

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

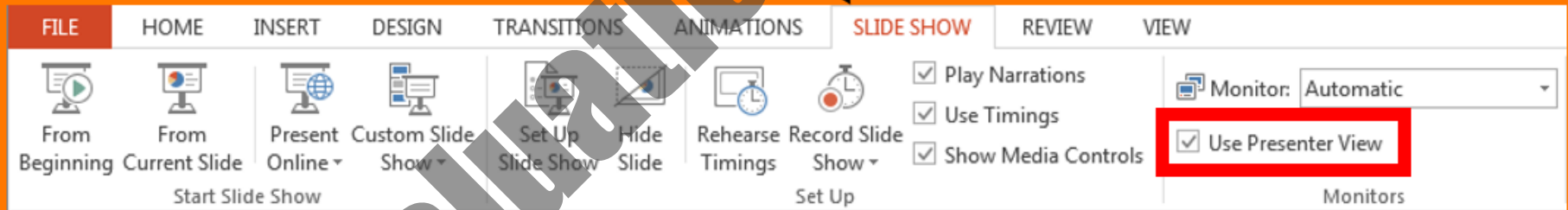
1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



BSB WHS 17

**ASSIST WITH WORKPLACE
COMPLIANCE WITH WHS LAWS**

Assessment



**TRAINING
PRESENTATION**

Training Presentation Sections

Click on a box to go to that section.

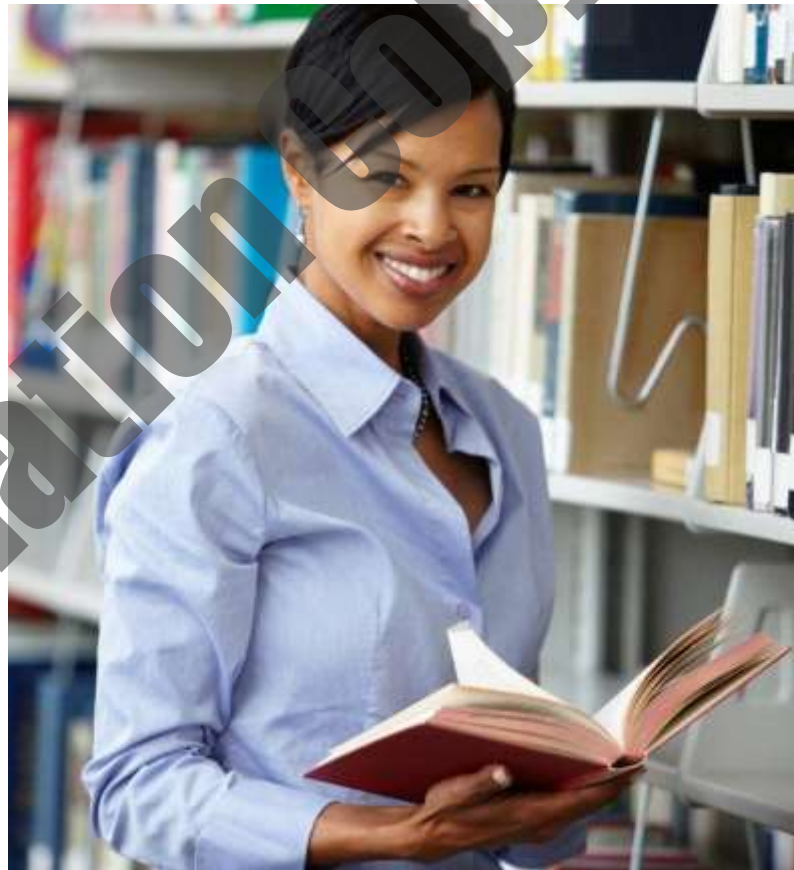


Section 1 - WHS
Compliance
Information, Guidelines
and Legislation



Section 2 - Establishing
and Maintaining
Workplace Compliance

Section 1: WHS Compliance Information, Guidelines and Legislation



1.1 Introduction

This training course is based on the national unit of competency **BSBWHS412 Assist with Workplace Compliance with WHS Laws** and applies to people who work in a broad range of work health and safety (WHS) roles across all industries.



