



RPL Assessment Tool Kit

BSB51312

***Diploma of Work
Health and Safety***

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Recognition of Prior Learning (RPL) Assessment Tool Kit

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This RPL Assessment Tool Kit has been developed by ASTC in consultation with industry, as a resource to assist RPL Assessors by

providing a set of quality assessment tools, which can be used to conduct whole of qualification RPL. This Kit also contains information which can be provided to the candidate.

This kit should be customised to suit the needs of the candidate, employer/industry or Assessor and should reflect the purpose for which it is being used.

It is recommended that prior to using this kit for the first time, and after any modifications or contextualisation, that this assessment kit be validated by the user to ensure it meets the required Australian Qualifications Framework Standards (AQF), relevant Training Package requirements and Australian Salesmasters Training Co (ASTC) policies.

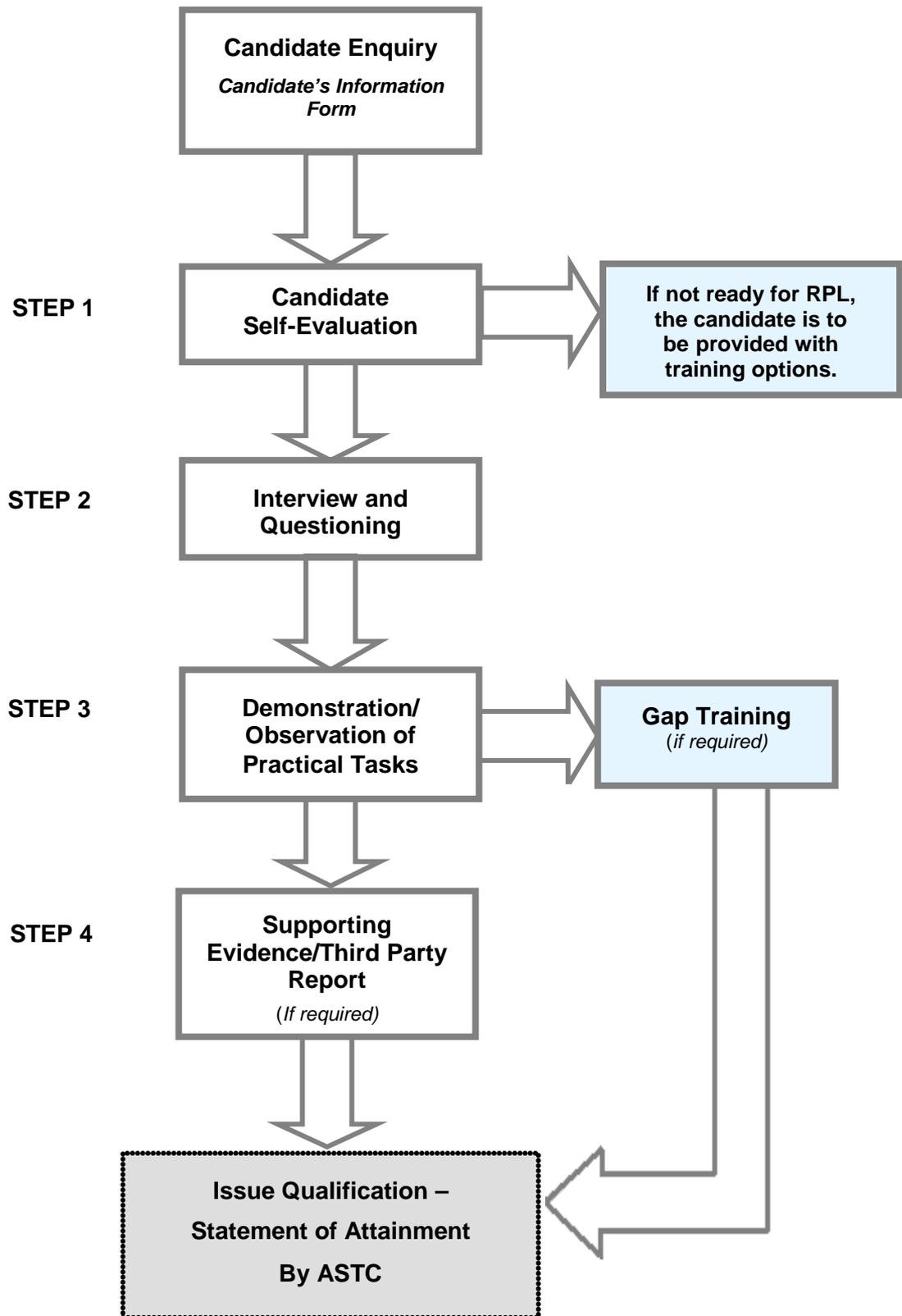
A task-based model for RPL

A process for RPL has been developed that promotes holistic, task-based assessment, and which focuses on relating assessment activities to actual job tasks. The intention of this model is to streamline and simplify recognition processes for prospective candidates. This RPL Assessment Tool Kit has been developed to support this task-based model.

The focus of the new streamlined holistic assessment process is to focus on demonstrated skills and knowledge and is not reliant on documentary evidence, as the main source of evidence.

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Overview of the Recognition Process



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PART 1

Section 1

Assessor’s Information

It is important that you complete both Steps 2 (Interview/Questioning) and 3 (Practical Tasks) when completing RPL Assessment using this kit.

The RPL process is a streamlined process which **does not** rely solely on documentary evidence. It uses a combination of questioning, practical assessment and supporting evidence to provide evidence of the candidate’s competence.

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Introduction

Welcome to **BSB51312 Diploma of Work Health and Safety**.

This RPL Assessment Tool Kit contains nine units of competency.

It is simply set out, with a covering comprehensive list of instructions at the front of each document, as well as covering instructions for each step of the process, as found in the notes for the Assessor, and notes for the candidate.

Included in this kit are the following documents:

- Explanation of RPL documents
- Qualification Rules and list of units of competency contained in this kit
- Units of competency separated into clusters for assessment
- Tool Kits for each cluster:
 - ▶ Interview Question Bank and Recording Sheets
 - ▶ Practical Tasks and Observation Recording Sheets
- Candidate’s Information
 - ▶ Candidate’s Self-Evaluation Form (incorporating Third Party Verification)
- Mapping Documents for all the units of competency included in this kit.

Explanation of RPL documents

- a) **Interview Question Bank and Recording Sheets (Section 3):** The interview question bank is the second stage of the process, in which the Assessor and the candidate confirm the knowledge by discussing a series of questions. Each of these questions includes a series of **Key Points**, which may assist the Assessor in guiding the discussions.
- b) **Practical Tasks and Observation Recording Sheets (Section 4):** These tools are designed to guide the Assessor and candidate through a workplace observation, proving the candidate’s ability to conduct the specific tasks and skills required for recognition of competency in the particular area.
- c) **Candidate’s Information and Self-Evaluation Forms (Section 5):** This document is for the candidate to assess their suitability for RPL process, by asking them to consider each of the points and assessing their ability against the task. It has been broken into smaller skill groups, clustering like activities together to enable ease of completion. It is then reinforced by the candidate’s supervisor’s comments, both against tasks and as a summary for each group. This serves as third party validation of the candidate’s claims.
- d) **Third Party Report and Supporting Documentation (if applicable) (Section 6):** The third party verification report is provided for referees, for example the supervisor, to confirm the candidate’s skills and experience in the qualification/occupation. This is particularly useful in addressing Employability Skill requirements. It is important to note that third party reports are not always available and that Assessors are recommended to use their professional judgement to determine if this is a requirement.

List of suggested supporting documentation (if applicable): A list of suggested industry specific evidence or supporting documentation (in addition to the generic documentation) is provided to assist the candidate in collecting evidence to support their application.

- e) **Mapping document (Section 7):** This tool demonstrates how each of the documents reflects the units of competency in the particular cluster.

Section 2

**List of competencies
in this
RPL Assessment Tool Kit**

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Qualification Rules

BSB51312 Diploma of Work Health and Safety

Entry to qualifications and progression advice

The following information has been extracted from BSB07 Business Training Package version 7.0. . The qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have some limited responsibility for the output of others. This qualification would be relevant to people who can demonstrate extensive vocational experience in Work Health and Safety roles.

Requirements

Successful completion of a total of nine (9) units of competency made up of:

- five (5) Work Health and Safety units as stated in the qualification rules for BSB51312 in the BSB07 Training Package

and

- four (4) elective units which may be selected from:
 - the remaining Work Health and Safety units in the qualification rules for BSB51312 in the BSB07 Training Package

or

 - any other currently endorsed national Training Package.

If not listed, one of the electives may be from either a Certificate IV or an Advanced Diploma qualification.

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List of competencies in this RPL Assessment Tool Kit

This section identifies the units contained in this Assessment Tool Kit.

Units of competency covered in this RPL Assessment Tool Kit

Note: Should the candidate wish to use other electives as permitted by the qualification rules, they will need to discuss this with their Assessor.

Cluster 1 – Safety system management		
Unit Code	Unit Title	Core/Elective
BSBWHS502A	Manage effective WHS consultation and participation processes	Core
BSBWHS505A	Investigate WHS incidents	Core
BSBWHS506A	Contribute to developing, implementing and maintaining WHS management systems	Core
BSBHRM509A	Manage rehabilitation or return to work programs	Elective
BSBWHS507A	Contribute to managing WHS information systems	Elective
BSBMGT516C	Facilitate continuous improvement	Elective
Cluster 2 – Risk management strategies		
Unit Code	Unit Title	Core/Elective
BSBWHS504A	Manage WHS hazards and risks	Core
BSBWHS503A	Contribute to the systematic management of WHS risk	Core
BSBWHS508A	Manage WHS hazards associated with plant	Elective

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Section 3

Interview Question Bank and Recording Sheets

This section contains questions the Assessor may ask the candidate while documenting their conversation during the RPL interview.

Assessor's Instructions

It is not intended that every question for each competency be asked or discussed during the conversation. Only questions related to those competencies that the initial documentary review has failed to fully address are required.

Each question provides key points to look for in the candidate's responses. You may wish to use these key points to formulate questions of your own, contextualise, or rephrase the suggested questions to suit the candidate's particular work situation.

On the Recording Sheets, place a tick next to each key point as it is addressed by the candidate during the conversation. By doing this, you are recording what you have heard the candidate say during the interview.

Use the Assessor's Comments section next to each question to provide further details about the context of the discussion or other key points and examples the candidate has discussed that may be relevant in confirming competency.

It is important to remember that the notes taken during the questioning interview are important evidence and should be retained as part of the candidate's assessment records.

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Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Assessor's Instructions

The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant units of competency. The Assessor may use these questions to guide the interview, ensuring that the candidate addresses the key points identified for each question.

These key points exist as a guide only, and the Assessor is encouraged to expand on them where necessary to satisfy depth of underpinning knowledge and skills.

It is recommended that the interview be conducted in the workplace, allowing the candidate access to documents, equipment etc to support their statements.

Record of interview

Candidate's name	
Assessor's name	
How/where was the interview conducted?	Interview only <input type="checkbox"/> At ASTC's premises <input type="checkbox"/> Name: _____ In the workplace <input type="checkbox"/> Name: _____

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p>1. When contributing to the strategic planning process for WHS within your organisation, who are the stakeholders and key personnel that you need to consult and communicate with?</p> <p><i>Key Points: Candidate to explain who stakeholders and key personnel are within their own workplace with regard to determining WHS needs and priorities and contributing to the strategic planning process. Candidate to also give detail of their participation in organisational coordination of WHS systematic systems.</i></p> <p><i>Candidate may refer to stakeholders as employees; health and safety, and other employee representatives; managers; WHS committees; supervisors; and may refer to key personnel as managers from other areas; people involved in WHS decision making or who are likely to be impacted by decisions relating to WHS.</i></p> <p><i>Candidate may also refer to their communication skills to conduct effective formal and informal meetings, to communicate effectively with personnel at all levels of the organisation and to prepare reports, as well as consultation and negotiation skills to develop plans.</i></p> <p><i>Candidate may also refer to roles and responsibilities in relation to communication and consultation.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name					
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems			Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1			Yes	No	Assessor's Comments
2.	<p>When you evaluate how WHS is performing at your workplace you analyse PPIs. What are your PPIs and how do you evaluate them?</p> <p><i>Key Points: Candidate to demonstrate a sound understanding of what PPIs are and to describe the facilitation of PPI tools in assessment of WHS performance by providing examples of PPIs used in their own workplace.</i></p> <p><i>Candidate may refer to data, facts or statistics as examples of their PPIs and to the nature of information and data that provides valid and reliable results on performance of WHS management processes (including positive indicators, eg number or safety audits conducted).</i></p> <p><i>Candidate must demonstrate analytical ability by describing methods for analysing PPIs in their own workplace such as basic statistical tests incorporating mean, standard deviation and percentage change, and giving an indication of their numeracy skills regarding simple calculations and interpretation of workplace data to identify trends and recognise limitations.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	<p>Why is it important to systematically manage WHS? Using a WHS plan that you have developed as an example, describe what is in an WHS plan and what resources were required to implement the plan?</p> <p><i>Key Points: Candidate, as a minimum, to demonstrate sound knowledge of principles of implementing a systematic approach to managing WHS including comprehensive processes that are combined in a methodical and ordered manner to minimise the risk of injury or ill health in the workplace; processes of allocation of resources, communication and consultation, hazard management, planning, record keeping and reporting, review and evaluation for ongoing improvement, training and competency.</i></p> <p><i>Candidate must demonstrate sound knowledge of what a WHS plan is and may refer to supporting documentation regarding an WHS plan from their own workplace that they have developed or participated in the development of.</i></p> <p><i>Candidate may refer to required resources such as financial, personnel, time allocation, equipment, specialised resources and access to other resources such as WHS publications, WHS internal sites, industry-specific information.</i></p> <p><i>Candidate to demonstrate understanding/knowledge that action plans be developed with relevant</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<i>responsibilities and time lines and be communicated to key personnel.</i>			
<p>4. When participating in the development of your WHS plan you may have encountered some barriers in your workplace. Give examples of some barriers you encountered and explain how the composition of the workforce can impact on WHS management systems and participative arrangements.</p> <p>Key Points: Candidate to describe example/s of any barriers to the implementation of a systematic approach to managing WHS they encountered when participating in the development of an WHS plan at their workplace. Candidate to show sound understanding of what barriers are when providing their example and when explaining how the composition of the workforce can impact on management systems and participative arrangements.</p> <p><i>Candidate's answer (depending on their workplace experience) will vary and may refer to various barriers such as communication (eg language/literacy) and numeracy levels; diversity and gender of workers; workers with specific needs; organisational structural factors (eg size, hierarchical, multiple locations, shift work, rostering and supervisory arrangements); timing of information and data provision; workplace culture issues, such as management approach and commitment, supervisors' approach to compliance and acceptance of the priority of safety.</i></p> <p><i>Candidate may also refer to motivating factors that make stakeholders likely to adopt WHS processes and to key personnel, including identifying 'change agents' within workplace management structure.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. When planning for the implementation of your WHS plan, what specialists did you engage the services of? Provide examples.</p> <p>Key Points: Candidate to demonstrate knowledge of specialists who may need to be consulted and engaged when planning for the implementation of a WHS plan. Candidates may refer to own workplace experience for examples.</p> <p><i>Candidate may describe a range of WHS specialists and technical advisors they have consulted and engaged depending on the context of their experience and may refer to ergonomists, injury management advisors, occupational health professionals, occupational hygienists, engineers (eg design, acoustic, safety, mechanical and civil), legal practitioners, maintenance and trades</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<i>persons and workplace assessors and trainers.</i>			
<p>6. Using your own workplace as an example, describe a situation where you proposed an WHS change to your workplace and were required to integrate WHS management systems with other functional areas and management systems in your workplace. What policies and procedures did you need to consider and were there any other factors you also needed to take into account?</p> <p>Key Points: <i>Candidate to demonstrate an understanding of processes to support the implementation of systematic WHS management and other functional areas and management that may impact on WHS. Candidate to provide an example from their workplace to support their answer where possible. Candidate to demonstrate understanding of situations that would constitute a change to the workplace – candidate's reference to this may vary depending on the context of their work place example and could include changes to management practices; changes to work processes, work systems, work organisation, work practices and conditions; design of workplace; design or purchase of new plant or equipment; materials purchases.</i></p> <p><i>Candidate to have good knowledge of other functional areas and management systems that may impact on WHS systems. Their answer may vary depending on the example provided and their workplace experience and could include engineering and maintenance; environmental management; finance and auditing; human resources, industrial relations and personnel management including payroll; information, data and records management; logistics; purchasing, procurement and contracting; quality management; strategic planning.</i></p> <p><i>Candidate to demonstrate good awareness of relevant policies and procedures to consider. Answer may vary depending on context of example provided. Candidate may refer to documents describing how tasks, projects, inspections, jobs and processes are to be undertaken; job/task statements; policies and procedures underpinning the management of WHS; purchasing and contracting procedures; quality system documentation; standard operating procedures; contract and tender documentation; legislation and codes of practice; manufacturers' recommendations and maintenance and servicing schedules; recognised industry standards; relevant workers compensation processes.</i></p> <p><i>Candidate to also demonstrate an awareness of other factors to take into consideration which may include external changes (eg changes to legislation, new information and data available on WHS) and</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1		Yes	No	Assessor's Comments
<i>other workplace information and data such as audits; hazard, incident and investigation reports; material safety data sheets (MSDSs) and registers; minutes of meetings; questionnaire information and data; reports – including those from external consultants; workplace inspections.</i>				
<p>7. When collecting and storing WHS information and data you must comply with legal requirements and must ensure that information and data is collected and stored ethically. Can you give examples of some appropriate tools and formats you have used in your workplace for information and data collection and storage, and provide detail of the relevant legislation and ethics you considered when recording and storing WHS data? Are there any other considerations?</p> <p><i>Key Points: Candidate to demonstrate knowledge of appropriate tools and formats they have used to collect and store WHS information in their workplace. Candidate may refer to tools such as electronic systems, graphical representations, handbooks, paper-based systems, performance monitoring charts and checklists and registers; and to formats such as electronic or paper-based; internet or CD-ROM; recognised records and data management systems.</i></p> <p><i>Candidate to demonstrate sound knowledge of relevant legislation, Regulations and standards governing privacy and confidentiality of personal records, records for monitoring and exposure to specific hazards, reporting of incidents, workers' compensation, workplace equity including relevant Workers' Compensation and Injury Management Acts, Anti-Discrimination & Equal Opportunity Acts, State Records Act and the Privacy Act (Cth) 1988</i></p> <p><i>Candidates must also demonstrate knowledge of legislated requirements regarding reporting serious injury and serious incident to relevant WHS authorities including for general industry.</i></p> <p><i>Candidate to demonstrate understanding of ethical considerations when managing WHS information and data (eg dealing with commercial in confidence information, confidentiality, ensuring restricted access to personal records as appropriate).</i></p> <p><i>Candidate may also refer to the need to critically evaluate information and data to ensure its accuracy, currency and relevance, identifying purpose and appropriate uses of WHS information and data for meaningful outcome; using reliable methods for collecting information and data, commonly encountered problems in collection and strategies for overcoming such problems; regularly reviewing WHS information and data analysis processes in consultation with stakeholders to ensure</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<i>organisational and legislative requirement; and the nature of information and data that provides valid and reliable results on performance of WHS management processes (including positive indicators, such as number of safety audits conducted).</i>			
8. Participative arrangements are designed so that stakeholders may be directly involved in decision making that affects their health and safety. Using your workplace as an example, can you describe how participatory arrangements were developed and implemented, and whether they were effective? <i>Key Points: Candidate to demonstrate sound knowledge of and experience in the design, development and implementation of participative arrangements and to describe examples of effective participative processes from their own workplace.</i> <i>Candidate examples may vary due to workplace experience. Candidate may refer to employee and supervisor involvement in WHS activities such as inspections and audits; health and safety and other representatives, WHS and other consultative/planning committees; WHS included in management, staff and employee meetings; procedures for reporting hazards.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
9. What WHS training needs should be considered and who within the workplace can access or may benefit from WHS training? What is the WHS professional's role? <i>Key Points: Candidate to demonstrate knowledge of necessity to regularly assess, identify and document training needs and to arrange training as appropriate.</i> <i>Candidate to demonstrate understanding that training enables participation in consultative processes, educates on WHS information and data management, and to educate general WHS requirements.</i> <i>Candidate to demonstrate understanding that training is for all, including managers, supervisors, health and safety representatives, WHS committees, other key personnel and employees generally.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p>10. When monitoring and reviewing WHS management systems, what do you need to consider to ensure that WHS management processes undergo continuous improvement?</p> <p><i>Key Points: Candidate to demonstrate sound knowledge of principles and experience in monitoring and reviewing WHS management systems.</i></p> <p><i>Candidate, as a minimum, must refer to monitoring achievement against action plans and update plans as appropriate; regularly reviewing the effectiveness of systematic approaches to managing WHS; regularly evaluating information and data management systems to ensure ease of use and relevant to the WHS needs of the organisation; regularly reviewing procedures for information and data collection, record keeping, amendments to legislation, and distribution of records to ensure their usability and relevance; and regularly reviewing WHS information and data analysis processes in consultation with stakeholders, to ensure organisational and legislative requirements.</i></p> <p><i>Candidate to refer to designing the evaluation protocol in consultation with stakeholders, (ie specifying the criteria for evaluation, how the criteria will be measured, how the information and data will be collected, time period for collection of information and data); determining the frequency, method and scope of review in consultation with key stakeholders; developing a plan for collecting information and data; providing stakeholders with input to the review; identifying targets for improvement in the management of WHS and making recommendations for improvement; communicating to appropriate levels of authority through planning, documentation and implementation improvement strategies arising from the review; and seeking feedback from stakeholders and developing an action plan for ongoing improvements.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>11. Using an example of a safety incident from your workplace, can you describe the actions you took when initially assessing an accident or safety incident and establishing the investigation process, including which groups you advised and notified? What factors affected the complexity of the investigation?</p> <p><i>Key Points: Candidate to demonstrate sound understanding of systematic investigation processes and techniques through describing their own experience investigating a safety incident/accident in their own workplace, if appropriate. (If not appropriate candidate to describe theory/generic steps to be</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p><i>taken.) Candidate to also demonstrate awareness of identity of relevant groups to be advised and notified, and what factors affected the complexity of the candidate's investigation example.</i></p> <p><i>Candidate, as a minimum, refer to steps to initially assess situation including checking area to ensure it is safe and that arrangements have been made to meet initial needs of those involved in the incident; establishing and maintaining integrity of the site and personnel in accordance with site requirements and to ensure objectivity of information collected; identifying legal obligations(Privacy Act (Cth) 1988), advising relevant government agencies; general industry</i></p> <p><i>Candidate to refer to identifying and notifying key persons within their organisation, stakeholders and interested persons as appropriate.</i></p> <p><i>Candidate may refer to various complexities affecting the investigation depending on the context of their workplace and their example. They must demonstrate an awareness of possible complexities such as administrative implications; conflict of interest issues; existence of secondary hazards; international conventions; involvement of external agencies; language competencies of parties involved; legal implications arising from the incident or post incident related matters; level of public or political interest; number of other parties, including sub-contractors; seriousness of injury or other outcomes; technical implications.</i></p> <p><i>Candidate must refer to their organisation's policies and procedures for incident investigation, convening the investigation team, defining the scope of the investigation, facilitating involvement of interested parties, in accordance with legislative requirements (WHS Act, injuries and diseases notifications), identifying and sourcing resources, (including experts), identifying and addressing barriers to investigation and ensuring action plans and time lines are developed by the investigation team.</i></p>			

