|  |  |  |
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|  | | |
| BSB51319 – Diploma of Work Health and Safety | | |
| **Recognition of Prior Learning (RPL)** Application  Units of Competency  BSBWHS516 Contribute to developing, implementing and maintaining an organisation’s WHS management system  BSBWHS522 Manage WHS consultation and participation processes  BSBWHS513 Lead WHS risk management  BSBWHS519 Lead the development and use of WHS risk management tools  BSBWHS515 Lead initial response to and investigate WHS incidents  BSBWHS514 Manage WHS compliance of contractors  BSBWHS518 Manage WHS hazards associated with maintenance and use of plant  BSBWHS520 Manage implementation of emergency procedures  BSBMGT516 Facilitate continuous improvement  BSBWHS504 Manage WHS risks | | |
|  | | |
| Assessment Cover Sheet  Assessments submitted via the HBA Learning Centres Student Portal do not require an accompanying cover sheet. Candidates will be required to complete an electronic authenticity statement when submitting work.  **Complete the cover sheet below and provide a physical signature ONLY when submitting evidence by means other than the Student Portal.** | | |
| **Name:** |  | |
| **USI:** |  | |
| Candidate Declaration   * I declare that I have personally completed all activities and documents included in this submission. * I understand that competency will not be granted if I do not meet the assessment evidence and activity requirements or if it is discovered that I have not undertaken all required tasks. * I understand that HBA reserves the right to immediately withdraw a qualification if it is found that I have provided false or misleading evidence, this includes any declaration, resource or tool I have submitted as being authored by me. * I further note this includes any statement, whether written or spoken, by any witness or other third party I have used to provide testimony, or any other evidence which serves to allow HBA assessors to make an assessment decision. * I understand that HBA may, at its own discretion and without notice, contact any third party I have used to provide testimony or other evidence to HBA assessors. If HBA forms a reasonable doubt as to the authenticity of such evidence, then HBA shall withdraw any issued qualification without notice. * I have been advised of the assessment requirements; I have been made aware of my rights and responsibilities as a candidate for assessment and choose to be assessed at this time. | | |
| Candidate signature | |  |
| Date | |  |
|  | | |

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# RPL Overview

Recognition of Prior Learning (RPL) is a process that assesses your experience, knowledge, skills and prior learning to determine and acknowledge the extent to which that individual is currently competent against the standards of the unit of competency for which the individual is seeking recognition.

You may seek RPL for any or all of the units of competency comprising the BSB51319 Diploma of Work Health and Safety course.

RPL is an assessment only pathway. It allows for the recognition of current skills and knowledge to support an application for a nationally recognised qualification.

If the evidence provided for RPL is satisfactory for the relevant units for skills gap of the qualification then you will be deemed Competent, and awarded the BSB51319 Diploma of Work Health and Safety qualification with evidence of having completed the other units required for this qualification, where Credit Transfers will be granted.

If you achieve competence in less than the required units of the BSB51319 Diploma of Work Health and Safety you will be awarded a Statement of Attainment for the units you have demonstrated competence in.

In many cases the RPL process can be exhausting, frustrating and at times stressful for both the applicants and the RTO. To get the best out of RPL, both the RTO and the applicant need to be working towards the same goal:

* You as the applicant want your prior skills, knowledge and experience to be recognised and to avoid any unnecessary work for areas they already feel competent in.
* HBA as the RTO wants to ensure we do not breach the compliance requirements placed upon us as doing so could lead to serious consequences such as suspension or cancellation of our RTO status.

The aim of this RPL Application is to supply a tool that allows you to put your best case forward, and for HBA to be confident in the evidence supplied. Below are a few simple guidelines that may help both sides understand the process and needs from the others perspective.

**VALIDITY**

Saying something is simply not enough.

Documents like resumes are merely saying something in writing (statements) that need to be backed up by supporting evidence. They give us a clear picture of what you are currently doing and may have done in the past however anything you say you have done in your resume must be supported with hard evidence.

**HARD EVIDENCE**

If it isn’t in writing, it doesn’t count.

All evidence needs to be documented, and may include items such as testimonies, reference letters, third party reports, as long as they are recorded and validated.

**CURRENCY**

Everything needs to be current (up-to-date).

Currency requires that evidence is preferably from the last (2) two years, and should not go back more than (5) five years. Please also note that evidence must be independently verified to ensure the evidence is valid.

**OVERSEAS, NON-ACCREDITED, AND UNIVERSITY QUALIFICATIONS**

These may not be measurable against Australian Qualifications.

The trap here is that these qualifications may have different terminology, components, learning outcomes, or elements that we are simply unable to accurately map against the units in a VET course. If we can’t map it, we can’t award it.

**YOUR OWN WORK**

Your evidence needs to demonstrate your work, experience, knowledge and ability against the training package requirements. What your company or another organisation counts may not be enough or correct for the training package requirements.

# RPL Application Instructions

1. Complete the RPL enrolment application
2. Complete payment details, pay RPL assessment deposit (see below)
3. Complete self-assessment questionnaire
4. Compile portfolio of relevant evidence and map evidence in the RPL Kit – Portfolio of Evidence
5. Complete knowledge questions for each Unit of Competency to demonstrate understanding of the Knowledge Evidence requirements
6. Clearly label and submit all attachments and the completed RPL Kit and knowledge questions for assessment via the HBA Student Portal

**Please Note:** A deposit of $400 required to be lodged with HBA prior to an RPL application being considered. If your RPL claim is successful, the $400 will be deducted from your overall RPL application fee, however, if your RPL claim is not successful, the $400 is not refundable and will be considered as assessment fees for the RPL assessment process.

## Important

* Assessment submissions should be made electronically via the HBA Learning Centres Student Portal. Assessments submitted by means other than the Student Portal require a completed cover sheet.
* Label any file attachments clearly with your name, document title and version, list the filenames in the RPL Kit. Any attachments not clearly labelled or listed will not be assessed.

For further information or guidance regarding learner support, appeals, reasonable adjustments, special needs or Credit Transfer please refer to the HBA Learning Centres Learner Forums, HBA Learner Handbook, contact us via email via [assess@hba.edu.au](mailto:assess@hba.edu.au) or by phone on 1300 721 503.

# Enrolment

Complete the following enrolment application form. Mandatory fields are marked \*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RPL Enrolment Application** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Qualification:* | | | ***BSB51319*** *Diploma of Work Health and Safety* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Applicant Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Title:* | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**First Name:* | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Middle Name:* | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Family Name:* | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Date of Birth:* | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Gender:* | | Female | | | | | | | Male | | | | | | | | | | | | Other | | | | | | |
| **Address & Contact Details**  HBA Learning Centres will provide communication to you via your primary email address | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Postal Address:* | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| *Residential Address:*  *(If different to postal address)* | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| \**Phone:* | *Mobile:* | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| *Home:* | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| *Business:* | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| \**Primary Email Address:* | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| *Alternate Email Address::* | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Completion of the section below is mandatory. You must obtain a USI prior to completing this section. For further information on the USI and to obtain your USI, visit <https://www.usi.gov.au/students> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Unique Student Identifier (USI):* | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Language & Cultural Diversity** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Country of Birth:* | | | | | Australia | | | | | | | | | | | | Other | | | | | | | | | | |
| *If other, please specify:* | | | | | | | | |  | | | | | | | | | | | | | |
| \**Do you speak a language other than English at home?* | | | | | No, English only | | | | | | | | | | | | Yes | | | | | | | | | | |
| *If yes, please specify:* | | | | | | | | |  | | | | | | | | | | | | | |
| \**How well do you speak English?* | | | | | Very Well | | | | | | | Well | | | | | | Not Well | | | | | | | | Not at all | |
| \**Do you identify as Aboriginal or Torres Strait Islander?* | | | | | No | | | | | Yes, Aboriginal | | | | | | | | | | Yes, Torres Strait Islander | | | | | | | |
| **Disability** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Do you consider yourself to have a disability, impairment or long-term condition?* | | | | | YES | | | | | | NO | | | | *If yes, please indicate the area/s below:* | | | | | | | | | | | | |
|  | | Hearing | | | | | | | | | |  | | | | | Vision | | | | | |
|  | | Physical | | | | | | | | | |  | | | | | Acquired brain impairment | | | | | |
|  | | Learning | | | | | | | | | |  | | | | | Medical Condition | | | | | |
|  | | Mental Health | | | | | | | | | |  | | | | |  | | | | | |
|  | | Intellectual | | | | | | | | | |  | | | | | Other | | | | | |
| *If other, please specify:* | | | | | | | | |  | | | | | | | | | | | | | |
| \**If you have a disability, impairment or long-term condition, do you require assistance from HBA?* | | | | | | | | | | | | | | | | | | | | | | | YES | | | | NO |
| **Schooling** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**What is the highest level of school that you have completed?* | | | | | | | | | | | | | | | | | | |  | | | | | | Year 12 or equivalent | | |
|  | | | | | | Year 11 or equivalent | | |
|  | | | | | | Year 10 or equivalent | | |
|  | | | | | | Year 9 or equivalent | | |
|  | | | | | | Year 8 or below | | |
|  | | | | | | Did not attend school | | |
| \**In which year did you complete school?* | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
|  | | | | | Still Attending School | | | |
| \**Have you previously completed any formal qualifications?* | | | | | | | | YES | | | | | NO | | | | | | *If yes, please indicate below:* | | | | | | | | |
|  | | | | Bachelor Degree or higher | | | | | | | | | | | | | | | |
|  | | | | Advanced Diploma or Associate Degree | | | | | | | | | | | | | | | |
|  | | | | Diploma | | | | | | | | | | | | | | | |
|  | | | | Certificate IV (or Advanced Certification) | | | | | | | | | | | | | | | |
|  | | | | Certificate III (or Trade Certificate) | | | | | | | | | | | | | | | |
|  | | | | Certificate II | | | | | | | | | | | | | | | |
|  | | | | Certificate I | | | | | | | | | | | | | | | |
|  | | | | Other, not listed | | | | | | | | | | | | | | | |
| *If other, please specify:* | | | | | | | | |  | | | | | | | | | | |
| **Employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Which statement best describes your current employment status?* | | | | | | | |  | | | | Full-time Employment | | | | | | | | | | | | | | | |
|  | | | | Part-time Employment | | | | | | | | | | | | | | | |
|  | | | | Self-Employed, not employing others | | | | | | | | | | | | | | | |
|  | | | | Employer | | | | | | | | | | | | | | | |
|  | | | | Employed, unpaid worker in family business | | | | | | | | | | | | | | | |
|  | | | | Unemployed, seeking full-time employment | | | | | | | | | | | | | | | |
|  | | | | Unemployed, seeking full-time employment | | | | | | | | | | | | | | | |
|  | | | | Unemployed, not seeking employment | | | | | | | | | | | | | | | |
| **Reasons for Study** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \**Which reason best describes your reason to study?* | | | | | | | |  | | | | To get a job | | | | | | | | | | | | | | | |
|  | | | | To develop my existing business | | | | | | | | | | | | | | | |
|  | | | | To start my own business | | | | | | | | | | | | | | | |
|  | | | | Change in career | | | | | | | | | | | | | | | |
|  | | | | To get a better job or promotion | | | | | | | | | | | | | | | |
|  | | | | It was a requirement of my job | | | | | | | | | | | | | | | |
|  | | | | To get extra skills for my job | | | | | | | | | | | | | | | |
|  | | | | To gain entry into another course of study | | | | | | | | | | | | | | | |
|  | | | | Personal interest / Self development | | | | | | | | | | | | | | | |
|  | | | | Other | | | | | | | | | | | | | | | |
| *If other, please specify:* | | | | | | | |  | | | | | | | | | | | |
| **Privacy Notice** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Under the Data Provision Requirements 2012, HBA Learning Centres (RTO 31261) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).  Please [CLICK HERE](https://hba.edu.au/wp-content/uploads/2020/12/Privacy-Notice-for-Enrolment-as-of-1.01.2021.pdf) to read the Privacy Notice in full. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Declaration & Consent** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Learner Signature: | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| \*Date: | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Parent / Guardian Signature:  (\*Required for any learners under eighteen (18) years of age) | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | | |  | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Payment Details | | | | | | |
| Payments may be made by any of the methods listed below. Please make Bank/Personal Cheques and Money Orders payable to:  HBA Learning Centres Pty Ltd. | | | | | | |
| Direct Debit Payments: | | Contact HBA Accounts on 1300 721 503 | | | | |
| If you need a Tax Invoice for your organisation please contact HBA Accounts on 1300 721 503 | | | | | | |
| **Credit Card Authorisation (MasterCard & Visa Only)** | | | | | | |
| I authorise HBA Learning Centres Pty Ltd to debit the amount of $400 from my credit card.  This amount is a non-refundable deposit for the processing of an RPL claim with the remainder of the RPL and any gap training fees payable by the learner should they choose to continue with the RPL claim and any training with HBA which relates to this application. | | | | | | |
| *Card Type:* | MasterCard | | | Visa | | |
| *Card Number:* |  | | Expiry:  MM/YY |  | CCV:  (Back of card) |  |
| *Cardholder Signature:* |  | | Date: |  | | |

