



ATAR DESIGN

Recognition of Prior Learning

**BSB41415
Certificate IV in Work Health and
Safety**

**Part Four – Challenge Tests and
Observation Recording Forms**



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SECTION 1

Challenge Tests and Observation Recording Forms

You use this section, as the final confirmation process, to assess competencies through a Challenge Test demonstration of the applicant's skills. It contains practical tasks/scenarios on the outcomes required to determine competency and a place to record your observation.

It is not considered possible to detail all exact tasks for each UOC because of the varied outcome requirements, background sources, differing worksites and industrial conditions that the applicant may come from or be affected by, to achieve the outcome requirements of the UOC.

E.g.

1. *Set out a full size L shape building on a relatively level site to specifications and within Local Government laws.*

This is a direct task from the Training Package that an applicant must be able to do to achieve the UOC - CPCCCA3002A Carry out setting out (See Part 1 and the RPL Guide for All Participants where the details are provided in this RPL Kit). A straight forward task; but

2. *Plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.*

This is more an indirect task outcome where you, as the assessor, will need to set assessment parameters (customise) to achieve the required outcome based on the conditions described above.

The notes you take are critical components of the required evidence for an assessment determination. It is not necessary to skill test any applicant if it can be determined by other/earlier assessment/recognition methods that competency has been achieved/confirmed. The conclusion of this section requires the assessor to confirm or decline competency for a unit of competency or a qualification with an outcome of Competent or Not Yet Competent for the application.

Note: It must be noted that any Unit of Competency confirmed as Competent will be acknowledged by the issue of a Statement of Attainment.

**Observation Recording Form****BSBWHS402 Assist with compliance with WHS laws**

Candidate's Name		Date	
Assessor's Name		Date	

Task 1

You are required to demonstrate or present your skills and knowledge to:

- Assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to assist with:</p> <ul style="list-style-type: none">Determining current work health and safety (WHS) legal requirements for the workplaceProviding advice to parties and individuals about current WHS legal requirements for the workplace, including underpinning principles, legal duties, rights and obligations and WHS regulator functions and powersAssessing workplace compliance with WHS legislative requirementsDetermining the training needs of individuals and parties in relation to WHS requirementsDeveloping and implementing workplace changes in order to achieve WHS legal compliance. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none">Detail the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation, and specify the location of relevant information on WHS legislationDescribe the functions and powers of the relevant WHS regulator and how they are exercisedIdentify internal and external sources of WHS information, and how to access themOutline the objectives and principles underpinning WHS legislationSpecify method/s used for:<ul style="list-style-type: none">Assessing WHS complianceDetermining training needs in relation to WHS complianceImplementing changes to achieve WHS compliance.	

Comments: (add pages as required)

Candidate Signature		Assessor Signature	
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Observation Recording Form

BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

Candidate's Name		Date	
Assessor's Name		Date	
Task 2			
You are required to demonstrate or present your skills and knowledge to:			
<ul style="list-style-type: none">Setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.			
Performance Evidence		Knowledge Evidence	S/NS
<p>Evidence of the ability to:</p> <ul style="list-style-type: none">Explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processesContribute, as appropriate to job role and work area, to:<ul style="list-style-type: none">Setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processesIdentifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needsCommunicating information and data about WHS consultation and participation processesIdentifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>		<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none">Describe requirements under WHS legislation and organisational policies and procedures for consultation and participation processes and the individuals and parties who need to participateDescribe possible barriers to the implementation and effectiveness of WHS consultation and participation processes and strategies to remove themIdentify internal and external sources of WHS information and data and how to access themDescribe training requirements for individuals and parties necessary for effective WHS consultation and participation processes	
Comments: (add pages as required)			
Candidate Signature		Assessor Signature	

Observation Recording Form

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control

[illegible]



Observation Recording Form

BSBWHS405 Contribute to implementing and maintaining WHS management systems

Candidate's Name	Date
Assessor's Name	Date

Task 4

You are required to demonstrate or present your skills and knowledge to:

- The implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role.

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability contribute, as appropriate to own job role and work area, to:</p> <ul style="list-style-type: none"> Developing work health and safety (WHS) policy Planning the Work Health and Safety management system (WHSMS) to incorporate return-to-work and injury management procedures and other elements relevant to the work area Communicating and explaining WHS policy and the WHSMS to others to facilitate their contribution in developing, implementing and evaluating the systems Implementing the plan Evaluating WHS performance and communicating the outcomes Reviewing and improving the WHSMS. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> Outline the elements of the organisation's WHSMS with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards. Identify regulatory authority WHSMS tools, standards and guidance material and explain how they apply to the work area Explain the importance of effective return-to-work and injury management in a WHSMS Identify limitations of a WHSMS, problems with WHSMS implementation and possible negative effects on WHS Outline organisational WHS policies, procedures, processes and systems and how they apply to the work area. 	