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p>12. Justify who you chose for your investigation team and describe how your team addressed any barriers to the investigation, and what methods your team used when collecting information and data for analysis.</p> <p><i>Key Points: Candidate to demonstrate sound knowledge of systematic investigation processes including demonstrating sound judgement when selecting personnel to be involved in the investigation team, describing how the team addressed barriers to the investigation and methods used to collect information and data for analysis. Candidate to provide an example from their workplace, where possible, to support and explain their answers.</i></p> <p><i>Candidate answer to convening an investigation team may vary depending on context such as people familiar with the task and the work environment; authority in an organisation such as company/organisational legal advisor and technical experts as required; an WHS representative role; responsible for performance standards within the work environment, eg supervisor with WHS expertise.</i></p> <p><i>Candidate answer on how they have addressed barriers to investigation may vary depending on type of barrier experienced and will be contextualised to candidate's own experience.</i></p> <p><i>Candidate must refer to a range of information and data collection methods including identifying and accessing sources of information and data; inspecting incident site, equipment and other evidence; facilitating information and data gathered by others; taking and recording statements, photographs, measurements and documentary evidence, taking account of objectivity, confidentiality and legal implications; appropriately securing site, evidence and all necessary documentation; appropriately involving members of investigation team.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>13. Analysing information and data gathered to identify immediate and underlying causes is done in all incident and accident investigations. Explain the process you use in your workplace when analysing evidence to identify these factors, and what do you need to consider when using your findings to compile your investigation report?</p> <p><i>Key Points: Candidate to demonstrate sound knowledge of investigative analysis techniques to identify immediate and underlying causes and practical prevention measures as well as knowledge of</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p><i>principles and practices of continuity and validity of evidence retention for potential legal action. Candidate also to demonstrate how to prepare and disseminate recommendations for prevention.</i></p> <p><i>Candidate, as a minimum, to refer to ensuring the investigation team understands and identifies the conceptual basis for the analysis (emphasise analysis of the systems in place at the time of the incident; encourage an open minded, objective approach; focus on the 'why' and 'how' rather than the 'what'; not focused on individual behaviour or fault); constructing a time line of events leading up to the incident; researching causative event/s; identifying conditions and circumstances that contributed to the causative event; identifying intervention points on the time line for prevention; and identifying strategies to prevent reoccurrence.</i></p> <p><i>Candidate to refer to communication skills to document results of analysis in a format to suit the target audience and must refer to phrasing the report in objective terms and citing evidence and reasons for conclusions; including recommendations for prevention; disseminating relevant info and data to key personnel, stakeholders and agencies as appropriate, following appropriate authorisation; and using findings from the report to develop further prevention strategies.</i></p> <p><i>Candidate may refer to a range of groups within the target audience such as internal stakeholders, including board/committee of management, contractors, employees and their families, managers, WHS committees, supervisors, visitors and others on site; external stakeholders, including customers, shareholders, local community (directly or via the media); insurance agencies, WHS regulators, other relevant statutory bodies, representatives of special interest groups and agencies.</i></p>			
14. As an WHS professional what do you need to consider when providing advice to key personnel and stakeholders? <i>Key Points: Candidate to demonstrate knowledge of relevant legislation and an awareness of ethics related to professional practice, such as providing advice in an ethical and non discriminating manner; professional liability in relation to providing advice; concept of common law duty of care, rights of WHS inspectors and principles and practices of continuity and validity of evidence retention for potential legal action. Relevant legislation includes WHS Act, Privacy Act (Cth) 1988, Anti-discrimination and Equal Opportunity Acts.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<i>Candidate may also refer to the requirements for record keeping that addresses WHS, privacy and other legislation; state, territory and commonwealth WHS legislation,) requirements of reporting under WHS and other relevant legislation including notification and reporting of incidents; methods of providing evidence of compliance with WHS legislation and notification of deaths, injuries and diseases).</i>			

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<p>15. What are some types of communication processes that you use or have used in your workplace to disseminate WHS information and what do you need to consider when preparing communication materials?</p> <p><i>Key Points: Candidate to refer to examples of communication processes they have used in the workplace to disseminate WHS information. Candidate also to refer to factors that they consider when drafting or preparing communication materials, such as target audience, purpose of communication, technology.</i></p> <p><i>Candidate may refer to formal and informal communication and consultation processes including preparing reports and written material; and/or conducting effective formal and informal meetings (using a chair, agenda, secretary, recording minutes and action items).</i></p> <p><i>Candidate may refer to their own communication skills enabling them to communicate effectively with internal personnel from all levels of the organisation, or external agents; and consultation and negotiation skills to develop plans, and to implement and monitor designated actions.</i></p> <p><i>When preparing communication materials, candidate must consider using information technology to use a range of communication media (eg email, newsletters, general correspondence, presentations, agenda, meeting minutes); and must use language and literacy skills appropriate to the task and target audience which may vary widely and may include internal stakeholders, including board/committee of management, contractors, employees and their families, managers, WHS committees, supervisors, visitors and others on site; external stakeholders, including customers, shareholders, local community (directly or via the media); insurance agencies, WHS regulators, other relevant statutory bodies, representatives of special interest groups and agencies.</i></p> <p><i>Candidate to demonstrate an awareness of roles and responsibilities in relation to communication for WHS committees, WHS representatives, line management, employees and inspectors.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>16. Can you provide an example of the types of legislation you have applied in your workplace? And for what purpose was it applied?</p> <p><i>Key Points: Candidate to provide examples from their own workplace of instances when they have referred to and/or applied to relevant state legislation, such as WHS, and may include mines</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems	Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement		
Questions relating to Cluster 1	Yes	No	Assessor's Comments
<i>inspection, environmental regulations, codes of practice, associated standards and guidance material, workers' compensation, privacy legislation, contract law, trade practices, criminal law, common law, industrial relations, equal opportunity, anti discrimination, Australian and international standards</i>			
<p>17. Using an example of a rehabilitation or return to work program from your workplace, can you describe the actions taken when initially assessing the claim, and designing and establishing the rehabilitation/return –to-work program, including which rehabilitation provider and the relevant workplace manager you advised and notified? What factors affected the complexity of the rehabilitation/return –to-work program?</p> <p>Key Points: <i>Candidate to demonstrate an awareness of roles and responsibilities in relation to claim analysis, establishing and evaluating a rehabilitation/return-to-work program, and</i></p> <p><i>Candidate to demonstrate communication and consultation between rehabilitation provider, relevant managers, WHS representatives, and employee.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 1 – Safety system management

Candidate's name			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate Continuous improvement	

Additional notes from conversation

Assessor's signature		Outcome <i>(Please circle)</i>	S <i>(Satisfactory)</i>	NYS <i>(Not Yet Satisfactory)</i>
Assessor's name		Date		

Interview Question Bank and Recording Sheets

Cluster 2 – Risk management strategies

Assessor's Instructions

The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant units of competency. The Assessor may use these questions to guide the interview, ensuring that the candidate addresses the key points identified for each question.

These key points exist as a guide only, and the Assessor is encouraged to expand on them where necessary to satisfy depth of underpinning knowledge and skills.

It is recommended that the interview be conducted in the workplace, allowing the candidate access to documents, equipment etc to support their statements.

Record of interview

Candidate's name	
Assessor's name	
How/where was the interview conducted?	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Interview only <input type="checkbox"/></p> <p>At ASTC's premises <input type="checkbox"/></p> <p>In the workplace <input type="checkbox"/></p> </div> <div style="width: 35%;"> <p>Name: _____</p> <p>Name: _____</p> </div> </div>

Cluster 2 – Risk management strategies

Candidate's name				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Questions relating to Cluster 2		Yes	No	Assessor's comments
1.	<p>As an WHS professional you are regularly required to identify hazards in your workplace that may affect people, environment, community or plant. On what occasions have you conducted hazard identification and can you provide examples of the hazards you identified in past assessments?</p> <p><i>Key Points: Candidate to demonstrate knowledge of hazard identification processes, analysis of the work environment and of occasions when action for hazard identification is required. Candidate to provide examples demonstrating their involvement in workplace hazard identification activities.</i></p> <p><i>Candidate, as a minimum, must demonstrate sound understanding of hazards relevant to their own workplace, including hazards associated with plant and equipment and systems of work associated with plant, agents, job characteristic and nature of work, context of work, workplace issues, task demands, and task environment.</i></p> <p><i>Candidate to also identify factors contributing to risk such as those associated with equipment; frequency and duration of exposure; individual/operator; number of people exposed/involved; task; work environment; work organisation.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Questions relating to Cluster 2		Yes	No	Assessor's comments
<p>2. Using examples from your workplace, describe what sources of information or specialist advisors you referred to when identifying hazards and establishing effective control measures. In particular what sources of information did you refer to when analysing hazards associated with plant and how is the information recorded for future reference?</p> <p><i>Key Points: Candidate to demonstrate good knowledge of sources of information, including external/internal sources, ability to identify and to seek input from stakeholders, key personnel and WHS specialists, relevant legislation and other guidance material; to recognise own limitations and when to seek to engage specialists; and to demonstrate knowledge and use of risk registers to record lists of hazards, their location and people exposed; possible control measures and dates for implementation; range of possible scenarios or circumstances under which the hazards may cause injury or damage results of the risk analysis related to the hazards.</i></p> <p><i>Candidates to refer to examples of external (eg databases with national and state injury data such as National Industrial Chemicals Notification and Assessment Scheme (NICNAS); employer groups; industry bodies; journals and websites; manufacturers' manual and specifications; unions) and internal/workplace sources (eg audits; HR, IR, employee assistance staff, supervisors, employees; hazard, incident and investigation reports; manufacturers' manuals and specifications; material safety data sheets (MSDSs); minutes of meetings; WHS representatives; reports; workplace inspections).</i></p> <p><i>Candidate to identify relevant Australian and industry standards; codes of practice; current knowledge related to the specific hazard and controls; current practice in the industry; legislation; Australian Safety and Compensation Council guidance material, and in particular sources of information, data and advice on plant and equipment hazards including: AS/NZS Risk Management</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. When you assessed the level of risk of a hazard in your workplace what tools and strategies have you used, and what factors impacted on the effectiveness of the controls? Explain how and to whom this information was communicated?</p> <p><i>Key Points: Candidate to demonstrate sound understanding of risk assessment strategies/tools and of factors impacting on the effectiveness of controls. Candidate to describe an example of their participation in the development of risk control for selected hazard types in their workplace. Candidate to also explain communication methods used to disseminate information to key stakeholders.</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	

BSB51312 Diploma of Work Health and Safety
Section 3 – Interview Question Bank and Recording Sheets

