



**Australian Government**

# **BSBWHS307 Apply knowledge of WHS laws in the workplace**

**Release: 1**

## BSBWHS307 Apply knowledge of WHS laws in the workplace

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

### Application

This unit describes the skills and knowledge required to understand work health and safety (WHS) laws, and comply with them in one's own workplace.

The unit applies to those who contribute to compliance with WHS laws as part of their WHS responsibilities, which are in addition to their main duties.

#### NOTES

1. 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.
2. 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.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify WHS legal and compliance framework as it applies to the workplace	1.1 Identify and access current standards and WHS laws relevant to the workplace, occupation and industry

ELEMENTS	PERFORMANCE CRITERIA
	<p>1.2 Apply knowledge of relationship between WHS laws and related documentation to assist in identifying WHS legislative requirements in the workplace</p> <p>1.3 Identify consequences of non-compliance with WHS laws and organisational WHS policies, procedures, processes and systems</p> <p>1.4 Identify duty holders and their role in the workplace</p> <p>1.5 Identify legal obligations and duties about who to consult with regarding training of workers and health and safety representatives</p>
2. Contribute to WHS legislative compliance	<p>2.1 Assist in monitoring workplace compliance with WHS laws according to organisational policies and procedures</p> <p>2.2 Contribute to ensuring that workplace complies with WHS laws</p> <p>2.3 Identify and report non-compliance with WHS laws to relevant stakeholders according to organisational policies and procedures</p> <p>2.4 Identify limits of own expertise and legal duties, and access help and advice when required</p>
3. Maintain current knowledge of WHS laws and publications	<p>3.1 Identify and access sources to keep up to date with WHS laws and WHS-related publications within scope of own role</p> <p>3.2 Communicate information about relevant legislative changes and publications to others according to organisational policies and procedures</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Learning	<ul style="list-style-type: none"> <li>Identifies and evaluates information from sources to update knowledge</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interprets a range of textual information to determine regulatory and procedural requirements, and associated necessary actions</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Documents WHS information in a sequential manner using required format, correct grammar and industry-specific language</li> </ul>

Skill	Description
Oral communication	<ul style="list-style-type: none"><li>• Provides information and advice using language appropriate to audience and context</li><li>• Uses listening and questioning to clarify and confirm understanding</li></ul>
Navigate the world of work	<ul style="list-style-type: none"><li>• Follows policies, procedures and legislative requirements relevant to own role</li></ul>
Interact with others	<ul style="list-style-type: none"><li>• Selects appropriate communication protocols and conventions to provide and seek information</li></ul>
Get the work done	<ul style="list-style-type: none"><li>• Plans, sequences and prioritises tasks and activities to support compliance with WHS legislative requirements</li><li>• Uses main features and functions of technology to complete work tasks and access information</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBWHS302 Apply knowledge of WHS legislation in the workplace.

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>