# Self-Assessment Questionnaire

Provide a response for each of the units listed below in the context of Nationally Recognised Training (NRT). People confuse non-accredited activities and material with NRT and don’t realise that everything is measured against the requirements of the Units of Competency found on training.gov.au

**NOTE:** Please take the time to read through the unit requirements prior to completing your self-assessment checklist. Links to training.gov.au are provided for each unit.

Complete the following table in relation to how often you have undertaken the following tasks in the last two (2) years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BSB51319 Diploma of Work Health and Safety**  Self-Assessment Questionnaire | | | | | |
| Unit of Competency | | Elements | **I UNDERTAKE THESE TASKS** | | |
| **REGULARLY** | **SOMETIMES** | **RARELY** |
| 1  Core | [**BSBWHS516**](https://training.gov.au/Training/Details/BSBWHS516) Contribute to developing, implementing and maintaining an organisation’s WHS management system | 1. Contribute to developing WHSMS 2. Contribute to developing WHSMS implementation plan 3. Support implementation of WHSMS 4. Contribute to measuring and evaluating WHSMS performance 5. Contribute to review of WHSMS |  |  |  |
| 2  Core | [**BSBWHS522**](https://training.gov.au/Training/Details/BSBWHS522) Manage WHS consultation and participation processes | 1. Identify requirements for WHS consultation and participation 2. Review existing WHS consultation and participation processes 3. Develop WHS consultation and participation processes 4. Facilitate implementation of WHS consultation and participation arrangements 5. Monitor and evaluate WHS consultation and participation processes |  |  |  |
| 3  Core | [**BSBWHS513**](https://training.gov.au/Training/Details/BSBWHS513) Lead WHS risk management | 1. Facilitate identification of WHS risk management requirements 2. Lead risk assessment 3. Lead risk control 4. Evaluate effectiveness of WHS risk management process |  |  |  |
| 4  Core | [**BSBWHS519**](https://training.gov.au/Training/Details/BSBWHS519) Lead the development and use of WHS risk management tools | 1. Select and develop WHS risk management tools 2. Lead the use of WHS risk management tools 3. Communicate outcomes of use of WHS risk management tools 4. Review use of WHS risk management tools |  |  |  |
| 5  Core | [**BSBWHS515**](https://training.gov.au/Training/Details/BSBWHS515) Lead initial response to and investigate WHS incidents | 1. Lead the initial response to incident 2. Develop and resource an incident investigation plan 3. Collect incident information and data 4. Lead an incident investigation that is not part of providing legal advice or preparing for legal proceedings 5. Record and report WHS incident investigation |  |  |  |
| 6  Elective A | [**BSBWHS514**](https://training.gov.au/Training/Details/BSBWHS514) Manage WHS compliance of contractors | 1. Establish and communicate WHS requirements in relation to contractors 2. Monitor contractor compliance with established WHS requirements |  |  |  |
| 7  Elective A | [**BSBWHS518**](https://training.gov.au/Training/Details/BSBWHS518) Manage WHS hazards associated with maintenance and use of plant | 1. Identify WHS hazards associated with plant 2. Assess WHS risks associated with plant 3. Control WHS risks associated with maintenance and use of plant 4. Advise on registration, licensing and certification issues associated with plant 5. Manage training requirements for plant maintenance and operation |  |  |  |
| 8  Elective A | [**BSBWHS520**](https://training.gov.au/Training/Details/BSBWHS520) Manage implementation of emergency procedures | 1. Identify potential emergencies 2. Identify options for initial response 3. Plan initial response procedures 4. Implement initial response procedures 5. Review initial response procedures 6. Manage post-emergency activities |  |  |  |
| 9  Elective B | [**BSBMGT516**](https://training.gov.au/Training/Details/BSBMGT516) Facilitate continuous improvement | 1. Lead continuous improvement systems and processes 2. Monitor and adjust performance strategies 3. Manage opportunities for further improvement |  |  |  |
| 10  Elective  No Group | [**BSBWHS504**](https://training.gov.au/Training/Details/BSBWHS504) Manage WHS risks | 1. Access information and data on WHS hazards and risk management 2. Prepare to manage WHS risks 3. Develop and implement WHS risk-management processes |  |  |  |

# RPL Kit – Portfolio of Evidence & Knowledge Questions

**Portfolio of Evidence**

Use the tables in the following pages to list evidence relevant to each of the Elements & Performance Criteria and Performance Evidence and requirements listed in the left-hand column. Use the Evidence Checklist to identify the types of evidence supplied, provide a brief description and list the document number/name.

**Portfolio Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The evidence requirements for the Unit are listed in this column | Check the boxes in this column to identify the types of evidence being supplied | | Provide a brief description of each evidence item in this column | List the document numbers and titles |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **(BSBWHS522)**  ***4.*** *Facilitate implementation of WHS consultation and participation arrangements*  **4.1** Clarify individual roles and responsibilities in WHS consultation and participation arrangements  **4.2** Provide advice and support to required personnel during implementation according to organisational procedures  **4.3** Monitor and facilitate implementation, in consultation with required personnel  **4.4** Recommend and facilitate changes to action plan as required according to organisational procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  | Company WHSMS Organisational Chart  Toolbox talk minutes x 3  Documented safety conversations x 3 | 4-Org Chart.doc  3-Toolbox.pdf  2-Conversations.doc |
| Job / Position Descriptions |  | HSEQ Advisor PD | 1-PD.pdf |
| Consultation Records |  |  |  |
| References |  | WHS Director Work Reference | 6-Ref.pdf |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  | HSEQ Advisor Resume 2018>Present | 7-Resume.pdf |
| Organisational Training Records |  | SafeStart Course 2018 | 5-Safestart.pdf |
| Other |  |  |  |