Cluster 2 – Risk management strategies

Candidate's name			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant	Units of competency		
Questions relating to Cluster 2	Yes	No	Assessor's comments
<p><i>Candidate, as a minimum, must understand the difference between a hazard and a risk and be able to explain what a risk is and may refer to the chance of something happening that will result in injury or damage which can be measured in terms of consequences (injury or damage) and likelihood of the consequence.</i></p> <p><i>Candidate to explain types of risk assessment tools (eg audits, cause and effect diagrams, JSA, surveys, checklists produced as part of codes of practice, notes or drawings, photographs, tools developed for a specific work environment, situation or hazard, tools provided by external sources or advisors) and strategies (eg focus groups, interviews and questionnaires) they have used in their workplace. Candidate may also refer to equipment to assist with assessment such as goniometer, humidity measuring devices, light meters, simple gas sampling devices, sound level meters, temperature measuring devices.</i></p> <p><i>Candidate also to refer to factors contributing to risk; current controls and their adequacy; discrepancy between current control and required standard; prioritisation or ranking or a number of risks, where appropriate.</i></p> <p><i>Candidate must describe the hierarchy of control and demonstrate the understanding that using PPE is the least preferred option.</i></p> <p><i>Candidate to have good understanding of factors that may impact on the effectiveness of control and to provide examples from their workplace such as cultural diversity; language; literacy and numeracy levels; shift work and rostering arrangements; training required; workplace culture related to WHS including commitment by managers and supervisors and compliance with procedures and training; workplace organisational structures (size of organisation, geographic, hierarchical).</i></p> <p><i>Candidate to explain communication methods and skills used when disseminating information and to identify key stakeholders in their workplace.</i></p>			
4. Explain what types of hazards required you to engage the services of a specialist to assess the risk, and what sorts of equipment can be used in the workplace to monitor unseen or developing hazards? <i>Key Points: Candidate to demonstrate ability to recognise own limitations in hazard identification and risk control activities and to show judgement of when to seek advice and engage specialists. Candidate to provide examples of the types of hazards in their workplace that required specialist</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Questions relating to Cluster 2		Yes	No	Assessor's comments
<p><i>advice/engagement and examples of what specialists they engaged, which may include engineers, ergonomists, occupational hygienists, organisational psychologists, toxicologists, workplace injury and return to work advisors.</i></p> <p><i>Candidate also to demonstrate knowledge of the equipment that can be used in the workplace to monitor unseen or developing hazards. Answers may vary depending on the candidate's workplace – candidate may refer to basic instrumentation such as goniometer, humidity measuring devices, light meters, simple gas sampling devices, sound level meters, or temperature measuring devices.</i></p> <p><i>Candidate to demonstrate technological skills by explaining how to use monitoring and basic measuring equipment including reading scales and dials applicable to selected hazards.</i></p>				
5.	<p>Hazards associated with operational plant have the potential of inflicting serious injury to individuals if not a catastrophic end result. Using examples from your workplace can you explain how you ensure controls are in place on operational plant? Refer to as many different types of controls as you can identify?</p> <p>Key Points: <i>Candidate to demonstrate sound knowledge of the hazards associated with mobile/fixed plant and equipment and systems of work associated related to their own workplace. Candidate to also demonstrate knowledge of risk control strategies to treat hazards. Candidate to provide examples of risk control from their own workplace where possible.</i></p> <p><i>Candidate to base answers on own workplace, therefore range of control options may vary depending on workplace context. As a minimum, candidate must refer to the following controls: controls for access and egress risks; controls for dangerous risks; controls for guarding risks (including strategies for guarding moving parts in machinery, human factors related to machine guarding, safe design principles, features and limitations); controls for operational controls plant risk; controls for emergency stop and warning devices risks; controls for registrations and design of plant risks; controls for operator certification risks.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Questions relating to Cluster 2		Yes	No	Assessor's comments
<p>7. What information do you need to document and communicate to managers and key personnel regarding licensing and certification associated with plant and equipment? What other WHS issues do you identify and advise on?</p> <p><i>Key Points: Candidate to have sound understanding of WHS requirements to be documented and communicated to managers and key personnel regarding licensing and certification for plant and equipment.</i></p> <p><i>Candidate to also refer to consideration of WHS requirements as follows: compliance, licensing and certification competencies for operators applicable state/territory (WA) and commonwealth legislation; documentation requirements relating to plant; emergency preparedness; incident investigation; WHS consultation and participation; WHS obligations and responsibilities to provide safe equipment; WHS policies and procedures; WHS training and information; purchasing/procurement policy and procedures; safe behaviour and defensive driving practices; safe work procedure; systematic hazard identification, risk analysis and evaluation, and risk control; task observation.</i></p> <p><i>In particular, candidate to refer to AS/NZS ISO 31000:2009 Risk, Standard for Plant – NOHSC:1010, Work Health and Safety Regulations .</i></p> <p><i>Candidate to demonstrate an awareness of relevant standards to their industry</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. What types of appropriate records need to be reported, stored and kept in your workplace and what legislative requirements do you need to consider when managing WHS information?</p> <p><i>Key Points: Candidate to demonstrate knowledge of requirements for reporting and recording information and data associated with hazards, as well as requirements for record keeping that addresses WHS, privacy and other legislation.</i></p> <p><i>Candidate may refer to various types of documents to be stored such as documents describing how tasks, projects, inspections, jobs and processes are to be undertaken; job and task statements; job safety analysis worksheets; maintenance and service logs, sheets, cards, diaries; plant and equipment registers; policies and procedures underpinning systems of management, particularly WHS; purchasing and contracting procedures; quality system documentation; risk assessments; standard operating procedures; compliance with legislative requirements; maintenance and modification</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant	Units of competency		
Questions relating to Cluster 2	Yes	No	Assessor's comments
<i>records; noise and vibration analysis; risk assessments; training records.</i>			
9. Using an example from your workplace, what elements do you consider when monitoring and reviewing risk management and communication strategies? Key Points: Candidate to demonstrate good understanding of processes required to monitor and review management systems and communication strategies. Candidate encouraged to use workplace examples to support their answer, where appropriate. <i>Candidate, as a minimum, to describe the process of determining frequency, method and scope of review in consultation with workplace stakeholders and key personnel in accordance with workplace procedures; comparing outcomes of WHS risk assessments with criteria to identify risks requiring further risk control and risks deemed low as reasonably possible; ensuring stakeholders and key personnel have input to the review; identifying areas for improvement in the risk management/hazard control processes and make recommendations for improvement; preparing action plans, including allocated responsibilities and timeframes for implementation; and regularly reviewing effectiveness of risk management processes.</i> <i>Candidate to refer to establishing an evaluation plan which may include appropriate communication strategies for the workplace; identification of relevant target groups and understanding characteristics of the target group and how that may impact on communication strategies (eg language/literacy levels, cultural diversity, location, size of workforce, group team, roles and responsibilities); impact on improvements to the workplace as a result of interventions; impact on workforce; training available including delivery schedule; training content.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Questions relating to Cluster 2		Yes	No	Assessor's comments
10. It is necessary to manage the collection of information and data, maintain WHS records and communicate WHS outcomes in an ethical manner and to legislative requirements. What does this mean, and what other issues do you need to consider when communicating WHS information to key stakeholders and others? <i>Key Points: Candidate to demonstrate awareness of professional ethics and legislative requirements when managing and communicating WHS information. Candidate also to demonstrate understanding of effective communication methods when disseminating information to a broad target audience.</i> <i>Candidate, as a minimum, must demonstrate an awareness of ethics of professional practice such as dealing with commercial in confidence information and data as appropriate; confidentiality; own currency of knowledge; privacy as appropriate/confidentiality; equity privacy/workplace diversity and must demonstrate sound knowledge of legal requirements including equity and workers with specific needs; privacy legislation; relevant WHS legislative requirements related to use of certain chemicals and processes in the workplace: Privacy Act (Cth) 1988, the Australian Dangerous Goods Code (ADG7).</i> <i>Candidate must demonstrate awareness of organisational communication processes such as formal and information communication processes, roles and responsibilities in relation to communication.</i> <i>Candidate to demonstrate use of effective communication skills and may refer to conducting effective formal and informal meetings and to communicating effectively with personnel at all levels of the organisation, WHS specialists and, as required, emergency services personnel.</i> <i>Candidate to refer to using information technology skills and a range of communication media (eg email, presentations, newsletters, correspondence); using language and literacy skills appropriate to the workgroup and task, to show the ability to prepare reports for a range of target groups including WHS committee, WHS representatives, managers and supervisors; and to be aware of characteristics influencing communication strategies, such as access to information and data and empowerment; characteristic's such as, but not limited to: cultural background; language and literacy, location, size or workforce, group, team etc; variability of roles, responsibilities.</i> <i>Candidate may also refer to communication skills to effectively consult and negotiate with others to develop plans, and to implement and monitor designated actions.</i>		<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant	Units of competency		
Questions relating to Cluster 2	Yes	No	Assessor's comments
11. What do you need to consider when arranging and facilitating WHS training? <i>Key Points: Candidate to demonstrate sound knowledge in training management including identifying the need for training, facilitating training, and monitoring and evaluating training in consultation with workplace stakeholders.</i> <i>Candidate to refer to identifying and analysing training needs to ensure information, instruction and training prior to commencement of work on new plant and equipment and new operating methods.</i> <i>Candidate to demonstrate ability to identify personnel including health professionals and resources (financial and physical) required to deliver WHS training; to identify and allocate roles and responsibilities for the delivery of training; and to provide health information/data and education to managers and workers in a manner that facilitates understanding and uptake.</i> <i>Candidate to demonstrate awareness of training evaluation and monitoring processes.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Cluster 2 – Risk management strategies

Candidate's name			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency	

Additional notes from conversation

Assessor's signature		Outcome (Please circle)	S (Satisfactory)	NYS (Not Yet Satisfactory)
Assessor's name		Date		

Section 4

Practical Tasks and Observation Recording Sheets

This section contains practical assessment tasks that the candidate will complete to assist you in determining a candidate's skills and knowledge.

Assessor's instructions

Use the Observation Recording Sheets for each of the practical tasks to document the skills and knowledge demonstrated by the candidate in completing each of the required tasks.

These practical tasks may be modified to suit the context of the candidate's workplace, job role or their work environment.

Not all tasks need to be completed by the applicant. The Assessor should select only those tasks that will provide the required evidence to prove competency by the candidate.

For a whole qualification it **may** be necessary to perform all tasks.

It is important to remember that the notes made by the Assessor during the observation of the practical demonstration are important evidence and should be retained as part of the candidate's assessment records

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Practical tasks

While performing the various practical tasks, it is important that the principles of Work Health and Safety, and workplace safety requirements be met at all times.

Assessors need to ensure that the specifications for materials/resources used in the practical tasks are consistent with those in the critical aspects of evidence. (*Refer to the Mapping of Assessment Tools document for more information.*)

Case study options

The candidate may complete the practical tasks using the information given in the case studies provided for each cluster.

or

The candidate may choose to base their research and answers on a case study/scenario from the following options:

- current workplace

or

- Hopkins, A 1999, *Managing Major Hazards – the Lessons of the Moura Mine Disaster*, Allen & Unwin – NSW, 2065.

Or

- Hopkins, A 2008, *Failure to Learn The BP Texas City Refinery Disaster*, Cch, October, 2008 - ISBN 9781921322440
-

- Hopkins, A *Disastrous Decisions The Human and Organisational Causes of the Gulf of Mexico Blowout*, Cch, June 2012 - 978192948770
-

- All questions and activities for each part must be completed for each cluster, regardless of which case study is chosen.

Cluster 1 – Safety system management

Task 1 – Participate in managing WHS systems

The candidate is to read and analyse Case study 1, or choose an alternative case study from the options provided, then complete **both** Part A and Part B.

Part A – Design, develop, coordinate and maintain a participative WHS management system

Part B – Implement and manage an WHS information and data management system

Task 2 – Investigate and report on WHS incidents

The candidate is to read and analyse Case study 2, or choose an alternative case study from the options provided, then investigate the incident and compile an investigation report.

Cluster 2 – Risk management strategies

Task 3 – Conduct risk assessments and implement risk controls

The candidate is to read and analyse Case study 3, or choose an alternative case study from the options provided, then conduct risk assessment and risk control activities as specified.

Cluster 1 – Safety system management

Task 1 – Participate in managing WHS systems

Instructions for the candidate

Outline of task

For this task you will be required to read and analyse Case study 1, or choose from an alternative case study from the options provided, then perform both Part A and Part B.

Part A – participate in the design, development, coordination and maintenance of a participatory WHS management system including a rehabilitation or return to work program.

Part B – participate in the management and implementation of a WHS information and data management system.

You will be assessed on your ability to:

- design and develop a participative approach to the management of workplace WHS, including:
 - participating in organisational coordination and maintenance of WHS and associated systematic approaches
 - participating in the implementation of WHS information and data systems within an organisation or business unit
 - managing rehabilitation or return to work programs
- apply relevant WHS legislation (Acts, Regulations, codes of practice, associated standards and guidance material)
- use analytical skills to:
 - identify areas for WHS improvement
 - analyse relevant workplace information and data, make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - contribute to the assessment of resources needed to systematically manage WHS, and where appropriate, access resources
- use attention to detail when making observations and recording outcomes

- use planning skills to apply continuous improvement and action planning processes
- use research and data gathering skills to access and interpret WHS information and data
- use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations
- use technological skills to use basic measuring equipment reading scales and dials applicable to selected hazards
- use communication skills to:
 - conduct effective formal and informal meetings
 - discuss health matters sensitively
 - prepare reports for a range of target groups including WHS committees, WHS representatives, managers and supervisors
 - use language and literacy skills appropriate to the workgroup and task
- use consultation and negotiation skills to develop plans and to implement and monitor designated actions and/or disputed claims
- use project management to achieve continuous improvement and to conduct action planning processes
- use organisational skills to manage own tasks within a time frame
- use information technology to access and enter internal and external information and data on WHS and to use a range of communication media.

Cluster 1 – Safety management systems

Task 1 – Participate in managing WHS systems

Case study 1

You are a newly appointed safety consultant for the BETTA roofing company. The company employs 20 full-time employees, one project manager and three supervisors. There has been no safety consultant employed for the last six months.

The company is working on a project which is located in the busiest part of the central business district. Two roof workers (Dan and Ryan) are working on the top of the building using hand tools and sheets of roofing material to complete the roof covering as soon as possible due to expected bad weather. The building is eight metres high and there is neither edge protection nor any fall arrest equipment used on the project. One of the roofers is wearing joggers but no helmet or gloves.

One of the supervisors (Debra) is preparing a typed report standing up and leaning awkwardly over her desk. She is not taking regular breaks from her desk and has started developing an ache in her wrists and lower back.

Over the last twelve months there have been several workplace injuries, such as broken limbs from falls, that have resulted in lost time and some of the office-based staff have reported minor injuries such as wrist, back and eye strains.

Some of the workers are suggesting there might be injury patterns occurring on site but management aren't aware of how frequently injuries are occurring. Some workers have also said that management have a poor commitment to safety and aren't interested in the views and opinions from workers regarding safety concerns and workplace practices nor developing rehabilitation concepts and return to work procedures.

Part A – Design, develop, coordinate and maintain a participatory WHS management system

You have been asked to develop an WHS plan that includes supporting, monitoring and evaluating a systematic and participatory approach to managing WHS that aims to effectively address the safety and health requirements of the workplace including rehabilitation or return to work programs and allows all stakeholders to be involved in WHS decision making that affects their health and safety.

Include the following elements in your planning process.

1. Define the agreed priorities and measurable outcomes of the WHS plan.
2. Identify potential motivators among stakeholders and barriers to the implementation of a systematic approach to managing WHS, including factors that may impact on the design of participative arrangements.
3. Review existing workplace arrangements for WHS consultation and communication and design a process to enable individuals and groups to be consulted regarding WHS workplace issues and to have input into WHS decision making.
4. Explain the process you would use to communicate and consult with key stakeholders.
5. Make recommendations and provide advice to management on how to improve the WHS management system, including:
 - a) the inclusion of WHS performance in the organisation's business plan
 - b) identify any resources to implement the WHS plan and participatory processes
 - c) identify WHS training needs and critical gaps, including training to enable effective participation,
 - d) suggest strategies to integrate WHS within other functional areas and management systems
 - e) suggested strategies to integrate rehabilitation return-to-work programs within other functional areas and management systems
 - f) identify implications for the management of WHS
 - g) address any ethical and legal requirements.
6. From your findings and recommendations, develop one policy and procedure of the new participatory arrangements.
7. Develop a timeline action plan to implement the changes and assign key stakeholders responsibility for implementation.
8. Develop a schedule/evaluation plan for the monitoring and review of the WHS plan and participatory processes.

Part B – Manage a WHS information and data system

You have been asked to participate in the development and management of a WHS information and data collection and recording system that will identify the effectiveness of controls put into place to reduce and manage workplace risks.

1. In developing the system for data collection you will need to provide a summary of:
 - a) sources and types of information and data to be collected
 - b) justification of the format you have chosen for information and data storage and retrieval
 - c) relevant legislation, standards and ethical requirements for compliance

- d) communication strategy with stakeholders to negotiate the planned system, including who you would consult with
 - e) details of organisational resources or documents to be considered, including established procedures for collecting information and data
 - f) explain what tools and analytical techniques you have accessed or developed to collate, record or analyse data.
2. Prepare a written report of your findings and recommendations for the development and management of the WHS information and data system to management. Ensure that your report and outcomes of information and data analysis are appropriately formatted taking account of the target audience. Also, be sure to include the following:
- advice to managers and key personnel of legal requirements for information and data collection, including legislated reporting requirements
 - explain how information will be disseminated to stakeholders including frequency
 - explain how the system will be monitored and evaluated.

When preparing your recommendations you are encouraged to provide a graphical representation of an example of WHS data demonstrating a pattern of occupational injury or disease as an illustration to management of the benefit of recording WHS data.

The following data may be used to create your graphs.

Lost time claims by age

Age group	Claims made in 2007	Claims made in 2008
16–20	4	2
21–30	11	2
31–40	5	6
41–50	12	8
51–60	1	4
61–65+	2	1

Parts of the body that were injured

Body part	Number of injuries in these areas in 2007	Number of injuries in these areas in 2008
Eye	2	2
Ear	0	0
Face	1	0
Head	2	1
Neck	3	1
Back	9	4
Shoulders and arms	5	5
Hands and fingers	5	5
Feet and toes	8	5

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 1 Parts A and B – Participate in managing WHS systems			
Candidate's name			
Assessor's name			
Supervisor's name <i>(if applicable)</i>			
Work activity	The candidate is to read and analyse Case study 1, or choose an alternative case study from the options provided, and perform the associated tasks.		
Cluster 1 – Core units of competency	BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS502A - Manage effective WHS consultation and participation processes	BSBWHS509A – Manage rehabilitation or return-to-work programs BNSBWHS505A Investigate WHS incidents BSBMGT516C Facilitate continuous improvement	
Assessment location			
Date of demonstration		Time	
Instructions for the Assessor			
<p>The candidate is to complete this assessment task independently.</p> <p>The answers must be provided in writing with photographic evidence to support comments and findings.</p> <p>Where possible, the candidate is encouraged to contextualise answers to their work environment to support their statements and comments.</p> <p>The candidate may also provide supplementary supporting evidence and documents of actions they took and documents they prepared in a similar incident in the workplace.</p> <p>Alternative case study options include:</p> <ul style="list-style-type: none"> • current workplace or • Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065. Or • Hopkins, A 2008, <i>Failure to Learn The BP Texas City Refinery Disaster</i>, Cch, October, 2008 - ISBN 9781921322440 <hr/> <ul style="list-style-type: none"> • Hopkins, A <i>Disastrous Decisions The Human and Organisational Causes of the Gulf of Mexico Blowout</i>, Cch, June 2012 - ISBN 978192948770 <p>All questions and activities for the task must be completed regardless of which case study is chosen.</p>			

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 1 Parts A and B – Participate in managing WHS systems	
Candidate's name	
Resources required for this task	
<ul style="list-style-type: none">• access to organisation's documentation, information and data• access to workplace, including personnel involved in areas to be audited and evaluated• access to the alternative case study options:• current workplace <p>or</p> <ul style="list-style-type: none">• Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065. <p>Or</p> <ul style="list-style-type: none">• Hopkins, A 2008, <i>Failure to Learn The BP Texas City Refinery Disaster</i>, Cch, October, 2008 - ISBN 9781921322440 <hr/> <ul style="list-style-type: none">• Hopkins, A <i>Disastrous Decisions The Human and Organisational Causes of the Gulf of Mexico Blowout</i>, Cch, June 2012 - ISBN 978192948770	

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Section 4 – Practical Tasks and Observation Recording Sheets

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 1 Parts A and B – Participate in managing WHS systems	
Candidate's name	

During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes
	Yes	No	
Design and develop a participative approach to the management of workplace WHS, including: <ul style="list-style-type: none"> • participating in organisational coordination and maintenance of WHS and associated systematic approaches? • participating in the implementation of WHS information and data systems within an organisation or business unit? 	<input type="checkbox"/>	<input type="checkbox"/>	
Apply relevant WHS legislation (Acts, Regulations, codes of practice, associated standards and guidance material)?	<input type="checkbox"/>	<input type="checkbox"/>	
Use analytical skills to: <ul style="list-style-type: none"> • identify areas for WHS improvement? • analyse relevant workplace information and data, make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems? • contribute to the assessment of resources needed to systematically manage WHS, and where appropriate, access resources? 	<input type="checkbox"/>	<input type="checkbox"/>	
Use attention to detail when making observations and recording outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use planning skills to apply continuous improvement and action planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use research and data gathering skills to access and interpret WHS information and data?	<input type="checkbox"/>	<input type="checkbox"/>	

Demonstration/Observation Checklist	
Cluster 1 – Safety system management	
Task 1 Parts A and B – Participate in managing WHS systems	
Candidate's name	

During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes
	Yes	No	
Use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations?	<input type="checkbox"/>	<input type="checkbox"/>	
Use technological skills when using basic measuring equipment, and reading scales and dials applicable to selected hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Use communication skills to: <ul style="list-style-type: none"> • conduct effective formal and informal meetings? • prepare reports for a range of target groups including WHS committee, WHS representatives, managers and supervisors? • Discuss health matters sensitively • use language and literacy skills appropriate to the workgroup and task? 	<input type="checkbox"/>	<input type="checkbox"/>	
Use consultation and negotiation skills to develop plans and to implement and monitor designated actions?	<input type="checkbox"/>	<input type="checkbox"/>	
Use project management to achieve continuous improvement and to conduct action planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use organisational skills to manage own tasks within a time frame?	<input type="checkbox"/>	<input type="checkbox"/>	
Use information technology to access and enter internal and external information and data on WHS and to use a range of communication media?	<input type="checkbox"/>	<input type="checkbox"/>	

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Section 4 – Practical Tasks and Observation Recording Sheets

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 1 Parts A and B – Participate in managing WHS systems					
Candidate's name					
During the demonstration or observation of skills did the candidate?		Is behaviour observed?		Assessor's Notes	
		Yes	No		
Assessor's general comments/observations:					
Assessor's name			Outcome (Please circle)	S (Satisfactory)	NYS (Not Yet Satisfactory)
Assessor's signature					
Candidate's signature			Date		

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Cluster 1 – Safety system management

Task 2 – Investigate WHS incidents

Instructions for the candidate

Outline of task

For this task you will be required to read and analyse Case study 2, or choose an alternative case study from the options given, then:

- investigate the accident/incident, and
- compile a report of the accident/incident.

