**Recognition of Prior Learning Template**

|  |  |
| --- | --- |
| **Student name:** |  |
| **Assessor name:** | Deirdre Albrighton |
| **Unit/s of competency:** | **BSBWHS411**  **Implement and monitor WHS policies, procedures, and programs** |
| **Workplace:** |  |
| **Date of assessment:** |  |
| **Unit Descriptor:** | This unit describes the skills and knowledge required to implement and monitor an organisation’s work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| **Application of the unit:** | The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.  NOTES  1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.  2. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information. |
| **Foundation Skills** | |  |  | | --- | --- | | **Skills** | **Description** | | Reading | * Interprets and analyses WHS laws and organisational texts. | | Oral communication | * Provides WHS organisational information and advice using structure and language suitable for audience * Uses questioning and active listening to clarify understanding. | | Oral Communication | * Provides WHS organisational information and advice using structure and language suitable for audience * Uses questioning and active listening to clarify understanding. | | Writing | * Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience * Records WHS issues and actions taken according to reporting requirements * Prepares and maintains required records using appropriate structure and vocabulary. | | Navigating the world of work | * Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to own WHS role and responsibilities * Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role. | | Get the work done | * Uses combination of logical planning and intuitive understanding of context to identify relevant information and risks, and to identify and evaluate alternative strategies * Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria * Takes responsibility for reporting WHS risk control inadequacies * Uses processes to monitor implementation of WHS organisational procedures. | | Interacting with others | * Selects and uses appropriate conventions and protocols to facilitate consultation and provide feedback * Initiates and contributes to facilitating consultative role: responding, explaining, clarifying and expanding on ideas and information as required * Collaborates with others to achieve individual team member and team outcomes. | |
| **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:   * Implement and monitor the work health and safety (WHS) policies, procedures and programs for one work area in an organisation.   During the above, the candidate must:   * Explain relevant WHS information clearly and accurately to work team * Provide work team with access to WHS policies, procedures and programs in appropriate structure and language * Implement and monitor procedures, according to WHS legislative and organisational requirements, for:   + consultation on and communication about WHS hazards and risks   + WHS training needs and learning opportunities   + WHS records   + using WHS aggregate data relating to hazards and risk control. |
| **Knowledge Evidence:** | The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:   * Key provisions of commonwealth and state/territory WHS laws that apply to the business, and procedures for their application in the work area * Organisational policies and procedures for:   + consulting during WHS issue management   + identifying hazards and managing risks, including using aggregate information and work area data   + incident response, investigation and reporting * Legal responsibilities and duties of managers, supervisors, persons conducting a business or undertaking (PCBUs) and workers in relation to WHS risk management in the workplace * Procedures for assessing implications of near misses in relation to incidents, injuries and illnesses in the work area * Effective consultation mechanisms in managing health and safety risks in the workplace * Features of effective workplace learning opportunities, including coaching and mentoring assistance that facilitates team and individual achievement of WHS training needs * Key principles and components of the hierarchy of control measures * Procedures for applying the hierarchy of control measures in own work area. |
| **Assessment Conditions:** | Provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of any necessary item/items for assessment to take place, and local industry and regional contexts.  Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:   * Actual workplace or simulated environment * Workplace equipment and resources * Examples of documents about workplace safety, hazard identification and risk assessment * WHS laws and organisational documentation required to demonstrate the performance evidence * Opportunities for interaction with others.   Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Elements and Performance Criteria**  *Did the trainee perform the following skills:* | | **Evidence Provided** | |
| **1. Provide information to work team about WHS policies and procedures**  1.1 Identify and communicate relevant provisions about WHS laws to work team  1.2 Provide information about organisation’s WHS policies, procedures and programs, and ensure it is readily accessible to work team  1.3 Communicate information about identified hazards and outcomes of risk assessment and control to work team | | 1.1 | |
| 1.2 | |
| 1.3 | |
| **2.Implement and monitor work team consultative arrangements for managing WHS**  2.1 Communicate importance of consultation mechanisms in managing WHS risks to work team  2.2 Apply consultation mechanisms to facilitate work team participation in managing work area hazards, according to organisational policies and procedures  2.3 Contribute to managing issues raised through consultation mechanisms, according to organisational consultation procedures and WHS legislative requirements  2.4 Communicate outcomes of consultation about WHS issues to work team | | 2.1 | |
| 2.2 | |
| 2.3 | |
| 2.4 | |
| **3. Implement and monitor organisational procedures for providing WHS training to work team**  3.1 Identify and document team WHS training needs according to organisational requirements and WHS laws  3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant stakeholders  3.3 Provide workplace learning opportunities to facilitate team and individual achievement of identified WHS training needs | | 3.1 | |
| 3.2 | |
| 3.3 | |
| **4. Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks**  4.1 Identify and report on hazards in work area according to organisational policies and procedures, and WHS legislative requirements  4.2 Contribute to managing and implementing hazard reports according to organisational policies and procedures, and WHS legislative requirements  4.3 Implement procedures to control risks using the hierarchy of control measures according to organisational policies and procedures, and WHS legislative requirements  4.4 Identify and report inadequacies in existing risk controls according to the hierarchy of control measures, and WHS legislative requirements  4.5 Monitor outcomes of reports on inadequacies, as required, to ensure prompt organisational response | | 4.1 | |
| 4.2 | |
| 4.3 | |
| 4.4 | |
| 4.5 | |
| 1. **Implement and monitor organisational procedures for maintaining WHS records**   5.1 Complete and maintain WHS incident records of occupational injury and disease in work area according to organisational policies and procedures, and WHS legislative requirements  5.2 Use aggregate information and data from work area records to meet organisational recordkeeping requirements | | 5.1 | |
| 5.2 | |
| The trainee’s performance was: | Not Yet Competent ❑ | RPL ❑ | Competent ❑ |
| Comments / Feedback: | | | |
| **Trainee signature:** |  | | |
| **Assessor Signature:** |  | | |