



ATAR DESIGN

Recognition of Prior Learning

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

Part Three – Competency Conversation



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SECTION 1

Competency Conversation

This section assists the assessor in documenting the competency conversation.

Do NOT give this section to the applicant.

This section is to be used to determine and record an applicant's knowledge competence by a conversation between the applicant and the assessor. It is advised that the listed questions are a guide to commence your probing conversation with the applicant and are specifically designed to assist you in the confirmation of their knowledge competency; it is a recommended requirement that the listed questions are not sufficient and should be considered inadequate to confirm competency and additional questions must be used to probe for further information. Additional questions and responses must be recorded. The recording of notes you take about this conversation are important evidence for competency determination. There are no defined correct answers to any additional questions as these questions are to be designed by you to create conversation and not as a test or examination but to determine knowledge by the applicant about individual UOC.

This form of evidence can be sufficient when combined with Part 2 to confirm competency and the Challenge Tests (Part Four) may not be required to confirm competency.



Record of Conversation

BSBWHS402 Assist with compliance with WHS laws

Candidate's Name		Date	
Assessor's Name		Date	
Question 1	Identify the current WHS legislation and related documentation.		
Question 2	Who are the participants responsible for WHS.		
Key Points	Knowledge Evidence Requirements	Performance Criteria S or NS	
The applicant's response should evidence the following	These must be evidenced in the applicant's response		
Question 1	To complete the unit requirements safely and effectively, the individual must: <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 legislation Describe the functions and powers of the relevant WHS regulator and how they are exercised Identify internal and external sources of WHS information, and how to access them Outline the objectives and principles underpinning WHS legislation Specify method/s used for: <ul style="list-style-type: none"> Assessing WHS compliance Determining training needs in relation to WHS compliance Implementing changes to achieve WHS compliance. 		
Current applicable commonwealth and state or territory WHS Acts, regulations and codes of practice			
Organisational WHS policies, procedures, processes and systems			
Other documents, such as standards, guidance publications and alerts issued by the relevant WHS regulator.			
Question 2			
Contractors and subcontractors			
Customers			
Duty holders as specified in WHS Acts: <ul style="list-style-type: none"> PCBUs or their officers Workers Other persons at a workplace 			
Suppliers			
Health and safety committees			
Health and safety representatives			
Unions			
WHS entry permit holders			
WHS inspectors			
WHS regulators.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

Record of Conversation

BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

[illegible]

**Record of Conversation****BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control**

Candidate's Name		Date	
Assessor's Name		Date	
Question 5	Identify the source of workplace hazards.		
Question 6	What is the purpose of a risk control plan		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 5	To complete the unit requirements safely and effectively, the individual must: <ul style="list-style-type: none"> Outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in: Relevant WHS Acts and regulations Organisational WHS policies, procedures, processes and systems Explain the difference between hazards and risks in the work context Outline a range of common workplace hazards, the harms they may cause and how these harms are caused Explain how risk assessment and controls can eliminate or minimise risks Identify internal and external sources of WHS information and data and how to access them. 		
Biological hazards, such as viruses, bacteria, hepatitis, legionnaires' disease, Q fever, brucellosis, leptospirosis, HIV and fungi			
Electrical			
Extreme temperature			
Hazardous chemicals			
Ionising and non-ionising radiation			
Machinery and equipment			
Manual tasks			
Noise and vibration			
Psychosocial hazards, such as work-related stress and fatigue, bullying and violence			
Working at height, falling objects, falls, slips and trips.			
Question 6			
How and when controls will be implemented and evaluated			
Risk controls determined in consultation with individuals and parties			
Risk controls to be implemented that meet requirements as specified in WHS Acts, regulations, codes of practice, standards and guidance material, and other information issued by WHS regulators and in workplace policies, procedures, processes and systems			
Responsibilities for implementation.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBWHS405 Contribute to implementing and maintaining WHS management systems**

