register and risk control plan
- Third party report from supervisor confirming practical application of competencies in the workplace

## Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- people they can involve in work health and safety activities, including meetings and risk assessments
- a supervisor / manager who can review their work and provide feedback to TSA

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.