1.1 Introduction

The materials in this course cover:

- ◆ Assisting with determining the legal framework for WHS in the workplace.
- ◆ Assisting with providing advice on WHS compliance.
- ◆ Assisting with establishing and maintaining WHS legislative compliance.
- ◆ Rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators.



1.1 Introduction

NOTE: The terms Occupational Health and Safety (OH&S) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. The term WHS will be used throughout this training course.



1.1.1 Glossary of Terms

The table below details some industry specific terms mentioned throughout this learner guide.

Term	Person Conducting a Business or Undertaking (PCBU)
	Workers/Employees
	Reasonably Practicable
	Due Diligence

1.2 Access WHS Information and Determine Legal Requirements

To effectively assist with WHS compliance in your workplace, it is important that you access and stay up to date with current Commonwealth, state or territory WHS Acts, legislation, regulations and codes of practice.



1.2 Access WHS Information and Determine Legal Requirements

Other relevant information includes organisational WHS policies and systems, and documents such as standards, guidance publications and alerts issued by the relevant WHS regulator.

This information will enable you to assist in determining legal requirements in your workplace.



1.2.1 External Sources of WHS Information

You will need to collect and review documentation from a range of external information sources, including:

- ◆ Australian and industry standards.
- ◆ Legislation, codes of practice and standards.
- ◆ Australian Safety and Compensation Council.
- ◆ Australian Bureau of Statistics (ABS).
- ◆ Manufacturers' manuals and specifications.
- ◆ Unions and industry bodies.
- ◆ Research literature.
- ◆ Websites.
- ◆ Technical information and data.



1.2.1 External Sources of WHS Information

External WHS information may be used by employers or employees to confirm compliance and stay up to date with the rules and regulations outlined in standards and legislation including WHS duties and responsibilities.



1.2.1.1 Australian and Industry Standards

Australian and industry standards are published documents setting out specifications and procedures for ensuring that products, services and systems are safe and reliable, and consistently perform the way they were intended to.

Standards are not legal documents but many, because of their detail and relevance, are referred to by government and become mandatory.



1.2.1.1 Australian and Industry Standards

Some examples of Australian and international standards are:

- ◆ AS2865:2009 – Safe working in a confined space.
- ◆ ISO 31000:2018 – Risk management – Guidelines.
- ◆ AS 1674 – Safety in welding and allied processes.
- ◆ AS/NZS 1715-2009 – Selection, use and maintenance of respiratory protective equipment.
- ◆ ISO 14001:2015 – Environmental management systems.

Where standards and/or codes of practice are referred to, always make sure you are using the most current version.



1.2.1.2 WHS Legislation

WHS legislation or acts, form the basis of all requirements for site and equipment safety including materials handling and all other work activities.

Their purpose is to ensure the safety of everyone working on or visiting the site. WHS legislation is managed by states, territories and the Commonwealth, so it is important that you are using the correct legislation for your organisation.



1.2.1.2 WHS Legislation

Finding the Right WHS Legislation

You can access information about your state or territory's WHS authority, including the current legislation, by:

- ◆ Going to the Safe Work Australia website.
- ◆ Conducting an internet search for "WHS Act" and your state or territory e.g. "WHS Act Queensland".
- ◆ Asking your workplace Health and Safety Representative (HSR).



1.2.1.2 WHS Legislation

Harmonisation of WHS Legislation

In response to industry calls for greater national consistency, the Commonwealth, states and territories agreed to implement nationally harmonised WHS legislation to commence on 1 January 2012.

While not all Australian states and territories have implemented the model WHS legislation, it is important to be aware of these changes as all states and territories will eventually implement them.



Section 1 Review Questions

1. What are manufacturers manuals, research literature and Australian and industry standards sources of?



Evaluation copy only

Section 1 Review Questions

1. What are manufacturers manuals, research literature and Australian and industry standards sources of?

External information.



Evaluation copy only