You will be assessed on your ability to:

- apply systematic principles and practices when investigating WHS incidents, including:
 - conducting an initial assessment of the situation and establishing processes
 - disseminating relevant information and data
 - applying principles and practices of continuity and validity of evidence retention for potential legal action
- apply relevant WHS legislation (Acts, Regulations, codes of practice, associated standards and guidance material)
- use analytical skills to:
 - identify areas for WHS improvement
 - analyse relevant workplace information and data, make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - contribute to the assessment of resources needed to systematically manage WHS, and where appropriate, access resources
- use attention to detail when making observations and recording outcomes
- use planning skills to apply continuous improvement and action planning processes
- use research and data gathering skills to access and interpret WHS information and data

- use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations
- use technological skills to use basic measuring equipment reading scales and dials applicable to selected hazards
- use communication skills to:
 - conduct effective formal and informal meetings
 - prepare reports for a range of target groups including WHS committees, WHS representatives, managers and supervisors
 - use language and literacy skills appropriate to the workgroup and task
- use consultation and negotiation skills to develop plans and to implement and monitor designated actions
- use project management to achieve continuous improvement and to conduct action planning processes
- use organisational skills to manage own tasks within a time frame
- use information technology to access and enter internal and external information and data on WHS and to use a range of communication media.

Cluster 1 – Safety management systems

Task 2 – Investigate WHS incidents

Case study 2

You are a newly appointed safety consultant for the BETTA roofing company. The company employs 20 full-time employees, one project manager and three supervisors. There has been no safety consultant employed for the last six months.

The company is working on a project which is located in the busiest part of the central business district. Two roof workers (Dan and Ryan) are working on the top of the building using hand tools and sheets of roofing material to complete the roof covering as soon as possible due to expected bad weather. The building is eight metres high and though there is edge protection there isn't any fall arrest equipment used on the project. Ryan is wearing joggers but no helmet or gloves.

During the work Dan suggests that they remove some of the edge protection so that the extra sheets can be easily moved away by throwing them off the roof. Ryan agrees. They remove some of the edge protection and so create a gap.

Whilst doing his work Ryan slips and falls eight metres to the ground. Dan has not noticed that Ryan is no longer on the roof with him, so continues to work. Thirty minutes later Dan becomes concerned that Ryan is not on the roof and works his way down to the ground floor of the building looking for him. As Dan comes out of the building he notices Ryan lying on the ground in a pool of blood. Dan begins to panic and calls for help from others at the site.

A concerned person, Brooke, comes to see what is wrong and notices that Ryan is not conscious. Brooke runs to the main site office to raise the alarm. At this stage Ryan has been lying on the ground for at least 45 minutes. The only trained first aid person on site, Paul, comes to assist and with the help from Dan and Brooke they are successful in getting Ryan back to a conscious state.

The ambulance arrives 25 minutes after the alarm was raised. The ambulance officer has identified that Ryan has a broken wrist, a punctured lung and a fractured skull, and is in a serious but stable condition. Ryan is taken to hospital for further treatment and observation.

All work on the site has stopped as a result of this accident; however, the workers are not happy as this is the second incident of this kind on the site. The previous incident resulted in a worker breaking a leg; he is still off work.

Task 2 – Investigate WHS incidents

After reading this scenario you are to complete the following.

1. Briefly summarise your facilitation of the initial assessment of the situation and include the following key points:
 - identify relevant government agencies to be notified
 - determine the factors affecting the complexity of the investigation
 - identify stakeholders and interested parties and notify as appropriate.
2. Establish and document the investigation process taking into consideration the following:
 - access, citing relevant organisational policies and procedures
 - convening an investigation team and explain who you have chosen as part of the team and why
 - defining the scope of the investigation
 - identifying and detailing how you will source resources necessary for the investigation
 - identifying and explaining how you will address any barriers to investigation
 - creating an action plan and time line in consultation with the investigation team.
3. Collect and document evidence and provide a brief summary of what steps you took to:
 - inspect the site, equipment and other evidence
 - facilitate information and data gathered by others
 - collect information and data, eg statements, photographs, and the methods you employed
 - secure the site, evidence and documentation.
4. Analyse evidence gathered and identify the immediate and underlying causes of the accident. When conducting your analysis and preparing your findings be sure to include the following:
 - a time line of events leading up to the accident/incident
 - research of the causative events
 - detail of contributing conditions and circumstances
 - intervention points on the time line for prevention
 - strategies to prevent the re-occurrence of the incident.

5. Compile an investigation report for key personnel, stakeholders and external agencies which documents the results of your findings and provides recommendations for future prevention strategies. When preparing your investigation report consider the following points.
- Ensure the format is suitable for the target audience and conforms to legal requirements.
 - Use objective terms and cite evidence and reasons for your conclusions.
 - Consider who you will seek authorisation from prior to disseminating the report to key personnel, stakeholders and external agencies.

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Demonstration/Observation Checklist Cluster 1 – Safety system management Task 2 – Investigate WHS incidents			
Candidate's name			
Assessor's name			
Supervisor's name <i>(if applicable)</i>			
Work activity	The candidate is to analyse Case study 2, or choose an alternative case study from the options provided, and perform the associated tasks.		
Cluster 2 –units of competency	BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS502A - Manage effective WHS consultation and participation processes	BSBHRM509A Manage rehabilitation or return to work programs BSBWHS505A - Investigate WHS incidents	
Assessment location			
Date of demonstration		Time	
Instructions for the Assessor			
<p>The candidate is to complete this assessment task independently.</p> <p>The answers must be provided in writing with photographic evidence to support comments and findings.</p> <p>Where possible, the candidate is encouraged to contextualise answers to their work environment to support their statements and comments.</p> <p>The candidate may also provide supplementary supporting evidence and documents of actions they took and documents they prepared in a similar incident in the workplace.</p> <p>Alternative case study options include:</p> <ul style="list-style-type: none"> • current workplace <li style="padding-left: 20px;">or • Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065. <li style="padding-left: 20px;">or • Hopkins, A 2000, <i>Lessons from Longford – The Esso Gas Plant Explosion</i>, CCH Australia, North Ryde, NSW. <p>All questions and activities for the task must be completed regardless of which case study is chosen.</p>			

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 2 – Investigate WHS incidents	
Candidate's name	
Resources required for this task	
<ul style="list-style-type: none">• access to organisation's documentation, information and data• access to workplace, including personnel involved in areas to be audited and evaluated• access to the alternative case study options:<ul style="list-style-type: none">○ current workplace<li style="text-align: center;">or○ Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065.<li style="text-align: center;">or○ Hopkins, A 2000, <i>Lessons from Longford – The Esso Gas Plant Explosion</i>, CCH Australia, North Ryde, NSW.	

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Section 4 – Practical Tasks and Observation Recording Sheets

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 2 – Investigate WHS incidents	
Candidate's name	

During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes
	Yes	No	
Apply systematic principles and practices when investigating WHS incidents, including: <ul style="list-style-type: none"> • conducting an initial assessment of the situation and establishing processes • disseminating relevant information and data • participating in the implementation of WHS information and data systems within an organisation or business unit? 	<input type="checkbox"/>	<input type="checkbox"/>	
Apply relevant WHS legislation (Acts, Regulations, codes of practice, associated standards and guidance material)?	<input type="checkbox"/>	<input type="checkbox"/>	
Use analytical skills to: <ul style="list-style-type: none"> • identify areas for WHS improvement? • analyse relevant workplace information and data, make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems? • contribute to the assessment of resources needed to systematically manage WHS, and where appropriate, access resources? 	<input type="checkbox"/>	<input type="checkbox"/>	
Use attention to detail when making observations and recording outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use planning skills to apply continuous improvement and action planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use research and data gathering skills to access and interpret WHS information and data?	<input type="checkbox"/>	<input type="checkbox"/>	
Use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations?	<input type="checkbox"/>	<input type="checkbox"/>	

Demonstration/Observation Checklist Cluster 1 – Safety system management Task 2 – Investigate WHS incidents	
Candidate's name	

During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes
	Yes	No	
Use technological skills when using basic measuring equipment, and reading scales and dials applicable to selected hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Use communication skills to: <ul style="list-style-type: none"> • conduct effective formal and informal meetings? • prepare reports for a range of target groups including WHS committee, WHS representatives, managers and supervisors? • use language and literacy skills appropriate to the workgroup and task? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Use consultation and negotiation skills to develop plans and to implement and monitor designated actions?	<input type="checkbox"/>	<input type="checkbox"/>	
Use project management to achieve continuous improvement and to conduct action planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use organisational skills to manage own tasks within a time frame?	<input type="checkbox"/>	<input type="checkbox"/>	
Use information technology to access and enter internal and external information and data on WHS and to use a range of communication media?	<input type="checkbox"/>	<input type="checkbox"/>	
Assessor's general comments/observations:			

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Demonstration/Observation Checklist Cluster 1 – Safety system management Task 2 – Investigate WHS incidents					
Candidate's name					
During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes		
	Yes	No			
Assessor's name			Outcome <i>(Please circle)</i>	S <i>(Satisfactory)</i>	NYS <i>(Not Yet Satisfactory)</i>
Assessor's signature					
Candidate's signature			Date		

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Cluster 2 – Risk management strategies

Task 3 – Conduct risk assessments and implement risk controls

Instructions for the candidate

Outline of task

For this task you will be required to read and analyse Case study 3, or choose an alternative case study from the options given, and conduct risk assessment and risk control activities.

You will be assessed on your ability to:

- apply systematic risk management approaches when:
 - identifying hazards and analysing the work environment
 - assessing WHS risk
 - participating in the development of WHS risk control, including:
 - monitoring and facilitating effective identification and controls of hazards associated with plant and equipment
 - facilitating strategies to assist with controlling WHS risks associated with occupational health issues
- apply relevant WHS legislation (Acts, Regulations, codes of practice, associated standards and guidance material)
- use analytical skills to:
 - identify areas for hazard control and WHS risk improvement
 - analyse relevant workplace information and data, make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - contribute to the assessment of resources needed to systematically manage WHS, and where appropriate, access resources
- use attention to detail when making observations and recording outcomes
- use research and data gathering skills to access and interpret WHS information and data

- use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations
- use technological skills to use basic measuring equipment reading scales and dials applicable to selected hazards
- use communication skills to:
 - conduct effective formal and informal meetings
 - prepare reports for a range of target groups including WHS committees, WHS representatives, managers and supervisors
 - use language and literacy skills appropriate to the workgroup and task
- use consultation and negotiation skills to develop plans and to implement and monitor designated actions
- use project management to achieve continuous improvement and to conduct action planning processes
- use organisational skills to manage own tasks within a time frame
- use information technology to access and enter internal and external information and data on WHS and to use a range of communication media.

Cluster 2 – Risk management strategies

Task 3 – Conduct risk assessments and implement risk controls

Case study 3

You are a newly appointed safety consultant for the BETTA roofing company. The company employs 20 full-time employees, one project manager and three supervisors. There has been no safety consultant employed for the last six months.

The company is working on a project which is located in the busiest part of the central business district. Two roof workers (Dan and Ryan) are working on the top of the building using hand tools and sheets of roofing material to complete the roof covering as soon as possible due to expectant bad weather. The building is eight metres high and there is neither edge protection nor any fall arrest equipment used on the project. One of the roofers is wearing joggers but no helmet or gloves.

One of the supervisors (Debra) is preparing a typed report standing up and leaning awkwardly over her desk. She is not taking regular breaks from her desk and has started developing an ache in her wrists and lower back.

Two other workers (Kate and Tim) are using cleaning agents to wash some equipment. Neither of them is wearing gloves and both have developed rashes on their hands and forearms after handling the tools and the substance.

Another worker (Bilal) has developed a cough which gets worse after working in close proximity to chemicals stored near the photocopier.

Another of the supervisors (Peter) has been working 16-hour days and has mentioned to another person (Jason) that he is very concerned about the large workload and number and frequency of injuries on site. He said he is feeling too much pressure to meet unobtainable deadlines and it is affecting his concentration and performance at work. He is worried that he will be next to have an accident.

Task 3 – Conduct risk assessments and implement risk controls

You have been asked to conduct a risk assessment of BETTA's workplace and advise management of their legal and WHS responsibilities and provide advice regarding WHS risk controls in a safe design process.

To do this task you will need to complete the following.

1. Conduct hazard identification and analysis of the scenario to determine how you will eliminate or minimise the possibility of other accidents and injuries occurring.

During this process ensure that you record and document:

- all sources of information and data used to assist identifying hazards including stakeholders, key personnel, WHS specialists and health professionals
 - tools used to assist identifying hazards
 - examination of plant, agents, task demands, task environment, job characteristics, nature of work and the context of work with a potential for injury or ill health.
2. Assess the risk/s of the tasks being performed and document methods and outcomes of risk assessment, including:
 - equipment or strategies used to measure hazards
 - recognised standards used to interpret measurements
 - a risk register.
 3. Develop option/s for risk control and identify potential factors impacting on the effectiveness of controls and who you consulted with when developing control options.
 4. Provide a brief summary of how you used the hierarchy of control and a risk matrix to assess the level of risk, including identifying risks requiring further control and risks deemed as ALARA.
 5. Identify and document areas of non-compliance with legislative requirements in an ethical manner.
 6. Identify circumstances where permit to work procedures/certification or isolation procedures are required to assist in ensuring a safe working environment.
 7. Prepare written advice to present to BETTA management regarding their legal responsibilities and providing advice regarding WHS risk controls in a safe design process. Be sure to include recommendations regarding WHS and training requirements to meet plant registration, operator licensing, certification and other legal requirements.
 8. Allocate time frames for those responsible to complete the controls.
 9. Provide a schedule/evaluation plan of how this will be monitored and reviewed.

Demonstration/Observation Checklist Cluster 2 – Risk management strategies Task 3 – Conduct risk assessments and implement risk controls			
Candidate's name			
Assessor's name			
Supervisor's name <i>(if applicable)</i>			
Work activity	The candidate is to read and analyse Case study 3 or choose an alternative case study from the options provided, and perform the associated tasks.		
Cluster 3 – Core units of competency	BSBWHS504B Apply principles of risk management BSBWHS504A - Manage WHS hazards and risks	BSBWHS504A - Manage WHS hazards and risks	
Assessment location			
Date of demonstration		Time	
Instructions for the Assessor			
<p>The candidate is to complete this assessment task independently.</p> <p>The answers must be provided in writing with photographic evidence to support comments and findings.</p> <p>Where possible, the candidate is encouraged to contextualise answers to their work environment to support their statements and comments.</p> <p>The candidate may also provide supplementary supporting evidence and documents of actions they took and documents they prepared in a similar incident in the workplace.</p> <p>Alternative case study options include:</p> <ul style="list-style-type: none"> • current workplace <li style="padding-left: 20px;">or • Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065. <li style="padding-left: 20px;">or • Hopkins, A 2000, <i>Lessons from Longford – The Esso Gas Plant Explosion</i>, CCH Australia, North Ryde, NSW. <p>All questions and activities for the task must be completed regardless of which case study is chosen.</p>			

Demonstration/Observation Checklist Cluster 2 – Risk management strategies Task 3 – Conduct risk assessments and implement risk controls	
Candidate's name	
Resources required for this task	
<p>Assessment must ensure access to the following:</p> <ul style="list-style-type: none">• workplace or simulated workplace• workplace documentation• office equipment and resources• reports from other parties consulted in identifying hazards and conducting risk assessments• manufacturers' manuals including specifications and operational information and data• resources outlining a range of hazards and work situations (eg video, interactive CD, internet and other computer-based resources)• relevant legislation, standards and guidelines relating to risks found in the workplace• access to the alternative case study options:<ul style="list-style-type: none">○ current workplace<li style="text-align: center;">or○ Hopkins, A 1999, <i>Managing Major Hazards – the Lessons of the Moura Mine Disaster</i>, Allen & Unwin – NSW, 2065.<li style="text-align: center;">or○ Hopkins, A 2000, <i>Lessons from Longford – The Esso Gas Plant Explosion</i>, CCH Australia, North Ryde, NSW.	

Demonstration/Observation Checklist	
Cluster 2 – Risk management strategies	
Task 3 – Conduct risk assessments and implement risk controls	
Candidate's name	

During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes
	Yes	No	
Use numeracy skills to carry out simple arithmetical calculations and to produce graphs of workplace information and data to identify trends and recognise limitations?	<input type="checkbox"/>	<input type="checkbox"/>	
Use technological skills to use basic measuring equipment reading scales and dials applicable to selected hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Use communication skills to: <ul style="list-style-type: none"> • conduct effective formal and informal meetings? • prepare reports for a range of target groups including WHS committees, WHS representatives, managers and supervisors? • use language and literacy skills appropriate to the workgroup and task? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Use consultation and negotiation skills to develop plans and to implement and monitor designated actions?	<input type="checkbox"/>	<input type="checkbox"/>	
Use project management to achieve continuous improvement and to conduct action planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Use organisational skills to manage own tasks within a time frame?	<input type="checkbox"/>	<input type="checkbox"/>	
Use information technology to access and enter internal and external information and data on WHS and to use a range of communication media?	<input type="checkbox"/>	<input type="checkbox"/>	
Assessor's general comments/observations:			

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Demonstration/Observation Checklist Cluster 2 – Risk management strategies Task 3 – Conduct risk assessments and implement risk controls				
Candidate's name				
During the demonstration or observation of skills did the candidate?	Is behaviour observed?		Assessor's Notes	
	Yes	No		
Assessor's name			S <i>(Satisfactory)</i>	NYS <i>(Not Yet Satisfactory)</i>
Assessor's signature				
Candidate's signature			Date	

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PART 2

Section 5

**Candidate’s Information
and
Self-Evaluation Forms**

It is recommended that candidates be provided with this information before applying for RPL.

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What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

Some terms you need to understand

It is important that you understand the following terms to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certified certificates/results of assessment
- any licences
- tickets held, eg forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5. You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 6 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

The four steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

<p>Step 1 – Self-Evaluation</p>	<p>Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any. (See Tip 3 above.)</p> <p>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.</p> <p>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p>
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<p>Step 2 – Enrolment and interview with the Assessor</p>	<p>An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p> <p>During your RPL interview, your Assessor will discuss with you your self-evaluation and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p> <p>If you are currently enrolled in a training course relating to this qualification, it is important that you let your Trainer know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead.</p> <p>It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training.</p>
<p>Step 3 – Practical demonstration of your skills</p>	<p>Your Assessor will organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p>
<p>Step 4 – Provision of further supporting evidence</p>	<p>Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills over a period of time.</p> <p>They will contact the referees you have provided as part of the candidate information.</p> <p>Your Assessor may ask you to give your selected workplace contacts or previous employers the Third Party report to complete. Authentication of these reports by the Assessor would then be required.</p>

After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.