**Knowledge Questions**

The Knowledge Questions relate to the Knowledge Evidence component for each unit and must be answered fully. Read each question carefully. Provide complete written responses for all parts of each question using your own words. Conduct research and list any references where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. BSBWHS516 Contribute to developing, implementing and maintaining an organisation’s WHS management system | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Contribute to developing WHSMS**  1.1 Access and analyse sources of information to determine required form, content, purposes and functions of WHSMS  1.2 Identify duty holders and their roles and responsibilities in WHSMS, according to WHS laws  1.3 Document organisational WHSMS that meets legal and organisational requirements  1.4 Consult with individuals and parties about what the WHSMS should include and integrate their feedback as required  1.5 Communicate information about WHSMS to required personnel | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Contribute to developing WHSMS implementation plan**  2.1 Identify key components of plan that meet legal and organisational requirements  2.2 Facilitate and support consultation with, and participation of, required personnel in plan development  2.3 Contribute to developing draft plan according to organisational policies and procedures  2.4 Seek feedback on draft plan  2.5 Finalise and record plan according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Support implementation of WHSMS**  3.1 Consult with colleagues on WHSMS implementation and agree on required timeframe and resources  3.2 Communicate benefits of WHSMS and agree on management roles and responsibilities in supporting its implementation  3.3 Identify and address potential barriers to WHSMS implementation according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Contribute to measuring and evaluating WHSMS performance**  4.1 Communicate requirements for measuring and evaluating WHSMS performance to required personnel according to organisational requirements  4.2 Facilitate and support consultation with, and participation of, required personnel in measuring and evaluating WHSMS performance  4.3 Evaluate WHSMS performance outcomes according to established protocols  4.4 Analyse and document outcomes of evaluation process | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **5. Contribute to review of WHSMS**  5.1 Gather and analyse required review documentation according to organisational policies and procedures  5.2 Facilitate and support consultation with, and participation of, required personnel to identify opportunities to improve WHSMS  5.3 Contribute to identifying required changes to WHSMS  5.4 Contribute to adjusting WHSMS as required according to organisational policies and procedures  5.5 Seek approval of updated WHSMS from required personnel  5.6 Distribute information about approved updated WHSMS according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * contribute to developing, implementing, reviewing and improving a work health and safety management system (WHSMS) for an organisation.   *During the above, the candidate must:*   * communicate and explain the WHSMS and associated implementation plan to others to facilitate their contribution and ensure their commitment to the system * apply effective consultation and communications processes and protocols * use suitable and sufficient tools to measure and evaluate WHSMS performance | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| *Question* | | *Response* | | | |
| 1A | Provide a summary of the key elements of a Work Health and Safety Management System (WHSMS). |  | | | |
| 1B | Describe three (3) sources of information you could access and use to determine the form, content, purposes and functions of a Work Health and Safety Management System (WHSMS). | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 1C | Refer to your relevant WHS legislation and list the Part(s) and Division(s) (Sections and/or clauses) that detail the roles and responsibilities of duty holders in relation to a WHSMS. |  | | | |
| 1D | Explain how your organisation communicates or should communicate information about the WHSMS to relevant stakeholders to promote the WHSMS. |  | | | |
| 1E | List three (3) potential barriers to implementing a WHSMS. For each barrier provide a strategy to remove the barrier. | **BARRIER** | | | **STRATEGY** |
| 1. |  | |  |
| 2. |  | |  |
| 3. |  | |  |
| 1F | List three (3) benefits to an organisation for having a Return to Work and Injury Management system integrated into the WHSMS. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 1G | It is a requirement under legislation that legal obligations are communicated to your workforce.  Provide three (3) examples of WHS policies and procedures your workers need to be informed of and comply with. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 1H | List three (3) considerations you would need to make to determine the appropriateness of WHS policies to organisational requirements. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 1I | Explain how records are kept within your organisation to ensure you meet WHS, privacy and other relevant legislative requirements. |  | | | |
| 1J | List the Australian/New Zealand standard (code and title) of the standard your organisations WHSMS will need to comply with. |  | | | |
| 1K | List the content that is essential to be included in a WHS Improvement Action Plan. |  | | | |
| 1L | Describe a method that could be used to demonstrate WHS commitment from management? |  | | | |
| 1M | Explain in your own words, what the term WHSMS certification standards means? |  | | | |
| 1N | List three (3) common hazards in your workplace. For each hazard identify the hazard category to which it belongs. | **HAZARD** | | | **HAZARD CATEGORY** |
| 1. |  | |  |
| 2. |  | |  |
| 3. |  | |  |
| 1O | List two (2) analytical techniques you could use to evaluate WHS performance and identify areas for WHS improvement. | 1. |  | | |
| 2. |  | | |
| 1P | Consultation must be carried out during all stages of the risk management process.  List three (3) stakeholders that you may need to consult with and for each, list the most effective approach for consultation. | **STAKEHOLDER** | | **CONSULTATION PROCESS** | |
| 1. |  |  | |
| 2. |  |  | |
| 3. |  |  | |
| 1Q | Refer to your relevant WHS legislation and list the Part and Division/s (sections and /or clauses) that details the relevant duty holders and the legal requirements for WHS risk management. |  | | | |
| 1R | List three (3) individuals or parties within your organisation that could potentially impact on your risk management and risk control processes either negatively or positively and explain what the potential impact may be. | **INDIVIDUAL** | | **IMPACT** | |
| 1. |  |  | |
| 2. |  |  | |
| 3. |  |  | |
| 1S | List three (3) examples of activities that you can undertake to contribute to the management of risk within your organisation. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 1T | Provide an example of how you conduct a risk assessment. What workplace data, information and legislation do you use to assist you in making your judgment? |  | | | |
| 1U | Explain the processes you use in your organisation to select risk treatment options including the relevant legislation, Australian Standards and/or Code of Practice these options are based on? |  | | | |
| 1V | Explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with consideration to each of the following:   * communication skills; * cultural background / diversity; * gender; * labour market changes; * language, literacy and numeracy; * structure and organisation of the workforce, for example part time, casual and contract workers, shift rosters, geographical location; * workers with specific needs and limitations; and * workplace culture towards alcohol and other drug use | Communication skills | | | |
|  | | | |
| Cultural background / diversity | | | |
|  | | | |
| Gender | | | |
|  | | | |
| Labour market changes | | | |
|  | | | |
| Language, literacy and numeracy | | | |
|  | | | |
| Structure and organisation of the workforce | | | |
|  | | | |
| Workers with specific needs and limitations | | | |
|  | | | |
| Workplace culture towards alcohol and other drug use | | | |
|  | | | |

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| 2. BSBWHS522 Manage WHS consultation and participation processes | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Identify requirements for WHS consultation and participation**  1.1 Review WHS laws to identify duty holders and legal requirements for WHS consultation and participation processes  1.2 Review organisational policies, procedures, processes and systems to identify requirements and opportunities for WHS consultation and participation  1.3 Consult with required personnel according to organisational procedures to identify specific requirements for WHS consultation and participation | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Review existing WHS consultation and participation processes**  2.1 Review effectiveness of existing WHS consultation and participation processes, in consultation with required personnel  2.2 Identify inconsistencies between existing processes and identified requirements for WHS consultation and participation processes  2.3 Consult with required personnel to identify specific areas for improvement in WHS consultation and participation processes | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Develop WHS consultation and participation processes**  3.1 Identify factors that may impact on design of WHS consultation and participation processes  3.2 Design new or modify existing processes to achieve required improvements, in consultation with required personnel  3.3 Ensure improvements integrate with existing WHS and other systems and are appropriate to organisation  3.4 Plan how improvements will be implemented and identify resourcing requirements, roles and responsibilities, and training needs required for implementation  3.5 Develop action plans with allocated responsibilities and timelines  3.6 Determine priorities for implementation, in consultation with required personnel | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Facilitate implementation of WHS consultation and participation arrangements**  4.1 Clarify individual roles and responsibilities in WHS consultation and participation arrangements  4.2 Provide advice and support to required personnel during implementation according to organisational procedures  4.3 Monitor and facilitate implementation, in consultation with required personnel  4.4 Recommend and facilitate changes to action plan as required according to organisational procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **5. Monitor and evaluate WHS consultation and participation processes**  5.1 Develop evaluation protocol, in consultation with required personnel  5.2 Develop and implement plan for collecting information  5.3 Analyse and evaluate information according to organisational policies and procedures  5.4 Make recommendations for improvement based on evaluation  5.5 Document action plan to address recommended improvements according to organisational policies and procedures  5.6 Communicate outcomes of monitoring and evaluation to required personnel according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * manage effective work health and safety (WHS) consultation and participation processes in consultation with others for at least one WHS consultation and participation issue, including: * developing an action plan with positive performance indicators * identifying gaps and areas for improving processes * implementing, monitoring and reviewing processes   *During the above, the candidate must:*   * implement legal and organisational requirements * provide advice and support to others during implementation of process and recommend changes as required | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| *Question* | | *Response* | | | |
| 2A | List the current  Commonwealth / State / Territory WHS/OHS legislation (Act and Regulation) and relevant WHS/OHS Codes of Practice, Guidelines and Standards that apply to the operations of your workplace. | At least one (1) Act | | | |
|  | | | |
| At least one (1) Regulation | | | |
|  | | | |
| At least five (5) Approved Codes of Practice | | | |
| 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 4. |  | | |
| 5. |  | | |
| At least five (5) Standards / Guidelines | | | |
| 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 4. |  | | |
| 5. |  | | |
| 2B | Refer to your relevant Act and list two (2) duty holders under this Act and their relevant duties in relation to Consultation and Participation in your workplace. | **DUTY HOLDER** | | **RELEVANT DUTIES** | |
| 1. |  |  | |
| 2. |  |  | |
| 2C | Refer to your relevant WHS legislation and detail the legal requirements for WHS consultation and participation processes. |  | | | |
| 2D | Describe three (3) opportunities for consultation and participation processes in your organisation. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 2E | List three (3) stakeholders you could consult with to identify the specific requirements for WHS consultation and participation in your organisation. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 2F | Describe three (3) factors that could potentially impact on the design of your WHS consultation and participation processes. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 2G | List three (3) internal and three (3) external sources of WHS information you may need to access to assist you in effectively managing the WHS consultation and participative processes in your organisation. | **Internal:** | | | **External:** |
| 1. |  | |  |
| 2. |  | |  |
| 3 |  | |  |
| 2H | Refer to you relevant WHS legislation and outline the training needs of Health and Safety Committees and Health and Safety Representatives. | Health and Safety Committees (HSC): | | | |
|  | | | |
| Health and Safety Representatives (HSR): | | | |
|  | | | |
| 2I | Explain in your own words, your understanding of the terms? | Discriminatory conduct: | | | |
|  | | | |
| Coercive conduct: | | | |
|  | | | |
| Misleading conduct: | | | |
|  | | | |
| 2J | Explain your understanding of the following terms regarding the impact of characteristics and composition of the workforce on consultation?   * Communication skills * Cultural background & diversity * Levels of LLN skills | Communication skills: | | | |
|  | | | |
| Cultural Background and diversity: | | | |
|  | | | |
| Levels of language, literacy and numeracy skills in the workforce: | | | |
|  | | | |
| 2K | Describe two (2) techniques you could use to encourage consultation in your workplace | 1. |  | | |
| 2. |  | | |
| 2L | List three (3) examples of tools and/or techniques you would use for evaluating plans and processes for consultation and participation. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 2M | List three (3) individuals or parties within your organisation that could potentially impact on your risk management and risk control processes negatively or positively and explain what the potential impact may be. | 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 2N | Briefly describe the WHS culture in your organisation and how this impacts or could potentially impact on the success of the management of WHS. |  | | | |
| 2O | Summarise relevant organisational WHS policies, procedures, processes and systems. |  | | | |