Comments: (add pages as required)

Candidate Signature	Assessor Signature
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**Observation Recording Form****BSBWHS406 Assist with responding to incidents**

Candidate's Name		Date	
Assessor's Name		Date	

Task 5

You are required to demonstrate or present your skills and knowledge to:

- Assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents.

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to, as appropriate to job role and work area, assist with:</p> <ul style="list-style-type: none">Identifying Work Health and Safety (WHS) legislative and organisational requirements and duty holders in relation to responding to WHS incidentsCommunicating relevant WHS requirements clearly and accurately to individuals and partiesProviding first aid according to workplace procedures and processesReporting, notifying and documenting incidents, and meeting legislative requirementsObtaining information about incidents using appropriate data collection techniquesInvestigating incidents and communicating and implementing recommendations from investigations. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none">Explain hierarchy of control and considerations for choosing between different risk controls including possible inadequacies of particular risk controlsIdentify internal and external sources of WHS information and data, and how to accessOutline the organisation's WHS policies, procedures, processes and systems relevant to own job role or work area that relate to WHS incidents and accidents including initial response and first aid, investigations and reportingExplain own role and role of duty holders in responding to incidents.	

Comments: (add pages as required)

Candidate Signature		Assessor Signature	
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**Observation Recording Form****BSBMGT502 Manage people performance**

Candidate's Name		Date	
Assessor's Name		Date	

Task 6

You are required to demonstrate or present your skills and knowledge to:

- Manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • Consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators • Develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements • Monitor, evaluate and provide feedback on performance and provide coaching or training, as needed • Reinforce excellence in performance through recognition and continuous feedback • Seek assistance from human resources specialists where appropriate • Keep records and documentation in accordance with the organisational performance management system. • Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. 	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> • Outline relevant legislative and regulatory requirements • Outline relevant awards and certified agreements • Explain performance measurement systems utilised within the organisation • Explain unlawful dismissal rules and due process • Describe staff development options and information. 	

Comments: (add pages as required)

Candidate Signature		Assessor Signature	
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Observation Recording Form

BSBSUS401 Implement and monitor environmentally sustainable work practices

Candidate's Name		Date	
Assessor's Name		Date	

Task 7

You are required to demonstrate or present your skills and knowledge to:

- Effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • Analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability • Consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes • Plan and organise work group activities to: <ul style="list-style-type: none"> • Measure current resource usage • Solve problems and generate ideas for improvements • Evaluate and implement strategies to improve resource usage • Plan, implement and integrate improvements into operations • Meet environmental requirements • Apply continuous improvement approach to sustainability performance • Apply change management techniques to support sustainability performance. • Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. 	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> • Identify relevant internal and external sources of information and explain how they can be used to identify sustainability improvements • Explain the compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and resource issues • Outline common environmental and energy efficiency issues within the industry • Give examples of benchmarks for environmental and resource sustainability that are relevant to the organisation • Outline organisational systems and procedures that relate to environmental and resource sustainability improvements including: <ul style="list-style-type: none"> • Supply chain, procurement and purchasing • Quality assurance • Making recommendations and seeking approvals 	

Comments: (add pages as required)

Candidate Signature		Assessor Signature	

**Observation Recording Form****BSBWHS408 Assist with effective WHS management of contractors**

Candidate's Name		Date	
Assessor's Name		Date	

Task 8

You are required to demonstrate or present your skills and knowledge to:

- Assist with the work health and safety (WHS) management of contractors. The WHS management of contractors has a strong focus on compliance with WHS organisational and legislative requirements.

Performance Evidence	Knowledge Evidence	S/NS
Evidence of the ability to: <ul style="list-style-type: none">Assist with identifying existing contractor services including, labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations and major contracts and projects as relevant to the organisationAccess contracts for the identified services including formal contracts to supply services, documents related to the contracts and any undocumented understandings and agreementsAssist in identifying contractor work health and safety (WHS) arrangements including actual contractor work processes, procedures and activities and organisational policies, procedures and systemsAssist with evaluating contractor WHS arrangements for compliance and effectiveness in terms of:<ul style="list-style-type: none">WHS legislative requirementsBest practiceWorkplace WHS information and dataAssist with identifying areas of contractor WHS arrangements that need improvement and in developing, implementing and evaluating improvements.Note: If a specific volume or frequency is not stated, then evidence must be provided at least once	To complete the unit requirements safely and effectively, the individual must: <ul style="list-style-type: none">Describe the nature and range of the contexts, situations and arrangements where contractor services are supplied to the organisationOutline contractor WHS arrangements with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standardsOutline organisational WHS policies, procedures, processes and systems that are relevant to contractor servicesList the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation with regard to the supply of services to workplaces by contractorsDetail best practice in WHS management of contractors with regard to policies, procedures, processes, systems, methods and arrangementsIdentify internal and external sources of information and data that are relevant to contractor WHS arrangements and how to access them.	