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Section 5 – Candidate’s Information and Self-Evaluation Forms

Candidate’s Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

Qualification/Industry in which you are seeking recognition		
BSB51312 Diploma of Work Health and Safety		
Personal details		
Surname		
First name/s		
Any other name/s used		
Home address		
Postal address <i>(if different from above)</i>		
Telephone numbers	Home:	Work:
	Mobile:	Fax:
Email address		
Are you a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you need an interpreter to help you with an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a disability which we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need special aids if you are required to undertake a practical assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details of special needs so that we can assist you if required.		
Current employment		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
How long have you worked in this job approximately?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'no', go to the next page.

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If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application.		
<i>If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.</i>		

Rate your knowledge and skills against the qualification/industry relevant to your RPL application.			
Industry area: Occupational Health and Safety	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further training			
I have attended training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			
Is there any further information you wish to give in support of your application?			

Professional referees (relevant to work situation if not already listed on your résumé)	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Name	
Position	
Organisation	
Address of organisation	

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Professional referees (relevant to work situation if not already listed on your résumé)	
Phone number	
Mobile number	
Email address	

Candidate’s Employment History Form

*(You may attach a current **résumé** in place of completing this section.)*

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time Part-time Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
5.					

Attach additional sheet if required.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate’s signature		Date	
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Candidate’s Self-Evaluation Form

Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

NB: If this self-evaluation is being used as evidence, your supervisor must evaluate your ability to perform the work tasks. Your supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing each section.

If this self-evaluation is being used only so that you and your Assessor can decide if you should proceed, then it doesn’t have to be verified.

Identify your level of experience in performing each competency/task by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

See example below.

Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
Using a computer to enter or change work information or data.	<input type="checkbox"/>		Not Well	Not Well		
Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements.	Well		<input type="checkbox"/>	Well	1	<i>Copy of Company Personal Protective Equipment Requirements for my job role.</i>

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Section 5 – Candidate’s Information and Self-Evaluation Forms

Candidate’s Self-Evaluation

Cluster 1 – Safety system management

Candidate’s name					Date completed			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems				Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBMGT516C Facilitate Continuous improvement				
Skill Set 1 Competency/Task		I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim		
		Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)	
1.	I contribute to the strategic planning process at my workplace.							
2.	I participate in the development of an WHS plan at my workplace.							
3.	I identify WHS training needs and formulate recommendations for training delivery at my workplace.							
4.	I provide objective advice in an ethical and non-discriminating manner to key personnel and stakeholders.							
5.	I participate in monitoring WHS at my workplace.							
6.	I participate in reviewing the management of WHS.							
7.	I access sources of WHS information and data at my workplace and use a reliable system for the collection of WHS information and data.							
8.	I assist in the application of policies and procedure for collection of workplace information, data and records.							
9.	I assist in maintaining information and data management systems that enable retrieval and distribution of WHS information and data at my workplace.							

Candidate’s name				Date completed		
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems			Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBMGT516C Facilitate Continuous improvement			
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
10. I participate in the analysis of information and data to identify trends and actions for prevention at my workplace.						
11. I effectively use technology and numeracy skills to create charts and graphs to show trends in WHS at my workplace.						
12. I communicate WHS information and results of data analysis to stakeholders and external bodies.						
13. I communicate the effectiveness of WHS information and data systems through monitoring and evaluation at my workplace.						
14. I assist in the design, development and implementation of participative arrangements at my workplace.						
15. I evaluate the design and development of participate arrangements at my workplace.						
16. I participate in the investigation of accidents and incidents by facilitating the initial assessment of the situation, establishing the investigation processes, and collecting and gathering information and evidence.						
17. I analyse information and data gathered at an accident or incident to identify the immediate and underlying causes and practical prevention measures.						

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Section 5 – Candidate’s Information and Self-Evaluation Forms

Candidate’s name			Date completed			
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems			Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBMGT516C Facilitate Continuous improvement			
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
18. I compile the investigation report and use findings to develop further prevention strategies while considering all legal requirements.						
19. I retain evidence from investigations for potential legal action.						
20. I use effective formal and informal communication skills with internal and external stakeholders to resolve safety concerns.						
21. I provide input in safety meetings, toolbox meetings and worksite meetings when WHS is a concern.						
22. I identify roles and responsibilities within my workplace to ensure key people understand their responsibilities when it concerns WHS.						
23. I ensure that all information disseminated throughout my company is done so with consideration of all legislative requirements including privacy issues.						
24. I apply the legislative frame work in my workplace to ensure legal compliance and in creating a safe work culture.						
25. I apply the hierarchy of control in different situations where WHS areas are concerned.						
26. I use PPis to guide safety at my workplace and create reports to management to show continuous improvement.						

Candidate’s name				Date completed		
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems			Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBMGT516C Facilitate Continuous improvement			
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
27.	I establish or maintain an Audit Schedule at my worksite to ensure that valuable information is captured and provides reliable, valid results.					
28.	I understand and apply the concept of common law duty of care, ethics and professional advice in WHS.					
29.	I use consultation and communication skills to implement company policies and procedures.					
30.	I understand and can explain how language/behaviour and other changes in the workplace can impact on overall safety at my workplace.					
31.	I understand and can explain how changes in workplace or legislative requirements impact on workplace and safety.					
32.	I participate in meetings and ensure that time frames, action planning activities and minutes are collated, formatted and distributed to relevant parties.					
33.	I understand and can explain the role of the SHR and the enforcement officer from WorkSafe, and what rights each of them have.					
34.	I use research and planning skills when working on projects and apply relevant WHS information to ensure continuous improvement.					

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Candidate’s name				Date completed	
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems			Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBHRM509A Manage rehabilitation or return to work programs BSBMGT516C Facilitate Continuous improvement		
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim
	Frequently	Never	Sometimes		Doc No.
Supervisor’s comments <i>(Please provide a comment on the candidate’s ability to perform the above work task/s.)</i>					
Supervisor’s name				Position	
Supervisor’s signature				Date	

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Section 5 – Candidate’s Information and Self-Evaluation Forms

Candidate’s Self-Evaluation

Cluster 2 – Risk management strategies

Candidate’s name					Date completed			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks				Units of competency BSBWHS508A - Manage WHS hazards associated with plant				
Skill Set 1 Competency/Task		I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim		
		Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)	
1.	I review workplace sources of information and data to analyse and execute judgements on hazards identified in the workplace.							
2.	I use a range of tools to assist in the analysis of identified hazards.							
3.	I document and communicate occasions when action for hazard identification is required and disseminate this information to key stakeholders.							
4.	I diagnose the workforce structure, organisation of work and work relationships to identify situations with a potential for injury or ill health.							
5.	I assess risk associated with hazards by identifying factors contributing to risk, identifying and evaluating current risk controls, prioritising hazards requiring further control action, and documenting outcomes of risk assessments.							
6.	I use the hierarchy of control to determine the appropriate control measures to apply to eliminate or minimise the impact of the hazard on people, plant and environment.							
7.	I document the method and outcomes of a risk assessment and develop a corrective action plan to rectify hazards identified with people, plant and environment.							

Candidate’s name				Date completed		
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks			Units of competency BSBWHS508A - Manage WHS hazards associated with plant			
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
8.	I consult on a regular basis with key parties to analyse, diagnose and execute judgements where there is a safety concern in relation to people, plant and environment.					
9.	I maintain hazard identification and risk control processes including a risk register at my workplace.					
10.	I regularly monitor and review risk management processes at my workplace in consultation with stakeholders and key personnel.					
11.	I use previous risk assessments to evaluate the effectiveness of controls put into place through scheduled monitoring and reviewing.					
12.	I research relevant information and data on the toxicological hazards associated with hazardous substances or chemicals in the workplace.					
13.	I analyse the potential for physical or psychological harm to employees, when exposed to hazards in the workplace.					
14.	In consultation with all parties in the workplace I identify and analyse hazards associated with all plant, fixed and mobile and create control measures that will eliminate or minimise the impact on people, plant and environment.					
15.	I execute judgements, based on outcomes derived through risk analysis on people, plant and environment.					

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Candidate’s name					Date completed			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks				Units of competency BSBWHS508A - Manage WHS hazards associated with plant				
Skill Set 1 Competency/Task		I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim		
		Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)	
16.	I research and access relevant national standards and Australian standards to get an understanding of hazards related to plant.							
17.	I identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment at my workplace.							
18.	I identify types of plant (including plant design) requiring registration and tasks requiring operator licensing and/or certification in accordance with legislative requirements.							
19.	I document and communicate WHS requirements to meet plant registration, operator licensing and certification, and other legal requirements to managers and relevant key personnel.							
20.	I analyse training needs to ensure information, instruction and training prior to commencement of work on new plant and equipment and new operating methods.							
21.	I document and communicate training requirements to meet licensing, certification, registration and other legal requirements to managers and key personnel.							
22.	I monitor and report compliance with regulatory requirements for operator licensing, registration and certification in the workplace.							
23.	I identify, document and maintain appropriate records for statutory and specialist plant and associated operator competencies.							

Candidate’s name				Date completed		
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks			Units of competency BSBWHS508A - Manage WHS hazards associated with plant			
Skill Set 1 Competency/Task	I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim	
	Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
24. I review and evaluate risk control measures for plant.						
25. I identify the potential for adverse effects on health from agents in the workplace (such as biological, chemical, ergonomic, nuclear, physical, psychosocial, and radiological).						
26. I interpret data from equipment used in the workplace to analyse identified hazards that may expose people to unnecessary risk.						
27. I source information on occupational diseases and plan a prevention strategy to ensure people are not exposed unnecessarily.						
28. I engage specialist advice when determining the appropriate course of action to ensure people’s health in the workplace is monitored.						
29. I evaluate and document the overall impact of the occupational health program and make recommendations for further programs.						
30. I access and apply relevant WHS legislative framework to different situations that may arise in the workplace.						
31. I track data and statistics gathered in the workplace and provide sufficient evidence to ensure compliance to legislative requirements.						
32. I keep records according to the regulatory requirements of my industry.						

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Candidate’s name					Date completed			
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks				Units of competency BSBWHS508A - Manage WHS hazards associated with plant				
Skill Set 1 Competency/Task		I have performed these tasks			Supervisor’s Evaluation	Evidence to support claim		
		Frequently	Never	Sometimes		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)	
33.	I communicate issues relating to health of workers and others in accordance with ethical and legislative requirements.							
34.	When communicating with all stakeholders I consider language and literacy issues and ensure that I write to the targeted audience.							

Candidate’s name		Date completed	
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks		Units of competency BSBWHS508A - Manage WHS hazards associated with plant	
Supervisor’s comments <i>(Please provide a comment on the candidate’s ability to perform the above work task/s.)</i>			
Supervisor’s name		Position	
Supervisor’s signature		Date	

Section 6

**Third Party Report
and
Supporting Documentation**

It is recommended that the Assessor verify the third party report with the person who completes the form to confirm the candidate's skills in different contexts over time.

This information may be provided at, and form part of, the interview.

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Section 6 – Third Party Report and Supporting Documentation

Third Party Report <i>(Referee testimonial)</i>

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form.)

BSB51312 – Diploma of Work Health and Safety	
Candidate's name	
Referee's name <i>(Name of person providing this evidence)</i>	
Position/title	
Workplace	
Workplace address	
Telephone numbers	
Email address	
This report was completed:	via interview by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/>
Interview conducted by <i>(if applicable)</i>	
Date of interview	
Instructions	<p>As part of the assessment for Diploma of Work Health and Safety the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence.</p>

To whom it may concern

Re: _____ who is a _____.
(insert candidate's name) (insert industry/job title).

I certify that the above-named person has:

worked at _____ for a period of _____
(insert name of workplace) (insert length of time).

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

	Yes	No
I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>

If you would like further information or would like to discuss any of the above, I can be contacted on _____
(insert phone number).

Yours sincerely

Signature: _____ Date: _____

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Supporting Documentation

The following table provides a guide of additional evidence sources to support your claim for Recognition of Prior Learning. If you have other evidence you are encouraged to provide this to your Assessor.

If you do not have all this evidence you are not excluded from applying for recognition and you should discuss options with your Assessor.

If you are providing documents as evidence then it is a good idea to number each document for easy identification. Place the number of the relevant document against the evidence listed below.

Supporting documentary evidence has been grouped according to clusters, as set out below.

- Table 1: Cluster 1
- Table 2: Cluster 2
- Table 3: Additional supporting documents

Table 1: Cluster 1

Candidate's name:	
Date:	
BSB51312 required documentary evidence for:	Document number
Cluster 1 – Safety system management	
1. Reports on the effectiveness of the WHS management systems	
2. WHS plan and action plan.	
3. Documented WHS needs and priorities.	
4. Documented WHS training needs and recommendations for delivery.	
5. Documented monitoring of achievement against action plans and updating of plans.	
6. Reports on the effectiveness of WHS information and data management systems.	
7. Example of WHS records.	
8. Example of information and data collected.	
9. Example of communication of WHS information and data to stakeholders and external bodies.	
10. Recommendations for improvement in prevention strategies.	
11. Reports on the effectiveness of WHS participative arrangements implemented in the workplace.	
12. Policies and procedures developed for participative arrangements.	
13. Reports on incidents, including reports on near misses, hits, incidents, injuries, first aid, illness, disease, dangerous occurrences.	
14. Documented scoping of an investigation.	
15. Example of recording of documentary evidence.	
16. Example of research of causative event/s.	
17. Agenda of meeting.	
18. Minutes of meetings you have chaired.	
19. Documents describing how tasks, projects, inspections, jobs and processes are to be undertaken.	
20. Organisational strategies.	
21. Example of document demonstrating your application of relevant WHS legislation, codes of practice or other guidance material.	

Table 2: Cluster 2

Candidate's name:	
Date:	
BSB51312 required documentary evidence for:	Document number
Cluster 2 – Risk management strategies	
1. Example of accessing external and/or internal sources of information (including workplace sources, stakeholders and/or WHS specialists) and data to assist in identifying hazards.	
2. Reports on the effectiveness of WHS principles in the workplace, including hazard identification, risk assessment, control, training needs and management actions taken.	
3. Reports of hazard identification and risk management activities, matrices and measurements taken.	
4. Documented control strategies developed for a selected hazard.	
5. Reports to stakeholders about the results of workplace measurements and interpretations.	
6. Recording and reporting on hazards and controls associated with plant.	
7. Document demonstrating updating risk registers for items of plant and associated equipment.	
8. Minutes of discussions with stakeholders about health effects that may result from work and the working environment.	
9. Any other example of communication of WHS information and data to/seeking input from stakeholders, external bodies and others.	
10. Agenda of meetings you have chaired.	
11. Minutes of meetings you have chaired.	
12. Risk assessments and records.	
13. Registers, such as: hazards, risk, hazardous substances, dangerous goods, MSDSs, confined spaces.	
14. Results of tests, measurements and analyses, for example noise and air.	
15. Results of workplace environmental monitoring such as occupational, industrial hygiene monitoring, health screening and surveillance you have instigated or conducted.	
16. Example of document demonstrating your application of relevant WHS legislation, codes of practice or other guidance material.	

Table 3: Additional supporting documentation

Candidate's name:
Date:

**BSB51312 Diploma of Work health and Safety
Section 6 – Third Party Report and Supporting Documentation**

BSB51312 Additional sources of evidence to support your claims	Document number
1. Job description.	
2. Certificates/results of assessment.	
3. Any licences.	
4. Tickets held.	
5. Resume detailing duties.	
6. Photographs of work undertaken.	
7. Diaries/task sheets/job sheets/log books.	
8. Site training records.	
9. Site competencies held.	
10. References/letters from previous employer.	
11. Industry awards.	
12. Project reports.	
13. Budgets (developed or applied).	
14. Tender documents – prepared and/or won.	
15. Contract documents – prepared and/or won.	
16. Feedback from questionnaires you have conducted within the workplace.	
17. Training workshops you have conducted.	
18. Membership of relevant professional bodies or associations.	
19. WHS PPIs that you have developed or managed.	
20. Audit reports showing scope of audit, time lines, conclusions and recommendations.	
21. Rehabilitation information, including case management of injured workers.	
22. Lost time reports and summaries that you manage and workplace inspections you have conducted.	

Assessor’s Evidence Summary Sheet

The Assessor completes this table during the assessment to record the evidence collected.

It is expected that this evidence summary sheet (or similar) is attached to the evidence.

Candidate’s name	
Date	

BSB51312 Diploma of Work Health and Safety
Section 6 – Third Party Report and Supporting Documentation

Unit Code	Unit Title	Evidence collected				Competency demonstrated
		Questions	Practical	Third Party Report	Other evidence	
Core units						
BSBWHS502A	Manage effective WHS consultation and participation processes					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBWHS505A	Investigate WHS incidents					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBWHS506A	Contribute to developing, implementing and maintaining WHS management systems					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBHRM509A	Manage rehabilitation or return to work programs					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBMGT516C	Facilitate continuous improvement					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBWHS507A	Contribute to managing WHS information systems					<input type="checkbox"/> Yes <input type="checkbox"/> No
Elective units						
BSBWHS504A	Manage WHS hazards and risks					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBWHS503A	Contribute to the systematic management of WHS risk					<input type="checkbox"/> Yes <input type="checkbox"/> No
BSBWHS508A	Manage WHS hazards associated with plant					<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessor's signature						
Assessor's name						
Date						

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Section 7

Mapping of Assessment Tools

This section contains tables with mapping of each of the assessment tools provided, against the requirements of the units of competency, for the qualification, that makes up this Assessment Tool Kit.

It is important to note that this section is used for validation purposes only.

Whilst all effort is made to ensure that all the unit requirements for each unit are covered, the developers do not give any warranty nor accept any liability in relation to the mapping provided.

Note: It is recommended that these Assessment Tools be validated prior to using them for the first time, or after any customisation has been made, to ensure they meet the requirements of the organisation and meet AQF Standards.

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Mapping document for Cluster 1 – Safety system management

Using this document

This document is mapped to the direct sources of evidence required to satisfy competency in this particular cluster.

Each of the columns reflects the particular tool in use, and the numbers relate to the question numbers in that tool which support the relevant performance criteria, critical aspects of evidence or required knowledge and skills in this cluster.

Note: The final column, '**Supplementary evidence**', refers to any suggested sources of documentary evidence that the candidate may use to support their application for RPL.

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Section 7 – Mapping of Assessment Tools

Evidence Matrix

The evidence matrix below identifies how each of the questions in the Interview Question Bank (*Section 3*) and the Practical Tasks (*Section 4*) demonstrate competence against the elements, performance criteria and critical aspects of evidence, underpinning skills, knowledge, and dimensions of competency (Task Skill – **TS**, Task Management Skill – **TMS**, Contingency Management Skill – **CS**, Job role environment – **JRE**).

Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
1. Promote the implementation of the WHSMS	1.1 Access sources of information to determine the form, content, purposes and functions of a WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
	1.2 Apply knowledge of WHS legislation to identify duty holders and their roles and responsibilities in a WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS, JRE)	3, 9, 17, 19
	1.3 Apply knowledge of WHSMS and the organisation to communicate information about the WHSMS to individuals and parties	Q1, 2, 14, 15	Task 1A (TSM, JRE)	1, 2, 5, 20
	1.4 Advocate for the integration of return-to-work or injury management as part of an effective WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
	1.5 Consult effectively with individuals and parties about implementing the WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
Element 2 . Contribute to the development of WHS policy and commitment to the WHSMS	2.1 Apply knowledge of commitment and policy, to communicate to individuals and parties the requirements of commitment and WHS policy	Q4	Task 1A (TMS, CS, JRE)	1, 2

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	2.2 Contribute to the development and implementation of an initial WHS review as required	Q1, 3	Task 1A (TS, TMS, CS, JRE)	2, 3, 9, 17, 18
	2.3 Contribute to the development of WHS policy that meets requirements and is appropriate to the organisation	Q3	Task 1A (TMS, JRE)	2
	2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing WHS policy	Q3	Task 1A (TMS)	2
	2.5 Support documentation and communication of WHS policy to individuals and parties	Q1, 3, 15	Task 1A (TS, TMS)	9, 17, 18
Element 3 Contribute to the development of the WHS plan	3.1 Apply knowledge of WHS planning to communicate the requirements of a WHS plan to individuals and parties	Q1, 5, 6	Task 1A (TS, TMS)	2, 3, 9, 12, 20
	3.2 Contribute to the development of a WHS plan appropriate to the organisation that meets requirements	Q6, 14, 15	Task 1A (TMS)	9
	3.3 Facilitate and support the participation of, and consultation with, individuals and parties in developing the WHS plan	Q6, 9	Task 1A (TMS, CS, JRE)	2, 4, 12, 19, 20
Element 4 – Support the implementation of the systematic approach to managing WHS	3.1 Apply knowledge of WHS management and WHS disciplines in consultation with stakeholders, WHS specialists and technical advisors, to the development of policies and procedures.	Q1, 5, 6	Task 1A (TS, TMS)	2, 3, 9, 12, 20
	3.2 Provide support to managers to meet WHS responsibilities and to implement action plans.	Q6, 14, 15	Task 1A (TMS)	9
	3.3 Develop strategies to effectively integrate WHS within other functional areas and management systems that impact on the management of WHS.	Q6	Task 1A (TMS, CS, JRE)	2, 12, 19, 20

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Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	3.4 Identify WHS training needs and formulate recommendations for delivery.	Q9	Task 1A (TMS, CS)	4
Element 5 Contribute to the measurement and evaluation of WHS performance	5.1 Apply knowledge of measurement and evaluation of WHS performance, to communicate to individuals and parties the requirements for measurement and evaluation appropriate to the organisation	Q1, 6, 14, 15	Task 1A (TMS, CS, JRE)	1, 6, 10, 11
	5.2 Contribute to measurement and evaluation appropriate to own job role	Q1, 6, 14, 15	Task 1A (TMS, CS, JRE)	1, 6, 10, 11
	5.3 Facilitate and support the participation of, and consultation with, individuals and parties in measuring and evaluating WHS performance	Q6	Task 1A (TS, TMS, JRE)	7, 8

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Element 6 Contribute to the review and improvement of the WHSMS	6.1 Apply knowledge of the review and improvement of the WHSMS, to communicate to individuals and parties the requirements for review and improvement appropriate to the organisation	Q10	Task 1A (TMS, CS)	1, 5, 6, 9, 10, 11, 17, 18
	6.2 Contribute to review and improvement appropriate to own job role	Q10	Task 1A (TMS, JRE)	9
	6.3 Facilitate and support the participation of, and consultation with, individuals and parties in reviewing and improving the WHSMS	Q10, 15	Task 1A (TMS)	9
Critical aspects of evidence	contributing to the development and implementation of elements of a WHSMS	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS, JRE)	1, 2, 3, 4, 6, 9, 10, 11, 12, 18, 19, 20
	formulating a WHS plan	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS)	21
	knowledge of relevant WHS Acts, regulations and codes of practice	Task 1A (TMS, JRE)	Task 1A (TMS)	
	knowledge of the key elements of a WHSMS.	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS, JRE)	
Required knowledge	barriers to WHSMS implementation and strategies to remove them	Q7, 14	Task 1A (TMS)	21
	benefits to an organisation of having return-to-work and injury management integrated into the WHSMS	Q1, 15	Task 1A (TMS, JRE)	2, 9, 18, 20

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	<ul style="list-style-type: none"> documents relating to WHSMS: <ul style="list-style-type: none"> regulatory authority WHSMS tools, standards and guidance Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques Standards Australia publication HB 211-2001 Occupational Health and Safety Management Systems – A Guide to AS4801 for Small Business 	Q7, 14	Task 1A (TMS)	7, 8, 13, 15, 21
	due diligence obligations as referred to in WHS Acts, regulations and codes of practice	Q7, 14, 16	Task 1A (TMS)	21

Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required knowledge (continued)	legislative requirements for WHS information and data, and consultation	Q14	Task 1A (TMS)	21
	nature of information and data that provide valid and reliable measures of performance of WHS management processes	Q14	Task 1A (TMS)	21
	relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications	Q14	Task 1A (TMS)	21
	range of commonly used WHSMS, and WHSMS certification standards	Q14	Task 1A (TMS)	21
	requirements for recordkeeping that address WHS, privacy and other relevant legislation	Q2	Task 1A (TS, TMS)	2
	roles and responsibilities of individuals and parties under WHS legislation	Q2, 7	Task 1A (TMS)	5, 6, 7, 8, 13, 15
	WHS positive performance indicators.	Q14	Task 1A (TMS)	21

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required skills	analytical skills to: <ul style="list-style-type: none"> analyse relevant workplace information and data contribute to the assessment of resources needed to manage risk and where appropriate access these resources identify areas for WHS improvement 	Q2, 3, 10, 11, 12, 13	Task 1A (TS, TMS, CS)	1, 2, 3, 4, 5, 6, 10, 11, 13
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation present information for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers 	Q2, 7	Task 1A (TS, TMS)	1, 6, 11, 13

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required skills (continued)	consultation and negotiation skills to: <ul style="list-style-type: none"> develop plans implement and monitor designated actions 	Q1, 15	Task 1A (TS, TMS, CS)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19
	information technology skills to: <ul style="list-style-type: none"> download and upload information and data use WHSMS and other software 	Q1, 15	Task 1A (TS, TMS, CS)	9, 18
	numeracy skills to analyse workplace information and data	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	organisational skills to manage own tasks within a timeframe	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	project-management skills to achieve change in WHS matters	Q7, 10, 13, 15	Task 1A (TS, TMS)	7
BSBWHS507A – Contribute to managing WHS information systems				
Element 1 Contribute to identifying WHSIS requirements	1.1 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with identifying duty holders and WHS information necessary for effective WHS management in the organisation	Q1, 6, 7, 16	Task 1B (TMS, JRE)	8
	1.2 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with determining the functions and purposes of the WHSIS	Q7, 16	Task 1B (TS, TMS)	6, 7
	1.3 Apply knowledge of organisation and consult with users of the WHSIS, to assist with specifying what users need from the system	Q1, 7	Task 1B (TMS, JRE)	7
	1.4 Assist with identifying workplace factors that may impact on the design and development of the WHSIS	Q1, 4, 6, 8, 9,11, 15		

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A– Contribute to managing WHS information systems				
Element 2 Contribute to the use and operation of the WHSIS	2.1 Provide advice and support to users to enable them to use the WHSIS effectively and to meet their WHS responsibilities and objectives	Q1, 7, 14, 15	Task 1B (TMS)	9, 18
	2.2 Gain feedback from users to assist with monitoring, evaluating and improving the WHSIS	Q7	Task 1B (TMS, JRE)	7
Element 3 Use the WHSIS to support effective WHS management as required by job role	3.1 Access and review relevant sources of WHS information and data, and evaluate information and data gathered	Q1, 7, 15	Task 1B (TMS)	6, 9
	3.2 Collect and record information and data according to WHS legislation and workplace policies, procedures and systems, and use appropriate tools	Q7	Task 1B (TMS)	7
	3.3 Meet legislated reporting requirements to external bodies within required time limits	Q7, 16	Task 1B (TMS)	6, 7, 8
	3.4 Use appropriate analytical techniques to evaluate WHS performance and identify areas for WHS improvement	Q7	Task 1B (TMS)	21
	3.5 Regularly review and analyse WHS information and data in consultation with users to ensure organisational and WHS legislative requirements are met	Q9	Task 1B (TMS, JRE)	4
	3.6 Make recommendations for improvement in prevention strategies based on information and data analysis	Q10	Task 1B (TMS, JRE)	6
	3.7 Communicate WHS information to individuals and parties as required by WHS legislation and workplace policies, procedures and systems	Q1, 7, 14, 15,16	Task 1B (TMS)	9, 18

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Element 4 – Assist with monitoring, evaluating and improving the WHSIS	4.1 Apply knowledge of WHSIS requirements to assist with identifying elements of the WHSIS needing improvement	Q7	Task 1B (TMS)	6, 7, 8
	4.2 Assist with developing and implementing measures to improve the WHSIS	Q2	Task 1B (TMS, JRE)	6, 13
	4.3 Facilitate user participation and consultation during WHSIS monitoring, evaluation and improvement activities	Q2	Task 1B (TMS, JRE)	13
	4.4 Assess training needs of WHSIS users and action as appropriate	Q7, 10	Task 1B (TMS, JRE)	6
	4.5 Determine frequency, method and scope of WHSIS review in consultation with users	Q1, 3, 6, 10, 15	Task 1B (TMS)	6, 7, 8

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Critical aspects of evidence	preparation of an information and data plan	Q7	Task 1B (TS, TMS, JRE)	6, 7, 8
	presentation of information and data about workplace hazards in appropriate formats	Q7	Task 1B (TS, TMS, JRE)	6, 7, 8
	knowledge of frequency and incident rates.	Q7, 14, 16	Task 1B (TMS)	21
Required knowledge	appropriate presentation of relevant information and data about workplace hazards	Q6	Task 1B (TMS)	19
	commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation, and rehabilitation	Q16	Task 1B (TMS)	21
	due diligence obligations as referred to in WHS Acts, regulations and codes of practice	Q14, 116	Task 1B (TMS)	21
	internal and external sources of WHS information and data, and how to access them	Q7	Task 1B (TMS)	21
	key personnel, including change agents, within workplace management structure	Q1, 2, 8	Task 1B (TS, TMS)	2
	language, literacy and cultural profile of the work team	Q4, 9, 15	Task 1B (TMS, CS, JRE)	1, 2, 3, 9, 11, 12, 20
	legislative requirements for WHS information and data, and consultation	Q16	Task 1B (TMS, JRE)	8
	methods for providing evidence of compliance with WHS legislation	Q2, 4, 16	Task 1B (TMS, JRE)	2
	nature of information and data that provide valid and reliable measures of performance of WHS management processes	Q2, 15	Task 1B (TMS, JRE)	9
	organisational WHS policies, procedures, processes and systems	Q6, 10	Task 1B (TMS)	21
	requirements for recordkeeping that address WHS, privacy and other relevant legislation	Q7	Task 1B (TMS, CS)	7, 8, 19

Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	<ul style="list-style-type: none"> requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents 	Q14	Task 1B (TS, TMS)	15, 19, 21
	<ul style="list-style-type: none"> roles and responsibilities of individuals and parties under WHS legislation 	Q7	Task 1B (TMS)	5, 6, 7, 8, 13, 15
	<ul style="list-style-type: none"> systems for storage and retrieval of information and data. 	Q4	Task 1B (TMS, CS)	1, 11, 20

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Required skills	analytical skills to: <ul style="list-style-type: none"> contribute to the assessment of resources needed to manage WHS and where appropriate access these resources gather, record and analyse relevant workplace information and data identify areas for WHS information management improvement 	Q2, 3, 10, 11, 12, 13	Task 1B (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 10, 11, 13
	numeracy skills to analyse workplace information and data	Q2, 7	Task 1B (TS, TMS)	1, 6, 11, 13
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively and appropriately with WHSIS users provide information to a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers 	Q15	Task 1B (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Required skills (continued)	consultation and negotiation skills to: <ul style="list-style-type: none"> develop plans implement and monitor designated actions 	Q1, 15	Task 1B (TS, TMS, CS)	9, 18
	Project management skills to achieve change in WHS matters.	Q3, 6, 12	Task 1B (TS, TMS, CS)	2,
	Organisational skills to manage own tasks within a timeframe.	Q3, 6, 12	Task 1B (TS, TMS, CS)	2
	information technology skills to: <ul style="list-style-type: none"> use WHSIS software use a range of communication media 	Q7, 10, 13, 15	Task 1B (TS, TMS)	7, 9
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Element 1 Identify the requirements for WHS consultation and participation	1.1 Review WHS legislation to identify duty holders and legal requirements for WHS consultation and participation processes	Q8, 14, 16	Task 1A (TMS)	21
	1.2 Review organisational policies, procedures, processes and systems to identify requirements and opportunities for WHS consultation and participation	Q4	Task 1A (TMS, CM, JRE)	11, 12
	1.3 Consult with individuals and parties to identify specific requirements for WHS consultation and participation	Q6, 8, 12	Task 1A (TMS, CM, JRE)	12

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Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Element 2 – Review existing WHS consultation and participation processes	2.1 Review effectiveness of existing WHS consultation and participation processes, in consultation with individuals and parties	Q1, 6, 7, 8, 15	Task 1A (TS, TMS, CS, JRE)	8, 9, 12, 17, 18, 19
	2.2 Compare existing processes with identified requirements for WHS consultation and participation processes	Q1, 8, 15	Task 1A (TS, TMS, CS, JRE)	9, 12, 17, 18, 19
	2.3 Consult with individuals and parties to identify specific areas for improvement in WHS consultation and participation processes	Q8, 9	Task 1A (TMS)	4
Element 3 – Develop WHS consultation and participation processes	3.1 Identify factors that may impact on the design of WHS consultation and participation processes	Q4, 6, 8, 10	Task 1A (TMS)	12
	3.2 Design new or modify existing processes in consultation with individuals and parties to achieve required improvements	Q1, 8	Task 1A (TMS)	12
	3.3 Ensure improvements integrate with existing WHS and other systems and are appropriate to the organisation	Q3, 10	Task 1A (TMS, CS)	4
	3.4 Plan how improvements will be implemented and identify resourcing requirements, roles and responsibilities, and training needs required for implementation	Q1,3, 8, 9, 10	Task 1A (TMS, JRE)	12
	3.5 Develop action plans with allocated responsibilities and timelines	Q2, 3, 6, 10	Task 1A (TMS, JRE)	12
	3.6 Determine priorities for implementation in consultation with individuals and parties	Q8	Task 1A (TMS, JRE)	12
4. Implement WHS consultation and participation arrangements	4.1 Provide advice and support to individuals and parties during implementation	Q6, 8, 9, 17	Task 1A (TMS, JRE)	12
	4.2 Monitor and support implementation, in consultation with individuals and parties	Q6, 8, 9, 17	Task 1A (TMS, JRE)	12
	4.3 Recommend and support changes to the plan as required	Q6, 8, 9, 17	Task 1A (TMS, JRE)	12

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Units of competency		Units of competency		
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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
	4.5 Make recommendations for adjustments to the implementation as required.	Q10	Task 1A (TMS)	10, 11
Element 5 – Monitor and evaluate consultation and participation processes	.1 Develop an <i>evaluation protocol</i> in consultation with individuals and parties	Q1	Task 1A (TMS)	9, 17, 18
	5.2 Develop a plan for collecting information	Q7	Task 1A (TMS)	2, 8
	5.3 Analyse and evaluate information	Q2, 7	Task 1A (TS, TMS)	6, 7, 8
	5.4 Make recommendations for improvement based on the evaluation	Q10	Task 1A (TMS, CS)	10, 11
	5.5 Consult with individuals and parties on the outcomes of the evaluation and recommend an action plan for ongoing improvements	Q10	Task 1A (TMS, CS, JRE)	10, 11
Critical aspects of evidence	ensuring that continuous improvement is part of the ongoing review process	Q8	Task 1A (TS, TMS, CS, JRE)	11, 12
	preparing an action plan to implement WHS participation and consultation processes	Q14, 16	Task 1A (TMS)	21
	preparing positive performance indicators for evaluation.	Q2	Task 1A (TS, TMS)	6, 7, 8
	Formal and informal communication and consultation processes and key personnel related to communication.	Q15	Task 1A (TMS, CS)	9, 17, 18

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	How the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q4	Task 1A (TMS, CS, JRE)	1, 2, 3, 9, 10, 11, 12, 20
	Internal and external sources of WHS information and data and how to access them.	Q6	Task 1A (TMS, JRE)	7, 8
	Key personnel, including identifying 'change agents' within workplace management structure.	Q4	Task 1A (TMS, JRE)	2
	Organisational WHS policies, procedures, processes and systems.	Q6	Task 1A (TMS, JRE)	2, 12, 19
	Language, literacy and cultural profile of the workgroup.	Q4	Task 1A (TMS, JRE)	9
	Legislative requirements for WHS information and data, and consultation.	Q14	Task 1A (TMS)	21
	Methods of providing evidence of compliance with WHS legislation.	Q14	Task 1A (TS, TMS)	15, 19, 21
	Organisational culture as it impacts on the work team.	Q4	Task 1A (TMS, JRE)	1, 11, 20

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BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	Principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items.	Q15	Task 1A (TMS)	17, 18
	Training needs of health and safety committees, and health and safety representatives	Q9	Task 1A (TS, TMS)	6, 7, 8
	Roles and responsibilities of individuals and parties under WHS legislation.	Q15	Task 1A (TMS)	2, 9, 18, 20

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	Roles and responsibilities of individuals and parties under WHS legislation.	Q1, 5, 8, 9, 14,16, 17	Task 1A (TMS)	2, 9, 18, 20
Required skills	Analytical skills to: <ul style="list-style-type: none"> • assess resourcing requirements • gather and analyse relevant workplace information and data • identify areas for WHS improvement 	Q2, 3, 10, 11, 12	Task 1A (TS, TMS, CS)	1, 2, 3, 4, 5, 6, 10, 11, 13
	Planning skills to apply continuous improvement and action planning processes.	Q3, 10	Task 1A (TS, TMS)	2
	Numeracy skills to analyse workplace information and data	Q2, 7, 13	Task 1A (TS, TMS)	1, 6, 11, 13

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	Communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organisation prepare reports for a range of target groups including WHS committees, WHS representatives, managers, supervisors and persons conducting business or undertakings (PCBUs) or their officers use language and literacy skills appropriate to the work team and the task. 	Q15	Task 1A (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19
	Consultation and negotiation skills to develop plans, and to implement and monitor designated actions.	Q1, 15	Task 1A (TS, TMS, CS)	9, 18
	Project management skills to achieve change in WHS matters.	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	Organisational skills to manage own tasks in a timeframe.	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	Information technology skills to use a range of software and communication media.	Q7, 10, 13, 15	Task 1A (TS, TMS)	7, 9, 13, 18

