

## 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.

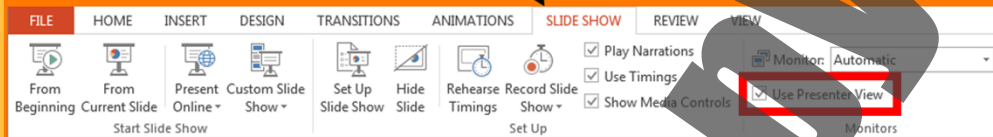
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## Instructions for Viewing in Presenter View

**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.



**BSBWHS416**

**CONTRIBUTE TO WORKPLACE  
INCIDENT RESPONSE**



**TRAINING  
PRESENTATION**

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## Training Presentation Sections

Click on a box to go to that section.



Section 1: Identify  
Legislative Requirements



Section 2: Initial Incident  
Response Procedures



Section 3: Collect Relevant  
WHS Information



Section 4: Assist with  
Incident Investigations

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## Section 1: Identify Legislative Requirements



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## 1.1 Introduction

This training course is based on the national unit of competency **BSBWHS416 Contribute to Workplace Incident Response**.

This unit applies to people who work in a broad range of work health and safety (WHS) roles across all industries, including individuals who assist with the range of actions and activities undertaken in response to incidents as part of their WHS role.

It describes the performance outcomes, skills and knowledge required to assist with actions and activities performed in response to incidents.



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## 1.1 Introduction

After completing this course participants will have the knowledge and ability to assist with:

- ◆ Identifying legislative and other requirements.
- ◆ Implementing initial response procedures.
- ◆ Collecting WHS information and data relevant to an investigation.
- ◆ Incident investigations.
- ◆ Implementing recommended actions arising from investigations.



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## 1.1.1 Common Terms and Definitions

Term	
	<b>Comcare</b>
	<b>Due Diligence</b>
	<b>Duty Holder</b>
	<b>First Aid</b>
	<b>Health and Safety Representative (HSR)</b>
	<b>Officers</b>
	<b>Person Conducting a Business or Undertaking (PCBU)</b>
	<b>Reasonably Practicable</b>

### Term and Definition

#### **Comcare**

The national authority for WHS, including workers compensation. You can access further information on the Comcare website: [comcare.gov.au](http://comcare.gov.au)

#### **Due Diligence**

The Work Health and Safety Act 2011 (the WHS Act 2011) imposes a specific duty on officers of corporations to exercise due diligence to ensure that the corporation meets its work health and safety obligations. In short, they have a responsibility to ensure that the PCBU is doing everything it should to ensure health and safety.

#### **Duty Holder**

Any individual who has responsibilities associated with their role as specified by WHS legislation.

#### **First Aid**

Procedures followed to assist an injured or sick person in the initial moments after an injury or illness has occurred prior to the arrival of medical professionals.

### **Health and Safety Representative (HSR)**

An elected person in the workplace who represents employees in the workplace on WHS matters. May also be referred to as WHS representative.

### **Officers**

An 'Officer' is a person who makes, or participates in making, decisions that affect the whole or a substantial part of a corporation. This includes Health and Safety Representatives (HSR).

### **Person Conducting a Business or Undertaking (PCBU)**

A 'person conducting a business or undertaking' (PCBU) replaces the term 'employer'. A PCBU includes all employers, sole traders, principal contractors, unincorporated associations, partnerships and franchisees. Volunteer organisations that also employ people will be PCBUs.

### **Reasonably Practicable**

Reasonably practicable is defined as action that is, or was at a particular time, reasonably able to be done to help ensure health and safety.

*Continued...*

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### 1.1.1 Common Terms and Definitions

Term	
	<b>WHS</b>
	<b>Work Health and Safety Management System (WHSMS)</b>
	<b>Workers</b>
	<b>Workplace Incident</b>

#### Term and Definition ...Continued

##### **WHS**

Work Health and Safety. Can also be referred to as Occupational health and safety (OSH).

##### **Work Health and Safety Management System (WHSMS)**

A strategic document that details an organisation's approach to health and safety management.

##### **Workers**

A 'worker' covers employees, contractors, sub-contractors (and their employees), labour hire employees, outworkers, apprentices, trainees, work experience students and volunteers.

##### **Workplace Incident**

An event in which personnel in the workplace were exposed to hazards.

## 1.2 Identify WHS Legal Requirements and Duty Holders

Before assisting with incident response in the workplace, you will first need to identify the relevant commonwealth and state/territory WHS legislative and regulatory requirements. This includes identifying WHS duty holders and their duties in relation to a range of hazards and types of work.



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## 1.2.1 Legal Framework

WHS legislation forms the basis of all requirements for site and equipment safety including materials handling and all other work activities. It also covers requirements for responding to incidents in the workplace.

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## 1.2.1 Legal Framework

You may need to collect and review information from a range of external WHS information sources to determine the legislative duties and responsibilities of different personnel. Information may come from the following sources:

<b>Laws/Rules</b>	<b>Acts</b>
	<b>Regulations</b>
	<b>Codes of Practice</b>
	<b>Australian Standards</b>

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### Laws/Rules, Explanation and Example

**Acts** - These are legal requirements that must be followed. Failure to meet these requirements can lead to prosecution.

Work Health and Safety Act.

**Regulations** - Regulations support the legislation by providing more detailed information on duties that apply to specific hazards, other procedures and obligations. Regulations cover general requirements for hazard identification, risk assessment and risk controls for risk areas.

Work Health and Safety Regulations.

**Codes of Practice** - Codes of practice are a set of ethical and safety principles guiding the way the organisation operates. They are not mandatory, like laws, but are voluntary codes. They provide practical guidance on how to meet the standards set out in the WHS Act and the WHS Regulations.

Code of Practice: How to manage work health and safety risks.

**Australian Standards** - These provide details and guidelines around the minimum requirements for a job, product or hazard control. They set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to.

AS/NZS ISO 45001:2018, Occupational health and safety management systems.

AS/NZS ISO 31000:2018 Risk Management – Guidelines.

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## 1.2.1 Legal Framework

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### 1.2.1.1 Harmonisation of Work Health and Safety Legislation

In response to industry calls for greater national consistency, the Commonwealth, states and territories have agreed to implement nationally harmonised Work Health & Safety (WHS) legislation to commence on 1 January 2012.

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



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Harmonisation aims to develop consistent, reasonable and effective safety standards and protections for all Australian workers through uniform WHS laws, regulations and codes of practice.



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## Section 1 Review Questions

1. What are codes of practice?



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Codes of practice are a set of ethical principles guiding the way the organisation operates.



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