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| 3. BSBWHS513 Lead WHS risk management | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Facilitate identification of WHS risk management requirements**  1.1 Identify and review internal and external sources of WHS information and data that apply to risk management processes  1.2 Identify legislative requirements for WHS risk management  1.3 Identify duty holders, individuals and/or parties to consult about and participate in risk management processes, according to organisational and legislative requirements  1.4 Identify and communicate roles and responsibilities of individuals and/or parties that impact on risk management  1.5 Identify organisation-specific factors that will impact on hazard identification, risk assessment and risk controls  1.6 Confirm that risk management scope is clearly defined according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Lead risk assessment**  2.1 Lead hazard identification process according to organisational policies and procedures  2.2 Identify and document risk factors as they apply to identified hazards according to organisational policies and procedures  2.3 Apply knowledge of WHS laws, workplace WHS information and data, and identified hazards and risk factors to analyse and assess risk  2.4 Document risk assessment according to organisational policies and procedures, and legislative requirements  2.5 Communicate outcomes of risk assessment to required personnel according to organisational and legislative requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Lead risk control**  3.1 Identify organisational risk control policies and procedures appropriate to identified hazards  3.2 Select suitable risk controls according to assessed level of risk, organisational WHS hazard and risk control policies and procedures, and WHS laws  3.3 Plan to implement selected risk controls according to organisation’s WHS management system (WHSMS) and WHS information system (WHSIS)  3.4 Implement selected risk controls according to organisational policies and procedures  3.5 Document and communicate selected risk controls to required personnel, according to organisational and legislative requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Evaluate effectiveness of WHS risk management process**  4.1 Establish nature and scope of evaluation process and key performance indicators  4.2 Review effectiveness of implemented risk management process according to organisation’s WHSMS and legislative requirements  4.3 Modify risk management process as required in response to evaluation  4.4 Document risk management process according to WHSIS requirements  4.5 Communicate evaluation findings according to organisational requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * plan, implement and evaluate a systematic process for managing work health and safety (WHS) risk in a work area.   *During the above, the candidate must:*   * identify, interpret and apply information from a range of sources, including organisational and legislative requirements * review WHS risk-management process according to established scope and key performance indicators * consult effectively with required stakeholders using appropriate interpersonal communication skills | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| *Question* | | *Response* | | | | |
| 3A | Explain your understanding of the difference between a hazard and a risk. | Hazard: | | | | |
|  | | | | |
| Risk: | | | | |
|  | | | | |
| 3B | Using the model Code of Practice: How to Manage Work Health and Safety Risks, list and describe the four (4) steps involved in the systematic management of WHS risks. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4. |  | | | |
| 3C | Describe three (3) techniques, tools or processes that you use within your organisation or could use to identify and control WHS risks.  Example: Workplace inspections | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 3D | To contribute to the systematic management of WHS in your organisation you will need to access relevant information and data.  List three (3) sources of information / data you would need to obtain to help determine your approach to managing WHS risk.  Example: Manufacturer’s Instructions | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 3E | Consultation must be carried out during all stages of the risk management process.  List three (3) stakeholders that you may need to consult with and for each, list the most effective approach for consultation. | Stakeholder: | | | Consultation Process: | |
| 1. |  | |  | |
| 2. |  | |  | |
| 3. |  | |  | |
| 3F | Refer to your relevant WHS legislation and list the Part and Division/s (sections and /or clauses) that details the relevant duty holders and the legal requirements for WHS risk management. |  | | | | |
| 3G | List three (3) individuals or parties within your organisation that could potentially impact on your risk management and risk control processes either negatively or positively and explain what the potential impact may be. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 3H | Describe how you contribute to the identification of risk within your organisation. |  | | | | |
| 3I | Provide an example of how you conduct a risk assessment.  What workplace data, information and legislation do you use to assist you in making your judgment? | Risk Assessment Example: | | | | |
|  | | | | |
| Relevant data, information and legislation | | | | |
|  | | | | |
| 3J | A good knowledge of WHS hazard and risk control is required for you to be able to contribute to the selection of appropriate risk treatment (control measures) options.  For example within your organisation the selection of risk treatment options could be based on the hierarchy of control or options that meet the requirements of the model Code of Practice: How to Manage Work Health and Safety Risks. |  | | | | |
| 3K | Explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with consideration to each of the following:   * communication skills; * cultural background/diversity; * gender; * labour market changes; * language, literacy and numeracy; * structure and organisation of the workforce; (EG: part time, casual and contract workers, shift rosters, geographical location) * workers with specific needs and limitations; * workplace culture towards alcohol and other drug use | Communication skills: | | | | |
|  | | | | |
| Cultural background / diversity: | | | | |
|  | | | | |
| Gender: | | | | |
|  | | | | |
| Labour market changes: | | | | |
|  | | | | |
| Language, literacy and numeracy levels: | | | | |
|  | | | | |
| Workers with specific needs and limitations | | | | |
|  | | | | |
| workplace culture towards alcohol and other drug use | | | | |
|  | | | | |
| 3L | Provide an example of a source of occupational disease relevant to your workplace. Include in your response appropriate recommendations for the prevention of the selected disease. | Source of Occupational Disease: | | | | |
|  | | | | |
| Prevention: | | | | |
|  | | | | |
| 3M | Select one (1) hazardous chemical used in the workplace. Describe the key features of the toxicology of the hazardous chemical and potential health effects in the workplace. | Toxicology – Hazardous Chemical: | | | | |
|  | | | | |
| Potential Health Effects: | | | | |
|  | | | | |
| 3N | Provide three (3) examples of reliable Internal and External sources of WHS information and data you would need to access and review to support effective WHS management. | Internal: | | | | External: |
| Example: Risk Assessments | | | | Example: Australian Standards |
| 1. |  | | |  |
| 2. |  | | |  |
| 3 |  | | |  |
| 3O | Refer to your relevant Act and list two (2) duty holders’ legal requirements for this Act in relation to WHS information and data that applies to WHS risk-management process in your workplace. | 1. | | Duty Holder #1: | | |
|  | | |
| Relevant Duty (include references): | | |
|  | | |
| 2. | | Duty Holder #2: | | |
|  | | |
| Relevant Duty (include references): | | |
|  | | |
| 3P | Briefly describe your organisations policies, processes and systems in place for managing WHS hazards and risks control. |  | | | | |
| 3Q | Name the six key components of the work health and safety management system (WHSMS) | 1. | |  | | |
| 2. | |  | | |
| 3. | |  | | |
| 4. | |  | | |
| 5. | |  | | |
| 6. | |  | | |
| 3R | Briefly describe the organisational behaviour and culture in relation to WHS risk management activities and their impact on WHS and the work team, including organisation’s risk appetite. |  | | | | |
| 3S | Explain the following terms in regards to the hierarchy of control measures. | Its use in establishing level of risk | | | | |
|  | | | | |
| Factors limiting effectiveness of types of controls | | | | |
|  | | | | |
| Role and limitations of procedural controls | | | | |
|  | | | | |
| Use of personal protective equipment | | | | |
|  | | | | |
| 3T | Describe the principles underpinning WHS risk management |  | | | | |