Candidate's Name		Date	
Assessor's Name		Date	
Question 7	What are the elements of a WHS policy?		
Question 8	Describe the elements of WHS performance evaluation processes and methods		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 7	<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. 		
Commitment to comply with relevant WHS legislation			
Commitment to establish measurable objectives and targets to ensure continued improvement aimed at eliminating work-related injury and illness			
Documenting, implementing, maintaining and communicating the WHS policy to all workers			
Effective rehabilitation management of work injuries and disease			
Injury and claims management			
Making WHS policy available to interested parties			
Return to work of injured workers			
Reviewing WHS policy periodically to ensure it remains relevant and appropriate to the organisation.			
Question 8			
Auditing			
Complying with WHS legislation			
Incident investigation			
Keeping and maintaining records			
Monitoring effectiveness of risk controls			
Worker health surveillance.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBWHS406 Assist with responding to incidents**

Candidate's Name		Date	
Assessor's Name		Date	
Question 9	Identify appropriate data collection methods for responding to incidents.		
Question 10	What are appropriate techniques when participating in workplace investigations?		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 9	<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 controls Identify internal and external sources of WHS information and data, and how to access Outline 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 reporting Explain own role and role of duty holders in responding to incidents. 		
Accessing information and statistics on accidents and dangerous occurrences			
Conducting regular accident or special workplace WHS inspections			
Engaging the services of an internal or external consultant or specialist whs practitioner			
Facilitating the engagement of personnel to conduct specialised testing on hazards in the workplace.			
Question 10			
Examination of relevant information and data			
Inspections			
Interviews			
Simulations			
Timelines of actions and events.			
Comments Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBMGT502 Manage people performance**

Candidate's Name		Date	
Assessor's Name		Date	
Question 11 Explain the meaning of an organisational Code of Conduct.			
Question 12 Identify the term Performance Management and what it means.			
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response		Performance Criteria S or NS
Question 11	<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.		
Agreed (or decreed) set of rules relating to employee behaviour/conduct with other employees or an agreed (or decreed) set of rules relating to employee behaviour/conduct with other employees or customers			
Question 12			
In accordance with relevant industrial agreements			
Process or set of processes for establishing a shared understanding of what an individual or group is to achieve, and managing and developing individuals in a way which increases the probability it will be achieved in both the short- and long-term			
Comments Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBSUS401 Implement and monitor environmentally sustainable work practices**

Candidate's Name		Date	
Assessor's Name		Date	
Question 13	Who are the stakeholders, key personnel and specialists for sustainability?		
Question 14	Identify suggestions that can be implemented to increase sustainability.		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 13	<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 		
Individuals and groups both inside and outside the organisation who have direct or indirect interest in the organisation's conduct, actions, products and services, including: <ul style="list-style-type: none"> Customers Employees at all levels of the organisation Government Investors Local community Other organisations Suppliers 			
Key personnel within the organisation, and specialists outside the organisation who may have particular technical expertise.			
Question 14			
Prevent and minimise risks and maximise opportunities such as: <ul style="list-style-type: none"> Usage of solar or renewable energies where appropriate Reducing emissions of greenhouse gases Reducing use of non-renewable resources Making more efficient use of resources, energy and water 			
Maximising opportunities to re-use, recycle and reclaim materials			
Identifying strategies to offset or mitigate environmental impacts: <ul style="list-style-type: none"> Purchasing carbon credits Energy conservation Reducing chemical use Reducing material consumption 			
Expressing purchasing power through the selection of suppliers with improved environmental performance e.g. Purchasing renewable energy			
Eliminating the use of hazardous and toxic materials.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBWHS408 Assist with effective WHS management of contractors**