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Element 1 – . Ensure initial responses to the incident are properly carried out	1.1 Prepare and implement a workplace procedure for incident investigation	Q11	Task 2 (TS, TMS, CS)	13
	1.2 Ensure site of the incident is safe and secured and that the immediate needs of those involved in the incident are met	Q11	Task 2 (TS, TMS)	13

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
	1.4 Ensure other actions are performed to meet requirements of relevant workplace policies, procedures, processes and systems	Q11	Task 2 (TMS)	9, 13, 21
Element 2 – Develop an investigation plan	2.1 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with identifying duty holders and ensure requirements of WHS legislation and workplace policies, procedures, processes and systems are met by the investigation plan	Q11	Task 2 (TMS, JRE)	13
	2.2 Form an appropriate investigation team	Q12	Task 2 (TS, TMS)	13
	2.3 Define the scope and purpose of the investigation and ensure they are appropriate to the scope and nature of the incident	Q11	Task 2 (TS, TMS)	14
	2.4 Ensure participation of, and consultation with, individuals and parties as part of the planning process and specify agreed participation and consultation processes to occur during all phases of the investigation	Q11	Task 2 (TS, TMS)	9, 13, 21
	2.5 Identify, document and obtain necessary resources to conduct the investigation, including expert advice if required	Q11	Task 2 (TS, TMS, CS)	13
	2.6 Identify, address and document barriers to investigation	Q12	Task 2 (TS, TMS, CS, JRE)	13
	2.7 Ensure planning includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes	Q11	Task 2 (TMS, JRE)	2, 13

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Element 3 – Collect information and data	3.1 Identify and access sources of information and data	Q12	Task 2 (TMS, JRE)	8, 7, 15, 13
	3.2 Inspect incident site, equipment and other evidence, and document outcome of inspection	Q12	Task 2 (TMS, JRE)	13, 15
	3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy	Q12	Task 2 (TS, TMS, JRE)	8, 15

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Element 4 – Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures	4.1 Ensure investigation team understands, identifies and applies the conceptual bases for the analysis	Q13	Task 2 (TS, TMS, JRE)	13
	4.2 Construct timeline of events leading up to the incident	Q13	Task 2 (TS, TMS)	13
	4.3 Investigate key events, conditions and/or circumstances that together resulted in the incident	Q13	Task 2 (TS, TMS)	16
	4.4 Develop actions, interventions and practical measures to prevent the re-occurrence of the incident and to address root causes	Q13	Task 2 (TS, TMS, JRE)	13
	4.5 Specify recommended actions, interventions or measures, and plans for their implementation and evaluation	Q13	Task 2 (TMS, JRE)	13
Element 5 – Compile and communicate investigation report	5.1 Prepare a report on the investigation, phrasing it in objective terms	Q13, 15	Task 2 (TS, TMS, JRE)	13
	5.2 Cite evidence and basis for conclusions and recommendations	Q13	Task 2 (TS, TMS)	13
	5.3 Communicate the report to individuals and parties as appropriate	Q13, 15	Task 2 (TS, TMS, JRE)	9, 17, 18

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
	5.5 Use findings from the report to develop further prevention strategies.	Q10, 13	Task 2 (TMS)	10
Critical aspects of evidence	investigation of WHS incidents in a systematic manner	Q11, 12, 13, 14	Task 2 (TS, TMS, CS)	13, 14, 15, 16, 10
	initial assessment of the situation and the establishment of an investigation plan	Q11, 12, 13, 14	Task 2 (TS, TMS, CS)	13
	recommendations arising from the investigation	Q11, 12, 13, 14	Task 2 (TS, TMS)	9, 10, 13, 17, 18
	identification of immediate and underlying causes, and construction of a timeline of events leading up to the incident with intervention points on the timeline for prevention and a root tree analysis	Q11, 12, 13, 14	Task 2 (TMS)	13, 15, 21
Required knowledge	ethics related to professional practice			
	how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, for example part-time, casual and contract workers, shift rosters, geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q4	Task 1A (TMS, CS, JRE)	1, 2, 3, 9, 10, 11, 12, 20

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Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	internal and external sources of information and data relevant to the investigation			
	models of incident causation and injury processes			
	nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace			
	organisational WHS policies, procedures, processes and systems			
	requirements under WHS legislation for notifying and reporting incidents and enforcement notices; and rights and powers of WHS inspectors			
	Types and characteristics of incidents			

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BWHS505A – Investigation WHS incidents				

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
SBWHS505A – Investigation WHS incidents				

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Required skills	Analytical skills to: <ul style="list-style-type: none"> analyse relevant workplace information and data contribute to the assessment of resources needed to manage risk and where appropriate access these resources develop actions, interventions or measures to prevent re-occurrence of the incident identify areas for WHS improvement make accurate observations of workplace tasks and interactions between people, their activities, equipment, environment and systems 	Q2, 3, 10, 11, 12, 13	Task 2 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 10, 11, 13
	Research skills to access relevant WHS information and data, identify areas for improvement and interpret information and data	Q1, 5, 6, 7, 12	Task 2 (TS, TMS, CS)	7, 8, 13, 16
	Numeracy skills develop and implement the action plan	Q2, 7	Task 2 (TS, TMS)	1, 6, 11, 13
	Communication skills to communicate effectively with individuals and parties at all stages of the investigation	Q15	Task 2 (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Required skills (continued)	Consultation and negotiation skills to support the development and implementation of the investigation plan	Q1, 15	Task 2 (TS, TMS, CS)	9
	Project management skills to support development and implementation of the investigation plan.	Q3, 6, 12	Task 2 (TS, TMS, CS)	13
	Organisational skills to manage own tasks in a timeframe.	Q3, 6, 12	Task 2 (TS, TMS, CS)	13
	Information technology skills to access and download internal and external information and data on WHS and to use a range of communication media.	Q7, 10, 13, 15	Task 2 (TS, TMS)	8, 7, 9

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
1. Promote the implementation of the WHSMS	1.1 Access sources of information to determine the form, content, purposes and functions of a WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
	1.2 Apply knowledge of WHS legislation to identify duty holders and their roles and responsibilities in a WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS, JRE)	3, 9, 17, 19
	1.3 Apply knowledge of WHSMS and the organisation to communicate information about the WHSMS to individuals and parties	Q1, 2, 14, 15	Task 1A (TSM, JRE)	1, 2, 5, 20
	1.4 Advocate for the integration of return-to-work or injury management as part of an effective WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
	1.5 Consult effectively with individuals and parties about implementing the WHSMS	Q1, 2, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
Element 1 – Contribute to the strategic planning process	1.1 Take steps to ensure that managers at all levels are aware of their WHS responsibilities and the role of WHS in the overall management approach.	Q1, 14, 15	Task 1A (TS, TMS)	1, 2, 3, 9, 10, 11, 18, 20
	1.2 Determine WHS needs and priorities in consultation with relevant managers and other workplace stakeholders and key personnel.	Q1	Task 1A (TS, TMS, JRE)	3, 9, 17, 19
	1.3 Make recommendations for inclusion of WHS performance (including positive performance indicators [PPIs]) in the organisation's business plan.	Q2	Task 1A (TSM, JRE)	1, 2, 5, 20

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Element 2 . Contribute to the development of WHS policy and commitment to the WHSMS	2.1 Apply knowledge of commitment and policy, to communicate to individuals and parties the requirements of commitment and WHS policy	Q4	Task 1A (TMS, CS, JRE)	1, 2
	2.2 Contribute to the development and implementation of an initial WHS review as required	Q1, 3	Task 1A (TS, TMS, CS, JRE)	2, 3, 9, 17, 18
	2.3 Contribute to the development of WHS policy that meets requirements and is appropriate to the organisation	Q3	Task 1A (TMS, JRE)	2
	2.4 Facilitate and support the participation of, and consultation with, individuals and parties in developing WHS policy	Q3	Task 1A (TMS)	2
	2.5 Support documentation and communication of WHS policy to individuals and parties	Q1, 3, 15	Task 1A (TS, TMS)	9, 17, 18
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Element 3 – Support the implementation of the systematic approach to managing WHS	3.1 Apply knowledge of WHS management and WHS disciplines in consultation with stakeholders, WHS specialists and technical advisors, to the development of policies and procedures.	Q1, 5, 6	Task 1A (TS, TMS)	2, 3, 9, 12, 20
	3.2 Provide support to managers to meet WHS responsibilities and to implement action plans.	Q6, 14, 15	Task 1A (TMS)	9
	3.3 Develop strategies to effectively integrate WHS within other functional areas and management systems that impact on the management of WHS.	Q6	Task 1A (TMS, CS, JRE)	2, 12, 19, 20
	3.4 Identify WHS training needs and formulate recommendations for delivery.	Q9	Task 1A (TMS, CS)	4

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Element 3 Contribute to the development of the WHS plan	3.1 Apply knowledge of WHS planning to communicate the requirements of a WHS plan to individuals and parties			
	3.2 Contribute to the development of a WHS plan appropriate to the organisation that meets requirements			
	3.3 Facilitate and support the participation of, and consultation with, individuals and parties in developing the WHS plan			
Element 4 – Support the implementation of the systematic approach to managing WHS	3.1 Apply knowledge of WHS management and WHS disciplines in consultation with stakeholders, WHS specialists and technical advisors, to the development of policies and procedures.	Q1, 5, 6	Task 1A (TS, TMS)	2, 3, 9, 12, 20
	3.2 Provide support to managers to meet WHS responsibilities and to implement action plans.	Q6, 14, 15	Task 1A (TMS)	9
	3.3 Develop strategies to effectively integrate WHS within other functional areas and management systems that impact on the management of WHS.	Q6	Task 1A (TMS, CS, JRE)	2, 12, 19, 20
	3.4 Identify WHS training needs and formulate recommendations for delivery.	Q9	Task 1A (TMS, CS)	4
Element 5 Contribute to the measurement and evaluation of WHS performance	5.1 Apply knowledge of measurement and evaluation of WHS performance, to communicate to individuals and parties the requirements for measurement and evaluation appropriate to the organisation	Q1, 6, 14, 15	Task 1A (TMS, CS, JRE)	1, 6, 10, 11
	5.2 Contribute to measurement and evaluation appropriate to own job role	Q1, 6, 14, 15	Task 1A (TMS, CS, JRE)	1, 6, 10, 11

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	5.3 Facilitate and support the participation of, and consultation with, individuals and parties in measuring and evaluating WHS performance	Q6	Task 1A (TS, TMS, JRE)	7, 8

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Element 6 Contribute to the review and improvement of the WHSMS	6.1 Apply knowledge of the review and improvement of the WHSMS, to communicate to individuals and parties the requirements for review and improvement appropriate to the organisation	Q10	Task 1A (TMS, CS)	1, 5, 6, 9, 10, 11, 17, 18
	6.2 Contribute to review and improvement appropriate to own job role	Q10	Task 1A (TMS, JRE)	9
	6.3 Facilitate and support the participation of, and consultation with, individuals and parties in reviewing and improving the WHSMS	Q10, 15	Task 1A (TMS)	9
Critical aspects of evidence	contributing to the development and implementation of elements of a WHSMS	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS, JRE)	1, 2, 3, 4, 6, 9, 10, 11, 12, 18, 19, 20
	formulating a WHS plan	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS)	21
	knowledge of relevant WHS Acts, regulations and codes of practice	Task 1A (TMS, JRE)	Task 1A (TMS)	
	knowledge of the key elements of a WHSMS.	Q1, 2, 3, 4, 5, 6, 9, 10, 14, 15	Task 1A (TMS, JRE)	
Required knowledge	barriers to WHSMS implementation and strategies to remove them	Q7, 14	Task 1A (TMS)	21
	benefits to an organisation of having return-to-work and injury management integrated into the WHSMS	Q1, 15	Task 1A (TMS, JRE)	2, 9, 18, 20

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	<ul style="list-style-type: none"> documents relating to WHSMS: <ul style="list-style-type: none"> regulatory authority WHSMS tools, standards and guidance Australian Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use Australian Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques Standards Australia publication HB 211-2001 Occupational Health and Safety Management Systems – A Guide to AS4801 for Small Business 	Q2, 16	Task 1A (TMS)	7, 8, 13, 15, 21
	due diligence obligations as referred to in WHS Acts, regulations and codes of practice	Q2, 7, 16, 17	Task 1A (TMS)	21

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required knowledge (continued)	legislative requirements for WHS information and data, and consultation	Q7, 16	Task 1A (TMS)	21
	nature of information and data that provide valid and reliable measures of performance of WHS management processes	Q2, 7	Task 1A (TMS)	21
	relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications	Q16	Task 1A (TMS)	21
	range of commonly used WHSMS, and WHSMS certification standards	Q16	Task 1A (TMS)	21
	requirements for recordkeeping that address WHS, privacy and other relevant legislation	Q2, 16	Task 1A (TS, TMS)	2
	roles and responsibilities of individuals and parties under WHS legislation	Q1 ,14,1 7	Task 1A (TMS)	5, 6, 7, 8, 13, 15
	WHS positive performance indicators.	Q2	Task 1A (TMS)	21

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required skills	analytical skills to: <ul style="list-style-type: none"> analyse relevant workplace information and data contribute to the assessment of resources needed to manage risk and where appropriate access these resources identify areas for WHS improvement 	Q2, 3, 10, 11, 12, 13	Task 1A (TS, TMS, CS)	1, 2, 3, 4, 5, 6, 10, 11, 13
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation present information for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers 	Q2, 7	Task 1A (TS, TMS)	1, 6, 11, 13

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems				
Required skills (continued)	consultation and negotiation skills to: <ul style="list-style-type: none"> develop plans implement and monitor designated actions 	Q1, 15	Task 1A (TS, TMS, CS)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19
	information technology skills to: <ul style="list-style-type: none"> download and upload information and data use WHSMS and other software 	Q1, 15	Task 1A (TS, TMS, CS)	9, 18
	numeracy skills to analyse workplace information and data	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	organisational skills to manage own tasks within a timeframe	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	project-management skills to achieve change in WHS matters	Q7, 10, 13, 15	Task 1A (TS, TMS)	7

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Element 1 Contribute to identifying WHSIS requirements	1.1 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with identifying duty holders and WHS information necessary for effective WHS management in the organisation	Q6, 7	Task 1B (TMS, JRE)	8
	1.2 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with determining the functions and purposes of the WHSIS	Q7	Task 1B (TS, TMS)	6, 7
	1.3 Apply knowledge of organisation and consult with users of the WHSIS , to assist with specifying what users need from the system	Q7	Task 1B (TMS, JRE)	7
	1.4 Assist with identifying workplace factors that may impact on the design and development of the WHSIS			

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Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A– Contribute to managing WHS information systems				
Element 2 Contribute to the use and operation of the WHSIS	2.1 Provide advice and support to users to enable them to use the WHSIS effectively and to meet their WHS responsibilities and objectives	Q1, 7, 14, 15	Task 1B (TMS)	9, 18
	2.2 Gain feedback from users to assist with monitoring, evaluating and improving the WHSIS	Q7	Task 1B (TMS, JRE)	7
Element 3 Use the WHSIS to support effective WHS management as required by job role	3.1 Access and review relevant sources of WHS information and data , and evaluate information and data gathered	Q1, 7, 15	Task 1B (TMS)	6, 9
	3.2 Collect and record information and data according to WHS legislation and workplace policies, procedures and systems, and use appropriate tools	Q7	Task 1B (TMS)	7
	3.3 Meet legislated reporting requirements to external bodies within required time limits	Q7	Task 1B (TMS)	6, 7, 8
	3.4 Use appropriate analytical techniques to evaluate WHS performance and identify areas for WHS improvement	Q7	Task 1B (TMS)	21
	3.5 Regularly review and analyse WHS information and data in consultation with users to ensure organisational and WHS legislative requirements are met	Q9	Task 1B (TMS, JRE)	4

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	3.6 Make recommendations for improvement in prevention strategies based on information and data analysis	Q10	Task 1B (TMS, JRE)	6
	3.7 Communicate WHS information to <i>individuals and parties</i> as required by WHS legislation and workplace policies, procedures and systems			

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Element 4 – Assist with monitoring, evaluating and improving the WHSIS	4.1 Apply knowledge of WHSIS requirements to assist with identifying elements of the WHSIS needing improvement	Q7	Task 1B (TMS)	6, 7, 8
	4.2 Assist with developing and implementing measures to improve the WHSIS	Q2	Task 1B (TMS, JRE)	6, 13
	4.3 Facilitate user participation and consultation during WHSIS monitoring, evaluation and improvement activities	Q2	Task 1B (TMS, JRE)	13
	4.4 Assess training needs of WHSIS users and action as appropriate	Q7, 10	Task 1B (TMS, JRE)	6
	4.5 Determine frequency, method and scope of WHSIS review in consultation with users			

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Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Critical aspects of evidence	preparation of an information and data plan	Q7	Task 1B (TS, TMS, JRE)	6, 7, 8
	presentation of information and data about workplace hazards in appropriate formats			
	knowledge of frequency and incident rates.	Q7, 14, 16	Task 1B (TMS)	21
Required knowledge	<ul style="list-style-type: none"> appropriate presentation of relevant information and data about workplace hazards 	Q6	Task 1B (TMS)	19
	<ul style="list-style-type: none"> commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation, and rehabilitation 	Q14	Task 1B (TMS)	21
	<ul style="list-style-type: none"> due diligence obligations as referred to in WHS Acts, regulations and codes of practice 	Q14	Task 1B (TMS)	21
	<ul style="list-style-type: none"> internal and external sources of WHS information and data, and how to access them 	Q14	Task 1B (TMS)	21
	<ul style="list-style-type: none"> key personnel, including change agents, within workplace management structure 	Q2	Task 1B (TS, TMS)	2
	<ul style="list-style-type: none"> language, literacy and cultural profile of the work team 	Q4	Task 1B (TMS, CS, JRE)	1, 2, 3, 9, 11, 12, 20
	<ul style="list-style-type: none"> legislative requirements for WHS information and data, and consultation 	Q6	Task 1B (TMS, JRE)	8
Required knowledge (continued)	<ul style="list-style-type: none"> methods for providing evidence of compliance with WHS legislation 	Q4	Task 1B (TMS, JRE)	2
	<ul style="list-style-type: none"> nature of information and data that provide valid and reliable measures of performance of WHS management processes 	Q4, 15	Task 1B (TMS, JRE)	9
	<ul style="list-style-type: none"> organisational WHS policies, procedures, processes and systems 	Q7, 14	Task 1B (TMS)	21

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	<ul style="list-style-type: none"> requirements for recordkeeping that address WHS, privacy and other relevant legislation 	Q7	Task 1B (TMS, CS)	7, 8, 19
	<ul style="list-style-type: none"> requirements for reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents 	Q14	Task 1B (TS, TMS)	15, 19, 21
	<ul style="list-style-type: none"> roles and responsibilities of individuals and parties under WHS legislation 	Q7	Task 1B (TMS)	5, 6, 7, 8, 13, 15
	<ul style="list-style-type: none"> systems for storage and retrieval of information and data. 	Q4	Task 1B (TMS, CS)	1, 11, 20