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| 4. BSBWHS519 Lead the development and use of WHS risk management tools | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Select and develop WHS risk management tools**  1.1 Apply knowledge of risk management tools to address requirements of WHS laws and workplace  1.2 Consult with required personnel about selecting suitable risk management tools  1.3 Modify existing risk management tools and/or develop new ones to meet identified requirements  1.4 Determine risk management tools to be used in workplace | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Lead the use of WHS risk management tools**  2.1 Consult & liaise with required personnel about logistical arrangements required in relation to risk management tools  2.2 Facilitate required logistical arrangements for use of risk management tools in collaboration with required personnel  2.3 Develop & conduct required training for personnel who will use risk management tools  2.4 Use risk management tools according to organisational policies and procedures  2.5 Provide support to required personnel to use risk management tools according to organisational requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Communicate outcomes of use of WHS risk management tools**  3.1 Collect information about outcomes of risk management tool use  3.2 Collate and analyse collected information  3.3 Document analysis according to organisational policies and procedures  3.4 Communicate documented results, findings and outcomes to required personnel according to organisational protocols and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Review use of WHS risk management tools**  4.1 Review usefulness and usability of risk management tools according to organisational requirements  4.2 Modify or replace risk management tools based on review outcomes according to organisational requirements  4.3 Modify consultation, liaison and logistical arrangements in relation to tools based on review outcomes according to organisational requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * in consultation with others, select at least one work health and safety (WHS) risk management tool to be developed or modified that addresses WHS legislative and organisational requirements * use above WHS risk management tool/s for intended purpose, including:   + facilitating logistical arrangements to the point of completion   + collating and analysing results and findings   + communicating results, findings and outcomes * facilitate the use of the above WHS risk management tool/s, including:   + developing and conducting training for users   + consulting about and facilitating logistical arrangements for use   + supporting users * review usefulness and usability of above WHS risk management tool/s and make changes based on review outcomes | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| *Question* | | *Response* | | | | |
| 4A | List five (5) common hazards in your workplace. For each hazard identify the hazard category to which it belongs, including specific physical and psychosocial hazards. | Workplace Hazard | | | | Hazard Category |
| *Example: Fatigue* | | | | *Example: Psychological* |
| 1. | |  | |  |
| 2. | |  | |  |
| 3. | |  | |  |
| 4. | |  | |  |
| 5. | |  | |  |
| 4B | List who you would consult with to determine the most suitable hazard management tools to use. |  | | | | |
| 4C | Use your knowledge of WHS legislative requirements to list three (3) hazard management tools that are suitable for use when managing hazards in your organisation. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4D | Based on the hazard management tools identified in 4C describe the support, training and instruction that you would carry out for individuals to be able to effectively use those tools according to organisational requirements. | ***TOOL*** | | | ***SUPPORT, TRAINING & INSTRUCTION*** | |
| 1. |  | |  | |
| 2. |  | |  | |
| 3. |  | |  | |
| 4E | What logistical arrangements would need to be considered for individuals and work areas to be able to be trained in the use of the hazard management tools you have identified in 4C? | ***TOOL*** | | | ***SUPPORT, TRAINING & INSTRUCTION*** | |
| 1. |  | |  | |
| 2. |  | |  | |
| 3. |  | |  | |
| 4F | Briefly describe how you would communicate to stakeholders, the results, findings and outcomes of the use of the hazard management tools. |  | | | | |
| 4G | After using the tools previously identified in 4C you would need to review the use of each tool to determine its usefulness and usability.  List three (3) areas you would consider reviewing to determine the usefulness and usability of the tools. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4H | Use your knowledge of communicating outcomes of use of WHS risk management tools to briefly explain the following process you / your organisation follows to:   * Collect information about outcomes of risk management tool use * Collate and analyse collected information * Document analysis according to organisational policies and procedures * Communicate documented results, findings and outcomes to required personnel | Collect information about outcomes of risk management tool use | | | | |
|  | | | | |
| Collate and analyse collected information | | | | |
|  | | | | |
| Document analysis according to organisational policies and procedures | | | | |
|  | | | | |
| Communicate documented results, findings and outcomes to required personnel | | | | |
|  | | | | |
| 4I | Briefly describe of the following three causation models:   * Sequential accident models * Epidemiological accident models, * Systemic accident models | Sequential accident models | | | | |
|  | | | | |
| Epidemiological accident models | | | | |
|  | | | | |
| Systemic accident models | | | | |
|  | | | | |
| 4J | List and describe three (3) key features of good-practice for WHS risk management tools in accordance with organisational policies and procedures. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4K | List two barriers for each of the following aspects of logistical arrangements:     * Communications * Availability of personnel * Ensuring required work areas and processes are accessible and in operation * Resources required to implement tool * Timetabling * Transport requirements | Communications | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Availability of personnel | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Ensuring required work areas and processes are accessible and in operation | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Resources required to implement tool | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Timetabling | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Transport requirements | | | | |
| 1. |  | | | |
| 2. |  | | | |
| 4L | List the purpose for each technique, tool and process listed below for identifying WHS hazards:   * Hazard And Risk Checklists * Hazard Hunts * Job Safety Analyses * Manifests And Registers, Including Those For Dangerous Goods, Hazardous Chemicals And Plant * Surveys Using Questionnaires, Interviews And Other Techniques * Safe Work Method Statements * workplace inspections and walk-throughs | Hazard And Risk Checklists | | | | |
|  | | | | |
| Hazard Hunts | | | | |
|  | | | | |
| Job Safety Analyses | | | | |
|  | | | | |
| Manifests And Registers, including those for dangerous goods, hazardous chemicals and plant | | | | |
|  | | | | |
| Surveys Using Questionnaires, Interviews And Other Techniques | | | | |
|  | | | | |
| Safe Work Method Statements | | | | |
|  | | | | |
| workplace inspections and walk-throughs | | | | |
|  | | | | |

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| 5. BSBWHS515 Lead initial response to and investigate WHS incidents | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Lead the initial response to incident**  1.1 Identify required initial response to incident according to established organisational response plan  1.2 Implement initial response according to plan, and organisational and legislative requirements  1.3 Confirm sufficiency and suitability of implemented initial response  1.4 Consult individuals and/or parties according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Develop and resource an incident investigation plan**  2.1 Identify duty holders according to WHS laws and workplace policies, procedures and systems  2.2 Define scope and purpose of investigation appropriate to nature and scope of incident  2.3 Identify, document and secure required human and other resources appropriate to nature and scope of incident, including expert advice as required  2.4 Ensure participation of, and consultation with, required stakeholders, and determine agreed processes for investigation  2.5 Identify, address and document potential barriers to investigation according to organisational requirements  2.6 Document incident investigation plan according to organisational and WHS legislative requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Collect incident information and data**  3.1 Identify and access relevant and reliable sources of incident information and data according to organisational policies and protocols, suitable causation model and legislative requirements  3.2 Inspect incident site, equipment and other evidence according to investigation plan, organisational procedures and legislative requirements  3.3 Present collected information and data in required format | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Lead an incident investigation that is not part of providing legal advice or preparing for legal proceedings**  4.1 Brief investigation team on investigation requirements and incident causation model  4.2 Construct and document timeline of events leading up to incident  4.3 Coordinate investigation of key events, conditions and/or circumstances that contributed to incident  4.4 Develop recommendations, interventions and practical measures for investigation report | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **5. Record and report WHS incident investigation**  5.1 Document investigation evidence and basis for conclusions and recommendations  5.2 Prepare investigation report according to organisational procedures and WHS legislative requirements  5.3 Implement organisational and WHS legislative recordkeeping protocols and procedures in relation to investigation report  5.4 Communicate report to required individuals and/or parties according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * lead the initial response to one work health and safety (WHS) incident that complies with legislative and organisational requirements * prepare, record and communicate incident investigation report that addresses immediate and underlying causes of incident and recommends practical prevention measures, according to organisational and WHS legislative requirements   *During the above, the candidate must:*   * systematically develop and document a plan to investigate the incident * collect, use and document information and data relevant to incident investigation * establish key events, conditions and/or circumstances that contributed to the incident * identify actions required to respond to the incident, including any recommendations for changes to WHS arrangements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| *Question* | | *Response* | | | | | | |
| 5A | Provide three (3) examples of incidents that could occur in your organisation.  Example: A hazardous chemical spillage where workers are exposed to the toxic fumes | 1. | | |  | | | |
| 2. | | |  | | | |
| 3. | | |  | | | |
| 5B | Briefly describe the procedures in place or that should be in place in your organisation for investigating incidents.  In your response ensure to make reference to ethics in conducting an investigation. |  | | | | | | |
| 5C | You have been notified of an incident occurring. It is your responsibility to ensure the site is safe and secured and that the immediate needs of those involved are met.  Provide two (2) examples of the immediate needs that should/could be met. | 1. | | |  | | | |
| 2. | | |  | | | |
| 5D | Refer to your relevant legislation and detail the specific requirements for notifying and reporting incidents and enforcement notices including the rights and power of WHS inspectors. | Notifying and reporting incidents: | | | | | | |
|  | | | | | | |
| Enforcement notices: | | | | | | |
|  | | | | | | |
| Powers of WHS inspectors: | | | | | | |
|  | | | | | | |
| 5E | Consultation is a vital part of the incident investigation process and should occur during all phases.  Based on one (1) of the incidents you have identified in 5A, list three (3) individuals or parties you would need to involve and consult with during the investigation and the reasons for consulting with each of the stakeholders. | Stakeholder | | | | Reasons | | |
| 1. | |  | |  | | |
| 2. | |  | |  | | |
| 3. | |  | |  | | |
| 5F | List three (3) possible barriers to an investigation. | 1. | |  | | | | |
| 2. | |  | | | | |
| 3. | |  | | | | |
| 5G | List the WHS laws that apply to WHS incidents and their investigation. Include any relevant approved Codes of practice in your response. |  | | | | | | |
| 5H | Explain how you meet each of the following obligations during investigation of WHS incident:   1. confidentiality 2. privacy 3. commercial requirements | 1. | | |  | | | |
| 2. | | |  | | | |
| 3. | | |  | | | |
| 5I | Describe how you collect incident data and information to ensure it is:   1. validity 2. admissibility 3. accuracy 4. accountability | 1. | | |  | | | |
| 2. | | |  | | | |
| 3. | | |  | | | |
| 4. | | |  | | | |
| 5J | Briefly describe your organisations policies, processes and systems in place for managing due diligence and duty of care requirements when investigating WHS incidents. |  | | | | | | |
| 5K | List three (3) common industry-accepted causation models, and their use in informing data collection and analysis.  Example: Heinrich’s Domino Theory, Bird and Germain’s Loss Causation model, Time sequence models | 1. | |  | | | | |
| 2. | |  | | | | |
| 3. | |  | | | | |
| 5L | List three (3) internal and external sources of WHS information and data relevant to WHS incident investigations | *Internal* | | | | | | *External* |
| 1. | |  | | | |  |
| 2. | |  | | | |  |
| 3. | |  | | | |  |
| 5M | Briefly describe the components of incident investigation plans regarding:   * Agreed timelines * Objectives * Responsibilities * Roles * Documentation * Actions and outcomes | Agreed timelines: | | | | | | |
|  | | | | | | |
| Objectives: | | | | | | |
|  | | | | | | |
| Responsibilities: | | | | | | |
|  | | | | | | |
| Roles: | | | | | | |
|  | | | | | | |
| Documentation: | | | | | | |
|  | | | | | | |
| Actions & outcomes: | | | | | | |
|  | | | | | | |
| 5N | Refer to your relevant Act and list two (2) of each of the following:   * Duty holders * Expert advisers * Key stakeholders appropriate to incident | Duty Holder: | | | | | | |
| 1. |  | | | | | |
| 2. |  | | | | | |
| Expert advisers (include references): | | | | | | |
| 1. |  | | | | | |
| 2. |  | | | | | |
| Key Stakeholders | | | | | | |
| 1. |  | | | | | |
| 2. |  | | | | | |
| 5O | Briefly describe the key components of an investigation report. Include the following in your response:   * Identified incident root causes * Recommended actions * Interventions and practical measures arising from investigation * Plans for implementing and evaluating recommendations |  | | | | | | |
| 5P | List three (3) techniques and/or tools for gathering information relating to incident investigation. | 1. | | |  | |  | |
| 2. | | |  | |  | |
| 3. | | |  | |  | |