Candidate's Name		Date	
Assessor's Name		Date	
Question 15	Describe the types of services that can be supplied by contractors.		
Question 16	What sort of improvements can you implement for contractor WHS arrangements?		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 15	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> Describe the nature and range of the contexts, situations and arrangements where contractor services are supplied to the organisation Outline contractor WHS arrangements with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards Outline organisational WHS policies, procedures, processes and systems that are relevant to contractor services List 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 contractors Detail best practice in WHS management of contractors with regard to policies, procedures, processes, systems, methods and arrangements Identify internal and external sources of information and data that are relevant to contractor WHS arrangements and how to access them. 		
Continuing outsourced work or functions, such as cleaning, catering and security			
Continuing work performed by labour hire workers, such as contract or 'temp' work			
Major contract work, such as in the construction industry			
Occasional or intermittent work, such as maintenance, repairs, installation or alterations undertaken by independent contractors or subcontractors			
Some combination of the above.			
Question 16			
Contract monitoring and evaluation			
Contractor worker induction			
Existing contracts			
Future contracts and contract arrangements			
Hazard management processes			
Policies, procedures and systems			
Tender evaluation			
Tender specification			
Training of contract workers			
Workplace processes and activities.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBWHS409 Assist with workplace monitoring processes**

Candidate's Name		Date	
Assessor's Name		Date	
Question 17	Who are the persons or issues to be measured through consultation		
Question 18	What sort of workplace information and data can be collected?		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 17	<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. 		
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.			
Question 18			
Conditions, such as activities and number of people present when measurements were made			
Date, time and duration of collection			
Locations where information and data were collected			
Readouts and measurements taken			
Sampling method, for example: <ul style="list-style-type: none"> Continuous Grab Longitudinal 			
Specifications of equipment used.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

**Record of Conversation****BSBWHS410 Contribute to work-related health and safety measures and initiatives**

Candidate's Name		Date	
Assessor's Name		Date	
Question 19	Identify work-related health and safety measures and initiatives that meet specific legislative requirements and obligations		
Question 20	What sort of factors can impact on work-related WHS?		
Key Points The applicant's response should evidence the following	Knowledge Evidence Requirements These must be evidenced in the applicant's response	Performance Criteria S or NS	
Question 19	To complete the unit requirements safely and effectively, the individual must: <ul style="list-style-type: none"> Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each 		
Health monitoring of workers exposed to particular work hazards as specified in legislation			
Pre-employment and other work-related health assessments as specified in legislation			
Workplace measures to target specific factors, such as stress, fatigue, bullying and harassment, hearing loss, and short-term and long-term effects resulting from exposure to hazardous substances (such as asbestos, lead and isocyanates).			
Question 20	<ul style="list-style-type: none"> List factors that impact on work-related health and safety and their potential effects Identify internal and external sources of WHS information and data, and how to access them Outline organisational WHS and other relevant policies, procedures, processes and systems, including human resources Summarise relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including: <ul style="list-style-type: none"> The factors impacting on worker health and safety that they address Effectiveness Costs and benefits Criteria for decisions regarding their implementation in a specific workplace How they should be implemented. 		
Health and other requirements for workers undertaking safety critical tasks and jobs			
Lifestyle factors			
Non-work related health and safety problems			
Other factors that need to be addressed to meet specific legislative requirements and obligations			
Workplace psychosocial factors, including bullying, fatigue, harassment and other sources of work-related stress			
Work-related factors.			
Comments			
Record other key points and examples from conversation. (Add pages as required)			

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

During the conversation did the candidate:		Yes	No		
Demonstrate reasonable knowledge and skills relating to the units covered in BSB41415 Certificate IV in Work Health and Safety.		<input type="checkbox"/>	<input type="checkbox"/>		
The candidate's knowledge evidence is	Satisfactory	<input type="checkbox"/>	For all units		
	Satisfactory	<input type="checkbox"/>	For some units		
	Not satisfactory	<input type="checkbox"/>	For all units		
	Not Satisfactory	<input type="checkbox"/>	For some units		
Assessor's comments on judgement made about the candidate					
Comments (Add pages as required)					
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Has the candidate been informed about skills gap training if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Assessor's Name		Assessor's Signature		Date	
Candidate's Name		Candidate's Signature		Date	