Comments: (add pages as required)

Candidate Signature		Assessor Signature	
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Observation Recording Form

BSBWHS409 Assist with workplace monitoring processes

Candidate's Name	Date
Assessor's Name	Date

Task 9
 You are required to demonstrate or present your skills and knowledge to:

- To assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to assist with processes for monitoring physical agents and/or conditions including:</p> <ul style="list-style-type: none"> Identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS) Identifying the context of measurements to be undertaken including: <ul style="list-style-type: none"> Which physical agents and/or conditions will be measured and their characteristics Where the measurements will be taken Area or space available Movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes Physical features of equipment, such as emitting sources Preparing for and collecting workplace WHS data and information including: <ul style="list-style-type: none"> Selecting and calibrating appropriate equipment and selecting appropriate scale Defining a sampling process and plan Performing tests Correct preparation, use, maintenance, cleaning storage and if required disposal of equipment Consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring Interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error 	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> List typical physical agents and/or conditions relevant to WHS including: <ul style="list-style-type: none"> Biological agents, such as insects, mites and bacteria Electricity Fibres, dusts and particulates Fumes, mists, gases and vapours Heat and humidity Light Noise Radiation, including ionising, non-ionising and laser Vibration Outline aspects of WHS Acts, regulations, codes of practice and standards that are relevant to measuring physical agents and/or conditions and how they apply to the organisation Explain the mode of action of common physical, biological and chemical agents on the body and how they produce discomfort or harm List the characteristics, mode of action and units of measurement for major hazard types Describe environmental conditions that impact on measurements Explain types of measuring and monitoring equipment and techniques for correct and safe use including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms. 	



- Preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience
- Keeping records that meet regulatory requirements
- Seek expert advice, support and equipment as required.
- Ensure own safety during monitoring process.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Comments: (add pages as required)

Candidate Signature

Assessor Signature



Observation Recording Form

BSBWHS410 Contribute to work-related health and safety measures and initiatives

Candidate's Name		Date	
Assessor's Name		Date	

Task 10

You are required to demonstrate or present your skills and knowledge to:

- Manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

Performance Evidence	Knowledge Evidence	S/NS
<p>Evidence of the ability to assist with processes for monitoring physical agents and/or conditions including:</p> <ul style="list-style-type: none"> Identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS) Identifying the context of measurements to be undertaken including: <ul style="list-style-type: none"> Which physical agents and/or conditions will be measured and their characteristics Where the measurements will be taken Area or space available Movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes Physical features of equipment, such as emitting sources Preparing for and collecting workplace WHS data and information including: <ul style="list-style-type: none"> Selecting and calibrating appropriate equipment and selecting appropriate scale Defining a sampling process and plan Performing tests Correct preparation, use, maintenance, cleaning storage and if required disposal of equipment Consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring Interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error 	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> List typical physical agents and/or conditions relevant to WHS including: <ul style="list-style-type: none"> Biological agents, such as insects, mites and bacteria Electricity Fibres, dusts and particulates Fumes, mists, gases and vapours Heat and humidity Light Noise Radiation, including ionising, non-ionising and laser Vibration Outline aspects of WHS Acts, regulations, codes of practice and standards that are relevant to measuring physical agents and/or conditions and how they apply to the organisation Explain the mode of action of common physical, biological and chemical agents on the body and how they produce discomfort or harm List the characteristics, mode of action and units of measurement for major hazard types Describe environmental conditions that impact on measurements Explain types of measuring and monitoring equipment and techniques for correct and safe use including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms. 	



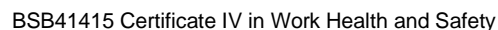
- Preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience
- Keeping records that meet regulatory requirements
- Seek expert advice, support and equipment as required.
- Ensure own safety during monitoring process.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Comments: (add pages as required)

Candidate Signature

Assessor Signature



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July 2018
RTO # 45112