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| 6. BSBWHS514 Manage WHS compliance of contractors | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Establish and communicate WHS requirements in relation to contractors**  1.1 Analyse scope of contractor services and applicable WHS legislative and organisational requirements  1.2 Determine organisation-specific WHS requirements and guidance that relate to contractor services  1.3 Establish WHS key performance indicators (KPIs) relating to contracted services according to organisational policies and procedures  1.4 Document established WHS requirements according to organisational policies and procedures  1.5 Communicate WHS requirements to contractor according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Monitor contractor compliance with established WHS requirements**  2.1 Review services being provided by contractor for compliance with WHS requirements and established KPIs  2.2 Identify and investigate contractor non-compliance with WHS requirements and WHS KPIs  2.3 Discuss and agree with contractor required response in relation to identified non-compliance according to organisational policies and procedures  2.4 Document agreed response to non-compliance according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Review WHS requirements in relation to contractors**  3.1 Make necessary adjustments to organisation-specific WHS requirements and guidance that relate to contractor services  3.2 Seek feedback on revised WHS requirements and guidance  3.3 Distribute updated contractor WHS requirements to required personnel according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * manage the work health and safety (WHS) compliance of at least two different contractors, each providing different services.   *During the above, the candidate must:*   * establish WHS requirements specific to the contracted services * review and address contractor compliance * review and improve organisational approach to leading WHS arrangements for contractors. | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Question* | | *Response* | | |
| 6A | List the Work Health & Safety legislation relevant to the supply of products & services by contractors in your jurisdiction. Include the Act and Regulation. | Act: | | |
|  | | |
| Regulation: | | |
|  | | |
| 6B | Describe the duties, rights and obligations of contractors as specified in WHS laws. |  | | |
| 6C | Describe the organisational WHS Policies and Procedures relevant to contractors in your organisation. |  | | |
| 6D | Describe the duties, rights and obligations that managers have with regard to contracted services. Ensure that the response includes required resources and equipment. |  | | |
| 6E | List two (2) internal and two (2) external sources of information relevant to contractor WHS arrangements. For each source describe the procedure for accessing the information. | Internal Sources | | Procedure to access |
| 1. |  |  |
| 2. |  |  |
| External Sources | | Procedure to access |
| 1. |  |  |
| 2. |  |  |
| 6F | Describe the range of documentation relevant to the supply of contracted services. |  | | |
| 6G | Describe the process undertaken to select an appropriate contractor from a range of suppliers available. |  | | |
| 6H | Describe the induction processes applicable to contractors in your organisation, how is this information recorded? |  | | |
| 6I | Describe how you could establish lead and lag Key Performance Indicators (KPIs) to measure contractor performance. |  | | |
| 6J | Provide an example of a relevant KPI applicable to contractors. |  | | |
| 6K | Describe the process undertaken to consult and document contractor non-compliance. |  | | |
| 6L | List at least two (2) documents that could be used to identify:   * Nature of contractor services * Scope of services provided * Location of Services * Contractor Requirements | Document #1 | | |
|  | | |
| Document #2 | | |
|  | | |

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| 7. BSBWHS518 Manage WHS hazards associated with maintenance and use of plant | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Identify WHS hazards associated with plant**  1.1 Access sources of WHS information, data and advice relating to items of workplace plant  1.2 Inspect items of plant and identify how they are to be used, according to organisational policies and procedures  1.3 Determine WHS hazards arising from plant use, condition, suitability, location and potential abnormal situations  1.4 Consult with others to confirm hazard identification  1.5 Record and report identified hazards according to organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Assess WHS risks associated with plant**  2.1 Access sources of information, data and advice to assist with assessing WHS risks associated with identified plant hazards  2.2 Consult with others to inform WHS risk assessment according to organisational policies and procedures  2.3 Record and report on WHS risk assessment according to WHS laws and organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Control WHS risks associated with maintenance and use of plant**  3.1 Access sources of information, data and advice to inform development of risk controls for safe maintenance and use of plant  3.2 Develop risk controls to be implemented according to the hierarchy of control measures, WHS legislative requirements and organisational policies and procedures  3.3 Consult with, and report to, required internal and specialist personnel in relation to risk controls to be implemented  3.4 Communicate rights, obligations and duties of workplace personnel in relation to identified hazards and risk controls associated with plant  3.5 Monitor effectiveness of implemented risk controls  3.6 Record and report on implemented risk controls according to WHS legislative requirements and organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Advise on registration, licensing and certification issues associated with plant**  4.1 Identify types of plant requiring registration and tasks requiring operator licensing and/or certification according to WHS legislative requirements  4.2 Document registration, licensing and certification requirements according to organisational procedures  4.3 Monitor and report compliance with WHS regulatory requirements for registration, licensing and certification according to organisational procedures  4.4 Communicate registration, licensing and certification requirements to required personnel | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **5. Manage training requirements for plant maintenance and operation**  5.1 Identify WHS-related training needs associated with plant items, and applicable registration, licensing and certification requirements  5.2 Identify skill gaps of those maintaining and using plant, and determine and communicate their associated training needs  5.3 Ensure training is undertaken and completed prior to commencing work with new plant and/or new system of work  5.4 Maintain training records according to WHS requirements and organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * develop and implement work health and safety (WHS) related risk controls for at least two different items of plant according to the hierarchy of control measures, WHS legislative requirements and organisational policies and procedures * identify and manage licensing and training requirements associated with at least two different items of plant   *During the above, the candidate must:*   * manage effective identification of hazards * communicate, according to established protocols, to: * advise relevant personnel of their rights, obligations, and duties in relation to hazards and risk controls associated with plant * seek specialist advice as required | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| *Question* | | *Response* | | | | |
| 7A | List the legislative requirements relating to managing WHS hazards associated with plant, include the role and duties of PCBUs. |  | | | | |
| 7B | List two (2) internal and two (2) external sources of information relevant to hazard management processes. For each source describe the procedure for accessing the information. | Internal Sources | | | | Procedure to access |
| 1. |  | | |  |
| 2. |  | | |  |
| External Sources | | | | Procedure to access |
| 1. |  | | |  |
| 2. |  | | |  |
| 7C | Describe the four (4) steps of the WHS risk management process. | 1. Identify Hazards | | | | |
|  | | | | |
| 1. Assess Risks | | | | |
|  | | | | |
| 1. Mitigate & Control | | | | |
|  | | | | |
| 1. Monitor & Review | | | | |
|  | | | | |
| 7D | How and where should WHS risk management activity outcomes be recorded? |  | | | | |
| 7E | List two (2) internal and two (2) external stakeholders who may be consulted regarding WHS risk management. | Internal Stakeholder | | | | |
| 1. |  | | | |
| 2. |  | | | |
| External Stakeholder | | | | |
| 1. |  | | | |
| 2. |  | | | |
| 7F | Describe the WHS requirements for each of the following with regard to plant:   * Registration * Licensing * Certification | 1. Registration | | | | |
|  | | | | |
| 1. Licensing | | | | |
|  | | | | |
| 1. Certification | | | | |
|  | | | | |
| 7G | Describe four (4) methods that could be used to identify hazards and risks associated with plant | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4. |  | | | |
| 7H | Provide definitions of WHS hazard and risk, | Hazard | | | | |
|  | | | | |
| Risk | | | | |
|  | | | | |
| 7I | Describe four (4) factors that may impact levels of WHS risk. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4. |  | | | |
| 7J | Describe the WHS hierarchy of controls, include how each level of control should be applied. |  | | | | |
| 7K | Describe two (2) robotic and/or technological processes and describe the potential risks and limitations of each. | Process #1 | | | | |
| Risks: | |  | | |
| Limitations: | |  | | |
| Process #2 | | | | |
| Risks: | |  | | |
| Limitations: | |  | | |
| 7L | Describe the basic principles of incident causation and injury processes associated with plant. |  | | | | |
| 7M | Describe a process that could be used to review the adequacy of plant operating procedures. |  | | | | |
| 7N | List the appropriate high-risk work licence for each item of plant listed:   * Boom-type Elevating Work Platform (12 metre Boom) * Tower Crane * Standard boiler with a single fuel source | Boom-type Elevating Work Platform (12 metre Boom) | | | | |
|  | | | | |
| Tower Crane | | | | |
|  | | | | |
| Standard boiler with a single fuel source | | | | |
|  | | | | |
| 7O | Describe the basic physics of fluids under pressure and pressure vessels, and the behaviour of pressurised fluid when pressure is released. |  | | | | |
| 7P | List two (2) relevant items of plant. For each item list the appropriate systems of work and hazards associated with each item of plant. | Plant Item #1 | | | | |
| Description: | | |  | |
| Systems of Work: | | |  | |
| Hazards: | | |  | |
| Plant Item #1 | | | | |
| Description: | | |  | |
| Systems of Work: | | |  | |
| Hazards: | | |  | |
| 7Q | Describe industry practices relating to each of the following:   * Permit to Work * Isolation * Tag Out Systems | Permit to Work | | | | |
|  | | | | |
| Isolation | | | | |
|  | | | | |
| Tag Out | | | | |
|  | | | | |
| 7R | Describe risk controls relating to the operation of plant for each of the following:   * Strategies for guarding moving parts in machinery * Access and egress * Dangerous parts * Emergency Stops * Warning devices * Training for new items of plant * Changed systems of work associated with plant | Strategies for guarding moving parts in machinery | | | | |
|  | | | | |
| Access and egress | | | | |
|  | | | | |
| Dangerous parts | | | | |
|  | | | | |
| Emergency Stops | | | | |
|  | | | | |
| Warning devices | | | | |
|  | | | | |
| Training for new items of plant | | | | |
|  | | | | |
| Changed systems of work associated with plant | | | | |
|  | | | | |

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| 8. BSBWHS520 Manage implementation of emergency procedures | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Identify potential emergencies**  1.1 Apply knowledge of WHS hazards and relevant standards to identify possible causes of potential emergencies  1.2 Seek input from stakeholders in identifying potential emergencies  1.3 Identify and liaise with appropriate specialist advisers and emergency services and/or specialist response teams to identify possible causes of potential emergencies  1.4 Develop a risk register to identify potential emergencies and their possible causes | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Identify options for initial response**  2.1 Categorise major types of potential emergencies  2.2 Identify actions required to contain or limit potential emergencies  2.3 Identify actions required to limit impact of potential emergencies on personnel, property and the environment  2.4 Identify requirements for liaison with emergency services and/or specialist response teams  2.5 Prioritise initial response actions to be taken during emergencies | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Plan initial response procedures**  3.1 Identify resources available and required for initial response  3.2 Ensure that emergency equipment is checked for serviceability, accessibility, cleanliness and correct location  3.3 Document actions required for a range of major types of emergency, taking account of standards, current industry practice, specialist advice and input by emergency services and/or specialist response teams  3.4 Identify training needs and appropriate providers | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **4. Implement initial response procedures**  4.1 Document and display actions for initial response  4.2 Outline own role in initial response  4.3 Follow required procedures according to WHS laws, and organisational policies and procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **5. Review initial response procedures**  5.1 Monitor initial response for effectiveness, efficiency and timeliness in consultation with stakeholders and, specialist advisers and agencies as required  5.2 Document results of response monitoring and promptly report to appropriate persons  5.3 Identify areas for organisational and personal improvement and make recommendations based on analysis of response | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **6. Manage post-emergency activities**  6.1 Identify and support other personnel involved in second response phase  6.2 Facilitate debriefing processes | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:*   * manage the planning, implementation and review of initial response procedures for at least two different emergencies.   *During the above, the candidate must:*   * identify and prioritise causes and options for initial response to contain or limit potential emergencies and their impact * liaise with specialist advisers, emergency services and/or specialist response teams as required | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| *Question* | | | | | *Response* | | | | | | |
| 8A | Based on your knowledge of WHS hazards in your organisation and relevant standards, list three (3) potential emergencies that could arise in your organisation and the emergency category it belongs to.  Example: Heart Attack – Medical emergency category (BLUE)  Briefly describe the process you would follow for planning, implementation and review of initial response procedures for potential emergencies. | Potential Emergency | | | | | | | | Emergency Category |
| 1. | | |  | | | | |  |
| 2. | | |  | | | | |  |
| 3. | | |  | | | | |  |
| Process – Emergency #1 | | | | | | | | |
|  | | | | | | | | |
| Process – Emergency #2 | | | | | | | | |
|  | | | | | | | | |
| Process – Emergency #3 | | | | | | | | |
|  | | | | | | | | |
| 8B | List three (3) stakeholders and three (3) internal or external specialist advisors/emergency agencies you would liaise with to identify causes of emergencies. | Stakeholders | | | | | | | Specialist Advisors / Emergency Agencies | |
| 1. | | | |  | | |  | |
| 2. | | | |  | | |  | |
| 3. | | | |  | | |  | |
| 8C | You have been tasked with the responsibility of developing a risk register to identify potential emergencies and their causes.  List the components you would include in your risk register. |  | | | | | | | | |
| 8D | List three (3) basic emergency prevention controls installed in your organisation.  Example: Smoke alarms | 1. | | | |  | | | | |
| 2. | | | |  | | | | |
| 3. | | | |  | | | | |
| 8E | PCBU’s have a duty to ensure that an emergency plan is prepared for the organisation. Plans must also be made for workers who may operate at multiple sites.  Select one (1) of the potential emergencies identified in 8A and identify each of the following:   * Actions required to contain or limit a potential emergency; * Actions required to limit potential emergencies on personnel, property and the environment; * Requirements for liaising with emergency services and/or specialist response teams. * Prioritise initial response actions to be taken during emergencies | Potential emergency situation: | | | | | | | | |
|  | | | | | | | | |
| Actions required to contain or limit a potential emergency (list in order of priority): | | | | | | | | |
|  | | | | | | | | |
| Actions required to limit potential emergencies on personnel, property and the environment  (list in order of priority): | | | | | | | | |
|  | | | | | | | | |
| Requirements for liaising with emergency services and/or specialist response teams: | | | | | | | | |
|  | | | | | | | | |
| Prioritise initial response actions to be taken during emergencies | | | | | | | | |
|  | | | | | | | | |
| 8F | Based on the emergency situation described in 8E you will need to:   * Identify the resources/equipment you would need for initial response * Detail what you would need to check to ensure the equipment is in good working order.   Example: First Aid Kit – Check that first aid kit is fully stocked and items are not out of date.  (serviceability, accessibility, cleanliness and correct location) | Resources / Equipment: | | | | | | What needs to be checked? | | |
| 1. | | |  | | |  | | |
| 2. | | |  | | |  | | |
| 3. | | |  | | |  | | |
| 8G | Select two (2) of the potential emergency situations you have identified in 8A.  Use your knowledge of relevant WHS Legislation and Standards, your Organisations Policies and Procedures and current industry practice, to detail the actions you would take in initial and secondary responses to the emergency situations. | **Emergency 1:** | | | | | | **Emergency 2:** | | |
| Initial Response | | | | | | Initial Response | | |
|  | | | | | |  | | |
| Secondary Response | | | | | | Secondary Response | | |
|  | | | | | |  | | |
| 8H | Describe how you would monitor responses to emergencies for efficiency and timeliness including who you would consult with. |  | | | | | | | | |
| 8I | Following the emergency response you will need to document and report the results of the monitoring process, including the identification of areas for improvement.  Who would you report this to? |  | | | | | | | | |
| 8J | List three (3) examples of training relevant stakeholders would need to be able to effectively respond to the emergencies you have described in 8A. | 1. | | | |  | | | | |
| 2. | | | |  | | | | |
| 3. | | | |  | | | | |
| 8K | List the information you would need to provide to emergency response personnel during reporting, arrival and during the response to an emergency. | On Reporting | | | | | | | | |
|  | | | | | | | | |
| On Arrival | | | | | | | | |
|  | | | | | | | | |
| During Response | | | | | | | | |
|  | | | | | | | | |
| 8L | Refer to your relevant WHS legislation and detail the powers of Stakeholders in relation to ceasing work if an immediate danger to WHS exists. | Powers to cease work | | | | | | | | |
|  | | | | | | | | |
| Section of WHS legislation | | | | | | | | |
|  | | | | | | | | |
| 8M | Briefly explain the debriefing process within your organisation. |  | | | | | | | | |
| 8N | List three (3) relevant commonwealth and/or state/territory work health and safety (WHS) legislation and how it applies to managing the implementation of initial response procedures | Legislation | | | | | Application | | | |
| 1. | | |  | |  | | | |
| 2. | | |  | |  | | | |
| 3. | | |  | |  | | | |
| 8O | List three (3) examples of hazards arising and precautions to be taken during an emergency response. | 1. | | |  | | | | | |
| 2. | | |  | | | | | |
| 3. | | |  | | | | | |
| 8P | List the steps you would need to follow to evacuate the premises in case of a fire. | |  | | | | | | | |

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| --- | --- | --- |
| **Colour Code** | **Emergency Category** | **Example** |
| **RED** | Fire / Smoke | Any type of fire |
| **BLUE** | Medical | Heart Attack |
| **ORANGE** | Evacuation | Building evacuation |
| **YELLOW** | Infrastructure and other internal emergency | Power failures |
| **BROWN** | External emergency | Flood |
| **PURPLE** | Bomb or substance threats | Hoax and real bomb threats |
| **BLACK** | Personal threat | Armed hold up |

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| 9. BSBMGT516 Facilitate continuous improvement | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Lead continuous improvement systems and processes**  1.1 Develop strategies to ensure that team members are actively encouraged and supported to participate in decision-making processes, assume responsibility and exercise initiative as appropriate  1.2 Establish systems to ensure that the organisation’s continuous improvement processes are communicated to stakeholders  1.3 Ensure that change and improvement processes meet sustainability requirements  1.4 Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation’s continuous improvement processes  1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Monitor and adjust performance strategies**  2.1 Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved  2.2 Adjust and communicate strategies to stakeholders according to organisational procedures | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Manage opportunities for further improvement**  3.1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts  3.2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement  3.3 Consider areas identified for further improvement when undertaking future planning | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *Evidence of the ability to establish systems and processes for continuous improvement that:*   * facilitate effective contributions to and communications about continuous improvement processes and outcomes * address sustainability requirements * incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes * capture insights, experiences and ideas for improvements and incorporate them into the organisation’s knowledge management systems and future planning.   Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| --- | --- | --- | --- |
| *Question* | | *Response* | |
| 9A | Describe possible strategies you could implement to ensure team members are actively encouraged and supported throughout all WHS processes. |  | |
| 9B | What communication methods would you employ to ensure that the organisations continuous improvement processes are communicated effectively? |  | |
| 9C | What strategies and processes should your organisation use to determine their own quality and sustainability requirements? | Quality Requirements: | |
|  | |
| Sustainability Requirements: | |
|  | |
| 9D | List five (5) tools you would use to record and report the finding and statistical data from WHS activities. | 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 9E | What steps would you take to ensure the adequate monitoring and recording of work team performance? |  | |
| 9F | Explain how your workplace systems and procedures support effective continuous improvement (further opportunities for improvement) within the organisation. |  | |
| 9G | Provide an overview of how the continuous improvement systems and processes in place relate to other business systems and requirements in your workplace including:   * Information management; * Quality; * Performance management; * Sustainability |  | |

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| 10. BSBWHS504 Manage WHS risks | | | | |
| Portfolio of Evidence | | | | |
| Unit of Competency Requirements | Evidence Checklist | | Description of Evidence Provided | Doc No. / Name |
| **1. Access information and data on WHS hazards and risk management**  1.1 Identify sources of information and data  1.2 Obtain information and data to determine the nature and scope of hazards, the range of harms they may cause, and how these harms are caused  1.3 Obtain information and data to determine techniques, tools and processes to assess risk associated with identified hazards, and identify risk control options | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **2. Prepare to manage WHS risks**  2.1 Apply knowledge of the organisation’s WHSMS and WHSIS to identify WHS risk management requirements  2.2 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **3. Develop and implement WHS risk-management processes**  3.1 Apply techniques, tools and processes to identify hazards, assess associated risks and identify risk control options  3.2 Apply knowledge of hazards and risks to select appropriate risk controls  3.3 Develop and implement a risk control plan and evaluate risk controls  3.4 Carry out hazard identification and risk management according to organisational and legal requirements | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| **Performance Evidence**  *Evidence of the ability to:*   * access information and data on hazards and how to manage associated risks * identify duty holders and legislative requirements for work health and safety (WHS) risk management * use the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to conduct the following risk management processes:   + identify hazards and potential hazards   + assess the associated risks   + identify control options   + select suitable options   + develop and implement a risk control plan   + evaluate risk controls * carry out hazard identification and risk management.   Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. | Qualifications / Statements of Attainment |  |  |  |
| Samples of completed work |  |  |  |
| Job / Position Descriptions |  |  |  |
| Consultation Records |  |  |  |
| References |  |  |  |
| Structured 3rd party reports |  |  |  |
| Resume / CV |  |  |  |
| Organisational Training Records |  |  |  |
| Other |  |  |  |
| Knowledge Questions | | | | |

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| *Question* | | *Response* | | | | |
| 10A | Hazards can be divided into five main categories: Physical, Chemical, Biological, Ergonomic and Psychological.  Provide at least two (2) examples of hazards in your organisation for each of the categories listed. | Physical: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Chemical: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Biological: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Ergonomic: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Psychosocial: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| 10B | Explain three (3) common industry-accepted causation models, and their use in informing data collection and analysis. | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 10C | You have identified a hazard in your organisation.  Describe three (3) techniques, tools and or processes you could use to assess the risk associated with this hazard?  Example: Job Safety Analysis (JSA) | 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 10D | Briefly describe your organisations policies, processes and systems in place for managing WHS hazards and risks. |  | | | | |
| 10E | Briefly describe the WHS culture in your organisation and how this impacts or could potentially impact on the success of the management of WHS. |  | | | | |
| 10F | There are a range of generic hazard identification and risk assessment checklists and risk ranking processes that can be followed.  Describe what some of the limitations could be in using generic checklists and processes rather than adapting to your organisations specific needs. |  | | | | |
| 10G | What documentation should an organisation keep to demonstrate compliance with WHS legislation in relation to managing WHS hazards and risks? |  | | | | |
| 10H | List three (3) hazards commonly found in your work environment, assess the associated risk and then identify the preferred control measure/s you would implement to reduce the level of risk.  Use the Risk Matrix at the end of the section to assist you to assess the associated risk. | **Hazard** | | **Associated Risk** | | **Control Option** |
| EG: Broken Chair in Training Room | | Collapse under learner, likely result = B3 ‘Significant’ | | Elimination |
| 1. |  |  | |  |
| 2. |  |  | |  |
| 3. |  |  | |  |
| 10I | Provide an example of how you obtain information and data (internal and/or external) to determine techniques to conduct a risk assessment. |  | | | | |
| 10J | Refer to your relevant Act and list two (2) duty holders’ legal requirements for this Act in relation to WHS information and data that applies to WHS risk-management process in your workplace. | 1. | Duty Holder #1 | | | |
|  | | | |
| Relevant Duty (include references): | | | |
|  | | | |
| 2. | Duty Holder #2 | | | |
|  | | | |
| Relevant Duty (include references): | | | |
|  | | | |
| 10K | Describe the principles underpinning WHS risk management |  | | | | |
| 10L | Explain your understanding of a hazard and a risk. Your response must include how they differ. | Hazard and Risk | | | | |
|  | | | | |
| How They Differ | | | | |
|  | | | | |
| 10M | Consultation must be carried out during all stages of the risk management process.  List three (3) stakeholders that you may need to consult with and for each, list the most effective approach for consultation. | Stakeholder: | | | Consultation Process: | |
| 1. |  | |  | |
| 2. |  | |  | |
| 3. |  | |  | |
| 10N | Explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with consideration to each of the following:   * communication skills; * cultural background /diversity; * gender; * labour market changes; * language, literacy and numeracy; * structure and organisation of the workforce; EG: part time, casual and contract workers, shift rosters, geographical location; * workers with specific needs and limitations; and * workplace culture towards alcohol and other drug use | Communication skills: | | | | |
|  | | | | |
| Cultural background / diversity: | | | | |
|  | | | | |
| Gender: | | | | |
|  | | | | |
| Labour market changes: | | | | |
|  | | | | |
| Language, literacy and numeracy | | | | |
|  | | | | |
| Structure and organisation of the workforce | | | | |
|  | | | | |
| Workers with specific needs & limitations | | | | |
|  | | | | |
| Workplace culture towards alcohol and other drug use | | | | |
|  | | | | |
| 10O | List the Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material and other publications relevant to the organisation in reference to WHS risk and the management of WHS. |  | | | | |
| 10P | Briefly describe the roles and responsibilities of individuals and parties under WHS legislation you have identified in 10J. | 1. |  | | | |
| 2. |  | | | |
| 10Q | Briefly outline the standard industry controls for a range of hazards (at least three (3)). |  | | | | |
| 10R | Briefly explain your understanding of the following:   * Job Safety Analysis. * Manifests and registers, including for dangerous goods, hazardous chemicals and plant * Safe work method statements * Surveys using questionnaires, interviews and other survey techniques * Workplace inspections and walk-throughs | Job Safety Analysis (JSA) | | | | |
|  | | | | |
| Manifests and registers – including dangerous goods, hazardous chemicals and plant | | | | |
|  | | | | |
| Safe Work Method Statements (SWMS) | | | | |
|  | | | | |
| Surveys using questionnaires, interviews and other techniques | | | | |
|  | | | | |
| Workplace inspections and walk-throughs | | | | |
|  | | | | |
| 10S | Outline risk management as a duty of persons conducting businesses or undertakings or officers under WHS legislation |  | | | | |

# Finalising and Submitting Work

Review your responses and portfolio of evidence, submit this document and your portfolio of evidence for assessment.

## Appendix A – Third Party Authentication

Use the form below when submitting workplace WHS documentation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Third Party Authentication | | | | | |
| ***Instructions for the candidate***   1. Identify a ‘referee’ who can verify that the workplace evidence you are submitting towards BSB51319 Diploma of Work Health and Safety is all your own work.   Your referee:   * Must not be related to you * Must be credible, for example, they are a supervisor or equivalent in your workplace * Must be willing to be contacted if a HBA assessor has queries about your evidence.  1. Give your referee a copy of this page (hard or electronic copy) and ask them to complete all required details below. This document will not be accepted if incomplete. | | | | | |
| ***Instructions for the third party referee***   * Complete the questionnaire below * Sign the declaration where indicated (real signature required) * Return the signed declaration to the Learner. * Submit to HBA along with the associated workplace documents you are providing as evidence for the requirements of BSB51319 Diploma of Work Health and Safety   Contact HBA Learning Centres if you have questions at [assess@hba.edu.au](mailto:assess@hba.edu.au) or 1300 721 503. | | | | | |
| ***Third Party to complete*** | | | | | |
| Candidate Name: | | |  | | |
| Candidate Position/Role: | | |  | | |
| Referee Name: | | |  | | |
| Referee Position/Role: | | |  | | |
| Workplace: | | |  | | |
| Relationship to Candidate:  (EG: Supervisor, Manager) | | |  | | |
| How long have you known the candidate? | | |  | | |
| Contact Details | Mobile: | |  | | |
| Landline: | |  | | |
| Email: | |  | | |
| **Third Party Declaration***– I declare that:* | | | | | |
| The work to be submitted by the candidate as evidence towards the requirements of the BSB51319 Diploma of Work Health and Safety upgrade is, to the best of my knowledge, their own work. I have provided true, accurate and current contact details above. I am willing to have an HBA assessor contact me as required if they have queries about the evidence portfolio. | | | | | |
| Third Party Signature | |  | | Date |  |