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Required skills	analytical skills to: <ul style="list-style-type: none"> contribute to the assessment of resources needed to manage WHS and where appropriate access these resources gather, record and analyse relevant workplace information and data identify areas for WHS information management improvement 	Q2, 3, 10, 11, 12, 13	Task 1B (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 10, 11, 13
	numeracy skills to analyse workplace information and data	Q2, 7	Task 1B (TS, TMS)	1, 6, 11, 13
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively and appropriately with WHSIS users provide information to a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers 	Q15	Task 1B (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19

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Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS507A – Contribute to managing WHS information systems				
Required skills (continued)	consultation and negotiation skills to: <ul style="list-style-type: none"> develop plans implement and monitor designated actions 	Q1, 15	Task 1B (TS, TMS, CS)	9, 18
	Project management skills to achieve change in WHS matters.	Q3, 6, 12	Task 1B (TS, TMS, CS)	2,
	Organisational skills to manage own tasks within a timeframe.	Q3, 6, 12	Task 1B (TS, TMS, CS)	2
	information technology skills to: <ul style="list-style-type: none"> use WHSIS software use a range of communication media 	Q7, 10, 13, 15	Task 1B (TS, TMS)	7, 9
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Element 1 Identify the requirements for WHS consultation and participation	1.1 Review WHS legislation to identify duty holders and legal requirements for WHS consultation and participation processes	Q8, 14	Task 1A (TMS)	21
	1.2 Review organisational policies, procedures, processes and systems to identify requirements and opportunities for WHS consultation and participation	Q4	Task 1A (TMS, CM, JRE)	11, 12
	1.3 Consult with individuals and parties to identify specific requirements for WHS consultation and participation	Q6	Task 1A (TMS, CM, JRE)	12

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Element 2 – Review existing WHS consultation and participation processes	2.1 Review effectiveness of existing WHS consultation and participation processes, in consultation with individuals and parties	Q1, 6, 7, 8, 15	Task 1A (TS, TMS, CS, JRE)	8, 9, 12, 17, 18, 19
	2.2 Compare existing processes with identified requirements for WHS consultation and participation processes	Q1, 8, 15	Task 1A (TS, TMS, CS, JRE)	9, 12, 17, 18, 19
	2.3 Consult with individuals and parties to identify specific areas for improvement in WHS consultation and participation processes	Q9	Task 1A (TMS)	4
Element 3 – Develop WHS consultation and participation processes	3.1 Identify factors that may impact on the design of WHS consultation and participation processes	Q6, 8	Task 1A (TMS)	12
	3.2 Design new or modify existing processes in consultation with individuals and parties to achieve required improvements	Q1	Task 1A (TMS)	12
	3.3 Ensure improvements integrate with existing WHS and other systems and are appropriate to the organisation	Q9	Task 1A (TMS, CS)	4
	3.4 Plan how improvements will be implemented and identify resourcing requirements, roles and responsibilities, and training needs required for implementation	Q3, 8	Task 1A (TMS, JRE)	12
	3.5 Develop action plans with allocated responsibilities and timelines			

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	3.6 Determine priorities for implementation in consultation with individuals and parties			
4. Implement WHS consultation and participation arrangements	4.1 Provide advice and support to individuals and parties during implementation			
	4.2 Monitor and support implementation, in consultation with individuals and parties			
	4.3 Recommend and support changes to the plan as required			

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Units of competency		Units of competency		
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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
	4.5 Make recommendations for adjustments to the implementation as required.	Q10	Task 1A (TMS)	10, 11
Element 5 – Monitor and evaluate consultation and participation processes	.1 Develop an <i>evaluation protocol</i> in consultation with individuals and parties	Q1	Task 1A (TMS)	9, 17, 18
	5.2 Develop a plan for collecting information	Q7	Task 1A (TMS)	2, 8
	5.3 Analyse and evaluate information	Q2, 7	Task 1A (TS, TMS)	6, 7, 8
	5.4 Make recommendations for improvement based on the evaluation	Q10	Task 1A (TMS, CS)	10, 11
	5.5 Consult with individuals and parties on the outcomes of the evaluation and recommend an action plan for ongoing improvements	Q10	Task 1A (TMS, CS, JRE)	10, 11
Critical aspects of evidence	ensuring that continuous improvement is part of the ongoing review process	Q8	Task 1A (TS, TMS, CS, JRE)	11, 12
	preparing an action plan to implement WHS participation and consultation processes	Q14, 16	Task 1A (TMS)	21
	preparing positive performance indicators for evaluation.			
	Formal and informal communication and consultation processes and key personnel related to communication.	Q15	Task 1A (TMS, CS)	9, 17, 18

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	How the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q4	Task 1A (TMS, CS, JRE)	1, 2, 3, 9, 10, 11, 12, 20
	Internal and external sources of WHS information and data and how to access them.	Q6	Task 1A (TMS, JRE)	7, 8
	Key personnel, including identifying 'change agents' within workplace management structure.	Q4	Task 1A (TMS, JRE)	2
	Organisational WHS policies, procedures, processes and systems.	Q6	Task 1A (TMS, JRE)	2, 12, 19
	Language, literacy and cultural profile of the workgroup.	Q4	Task 1A (TMS, JRE)	9
	Legislative requirements for WHS information and data, and consultation.	Q14	Task 1A (TMS)	21
	Methods of providing evidence of compliance with WHS legislation.	Q14	Task 1A (TS, TMS)	15, 19, 21
	Organisational culture as it impacts on the work team.	Q4	Task 1A (TMS, JRE)	1, 11, 20

Cluster 1 – Safety system management				
Units of competency		Units of competency		
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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	Principles of effective meetings including agendas, action planning, chair and secretarial duties, minutes and action items.	Q15	Task 1A (TMS)	17, 18
	Training needs of health and safety committees, and health and safety representatives			

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Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	Roles and responsibilities of individuals and parties under WHS legislation.	Q15	Task 1A (TMS)	2, 9, 18, 20
Required skills	Analytical skills to: <ul style="list-style-type: none"> • assess resourcing requirements • gather and analyse relevant workplace information and data • identify areas for WHS improvement 	Q2, 3, 10, 11, 12	Task 1A (TS, TMS, CS)	1, 2, 3, 4, 5, 6, 10, 11, 13
	Planning skills to apply continuous improvement and action planning processes.	Q3, 10	Task 1A (TS, TMS)	2
	Numeracy skills to analyse workplace information and data	Q2, 7	Task 1A (TS, TMS)	1, 6, 11, 13

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS502A – Manage effective WHS consultative and participative arrangements				
Required knowledge (continued)	Communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organisation prepare reports for a range of target groups including WHS committees, WHS representatives, managers, supervisors and persons conducting business or undertakings (PCBUs) or their officers use language and literacy skills appropriate to the work team and the task. 	Q15	Task 1A (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19
	Consultation and negotiation skills to develop plans, and to implement and monitor designated actions.	Q1, 15	Task 1A (TS, TMS, CS)	9, 18
	Project management skills to achieve change in WHS matters.	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	Organisational skills to manage own tasks in a timeframe.	Q3, 6, 12	Task 1A (TS, TMS, CS)	2
	Information technology skills to use a range of software and communication media.	Q7, 10, 13, 15	Task 1A (TS, TMS)	7, 9, 13, 18

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Element 1 – . Ensure initial responses to the incident are properly carried out	1.1 Prepare and implement a workplace procedure for <i>incident</i> investigation	Q11	Task 2 (TS, TMS, CS)	13
	1.2 Ensure site of the incident is safe and secured and that the <i>immediate needs</i> of those involved in the incident are met	Q11	Task 2 (TS, TMS)	13

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
	1.4 Ensure other actions are performed to meet requirements of relevant workplace policies, procedures, processes and systems	Q11	Task 2 (TMS)	9, 13, 21
Element 2 – Develop an investigation plan	2.1 Apply knowledge of WHS legislation and workplace policies, procedures and systems to assist with identifying duty holders and ensure requirements of WHS legislation and workplace policies, procedures, processes and systems are met by the investigation plan	Q11	Task 2 (TMS, JRE)	13
	2.2 Form an appropriate investigation team	Q12	Task 2 (TS, TMS)	13
	2.3 Define the scope and purpose of the investigation and ensure they are appropriate to the scope and nature of the incident	Q11	Task 2 (TS, TMS)	14
	2.4 Ensure participation of, and consultation with, individuals and parties as part of the planning process and specify agreed participation and consultation processes to occur during all phases of the investigation	Q11	Task 2 (TS, TMS)	9, 13, 21
	2.5 Identify, document and obtain necessary resources to conduct the investigation, including expert advice if required	Q11	Task 2 (TS, TMS, CS)	13
	2.6 Identify, address and document barriers to investigation	Q12	Task 2 (TS, TMS, CS, JRE)	13
	2.7 Ensure planning includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes	Q11	Task 2 (TMS, JRE)	2, 13

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Element 3 – Collect information and data	3.1 Identify and access sources of information and data	Q12	Task 2 (TMS, JRE)	8, 7, 15, 13
	3.2 Inspect incident site, equipment and other evidence, and document outcome of inspection	Q12	Task 2 (TMS, JRE)	13, 15
	3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy	Q12	Task 2 (TS, TMS, JRE)	8, 15

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Element 4 – Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures	4.1 Ensure investigation team understands, identifies and applies the conceptual bases for the analysis	Q13	Task 2 (TS, TMS, JRE)	13
	4.2 Construct timeline of events leading up to the incident	Q13	Task 2 (TS, TMS)	13
	4.3 Investigate key events, conditions and/or circumstances that together resulted in the incident	Q13	Task 2 (TS, TMS)	16
	4.4 Develop actions, interventions and practical measures to prevent the re-occurrence of the incident and to address root causes	Q13	Task 2 (TS, TMS, JRE)	13
	4.5 Specify recommended actions, interventions or measures, and plans for their implementation and evaluation	Q13	Task 2 (TMS, JRE)	13
Element 5 – Compile and communicate investigation report	5.1 Prepare a report on the investigation, phrasing it in objective terms	Q13, 15	Task 2 (TS, TMS, JRE)	13
	5.2 Cite evidence and basis for conclusions and recommendations	Q13	Task 2 (TS, TMS)	13
	5.3 Communicate the report to individuals and parties as appropriate	Q13, 15	Task 2 (TS, TMS, JRE)	9, 17, 18

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
	5.5 Use findings from the report to develop further prevention strategies.	Q10, 13	Task 2 (TMS)	10
Critical aspects of evidence	investigation of WHS incidents in a systematic manner	Q11, 12, 13, 14	Task 2 (TS, TMS, CS)	13, 14, 15, 16, 10
	initial assessment of the situation and the establishment of an investigation plan	Q11, 12, 13, 14	Task 2 (TS, TMS, CS)	13
	recommendations arising from the investigation	Q11, 12, 13, 14	Task 2 (TS, TMS)	9, 10, 13, 17, 18
	identification of immediate and underlying causes, and construction of a timeline of events leading up to the incident with intervention points on the timeline for prevention and a root tree analysis	Q11, 12, 13, 14	Task 2 (TMS)	13, 15, 21
Required knowledge	ethics related to professional practice	Q14	Task 2 (TMS)	21
	how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, for example part-time, casual and contract workers, shift rosters, geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q3, 4, 15	Task 1	1, 6, 9, 10, 11, 12, 13, 17, 18, 19

Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	internal and external sources of information and data relevant to the investigation	Q.6, 11, 12, 13	Task 2 (TMS, JRE)	8, 13, 16
	models of incident causation and injury processes	Q11, 12, 13	Task 2 (TMS)	2, 3
	nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace	Q6	Task 2 (TMS, JRE)	2, 10
	organisational WHS policies, procedures, processes and systems	Q6, 13	Task 2 (TMS, JRE)	2, 12, 19, 20
	requirements under WHS legislation for notifying and reporting incidents and enforcement notices; and rights and powers of WHS inspectors	Q7, 14	Task 2 (TMS)	21
	Types and characteristics of incidents	Q3	Task 2 (TMS)	2, 3

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Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BWHS505A – Investigation WHS incidents				

Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
SBWHS505A – Investigation WHS incidents				

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Cluster 1 – Safety system management				
Units of competency BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		Units of competency BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Required skills	Analytical skills to: <ul style="list-style-type: none"> analyse relevant workplace information and data contribute to the assessment of resources needed to manage risk and where appropriate access these resources develop actions, interventions or measures to prevent re-occurrence of the incident identify areas for WHS improvement make accurate observations of workplace tasks and interactions between people, their activities, equipment, environment and systems 	Q2, 3, 10, 11, 12, 13	Task 2 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 10, 11, 13
	Research skills to access relevant WHS information and data, identify areas for improvement and interpret information and data	Q1, 5, 6, 7, 12	Task 2 (TS, TMS, CS)	7, 8, 13, 16
	Numeracy skills develop and implement the action plan	Q2, 7	Task 2 (TS, TMS)	1, 6, 11, 13
	Communication skills to communicate effectively with individuals and parties at all stages of the investigation	Q 14, 15	Task 2 (TS, TMS, CS, JRE)	1, 6, 9, 10, 11, 12, 13, 17, 18, 19

Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS505A – Investigation WHS incidents				
Required skills (continued)	Consultation and negotiation skills to support the development and implementation of the investigation plan	Q1, 14, 15	Task 2 (TS, TMS, CS)	9
	Project management skills to support development and implementation of the investigation plan.	Q3, 6, 12	Task 2 (TS, TMS, CS)	13
	Organisational skills to manage own tasks in a timeframe.	Q3, 6, 12	Task 2 (TS, TMS, CS)	13
	Information technology skills to access and download internal and external information and data on WHS and to use a range of communication media.	Q7, 10, 13, 15	Task 2 (TS, TMS)	8, 7, 9

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Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary evidence
BSBWHS509A Manage rehabilitation or return to work programs				
Element 1. Analyse claims	1.1 Ensure that the organisation has and maintains a current Workers' Compensation insurance policy (or equivalent) as required by the applicable legislation	Q.16, 17	Task 1	
	1.2 Process claims in accordance with organisational policies, and legal and insurance requirements	Q.3, 14,17	Task 1	
	1.3 Dispute claims where insurer or organisational requirements are not met	Q.4, 17	Task 1	
	1.4 Notify rehabilitation provider in accordance with organisational procedures	Q.1, 3, 5, 15,17	Task 1	
	1.5 Advise claimants as to whether their claim has been accepted	Q.1, 8, 15, 17	Task 1	
	1.6 Analyse claims to identify the nature of the illness/injury and prepare report/s	Q.1, 17	Task 1	
	1.7 Identify projected period of absence and where rehabilitation assistance is required, and ensure arrangements are made in the work team to deal with absence	Q.17	Task 1	
Element 2. Establish rehabilitation/return to work program	2.1 Ensure consultation occurs between rehabilitation provider and treating doctor	Q.1, 5, 17	Task 1	
	2.2 Ensure consultation occurs between rehabilitation provider, relevant managers and employee	Q.5, 8, 17	Task 1	
	2.3 Consider job redesign, reduced hours and alternative duties in the light of medical advice	Q.17	Task 1	
	2.4 Design a rehabilitation/return-to-work program to achieve a successful return-to-work	Q.8, 17	Task 1	
	2.5 Obtain approval for return-to-work program by relevant managers	Q.17	Task 1	
	2.6 Establish rehabilitation program with employee	Q.8, 17	Task 1	

Element 3. Monitor/evaluate rehabilitation/ return to work program	3.1 Encourage regular feedback/communication between provider, supervising manager and employee	Q.1, 5, 8, 10, 17	Task 1	
	3.2 Organise regular contact and support between provider and employee	Q.1, 5, 8, 17	Task 1	
	3.3 Identify breaches of the return-to-work program and take remedial action promptly	Q.2, 10, 17	Task 1	
	3.4 Refer return-to-work program to workers compensation authorities where breaches occur	Q.1, 17	Task 1	
	3.4 Modify return-to-work program where appropriate if it is not delivering the required outcomes	Q.6,10,17	Task 1	
	3.5 Evaluate each rehabilitation/return-to-work program at its conclusion and implement recommendations for system improvement where appropriate	Q.2, 17	Task 1	
Critical aspects of evidence	critical analysis of the organisation's rehabilitation return-to-work programs	Q.2, 10, 17	Task 1	
	assessment of the strengths and weaknesses of the organisation's approach to rehabilitation return-to-work programs	Q.6,10, 14, 17	Task 1	
	knowledge of relevant legislation	Q.10, 16 17	Task 1	
Required knowledge	rehabilitation concepts and return-to-work procedures	Q.10,17	Task 1	
	relevant legislation from all levels of government that affects business operation, especially in regard to workers compensation, occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination	Q.7, 16, 17	Task 1	
	workers compensation tribunal procedures.	Q.5, 17	Task 1	
Required skills	communications skills to discuss health matters sensitively with a range of people and to represent the employer for disputed claims	Q1,4, 14, 15, 17	Task 1	
	negotiation skills to negotiate disputed claims	Q.17	Task 1	
	organisational and administrative skills to see that all claims are properly processed and that claimant is clear about what is happening and what to expect.	Q.3,8, 10, 17	Task 1	

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Cluster 1 – Safety system management				
Units of competency		Units of competency		
BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems BSBWHS507A - Contribute to managing WHS information systems BSBWHS509A Manage rehabilitation or return to work programs		BSBWHS502A - Manage effective WHS consultation and participation processes BSBWHS505A - Investigate WHS incidents BSBMGT516C Facilitate continuous improvement		
Element	Performance Criteria	Question	Practical Tasks	Supplementary evidence
BSBMGT516C Facilitate continuous improvement				
Element 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	Q. 1, 2, 4, 6, 15, 17	Task 1, 2	
	1.2 Establish systems to ensure that the organisation's continuous improvement processes are communicated to stakeholders	Q.1, 4, 8, 15	Task 1, 2	
	1.3 Ensure that change and improvement processes meet sustainability requirements	Q.2, 6, 16	Task 1, 2	
	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	Q.8,9	Task 1, 2	
	1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems	Q.2, 3, 7, 10	Task 1, 2	
Element 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	Q. 2, 3, 10	Task 1, 2	
	2.2 Adjust and communicate strategies to stakeholders according to organisational procedures	Q.4, 6, 8, 14, 15	Task 1, 2	
Element 3. Manage opportunities for further improvement	1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts	Q.8, 15	Task 1, 2	
	2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement	Q.3, 6, 8, 10	Task 1, 2	
	3 Consider areas identified for further improvement when undertaking future planning	Q.6, 15, 17	Task 1, 2	
Critical aspects of evidence	development and use of a range of strategies and approaches that improve work outcomes or organisational functioning, using continuous improvement models	Q.2, 3, 6, 10, 17	Task 1, 2	

	monitoring performance and customer service.	Q.2	Task 1, 2	
Required knowledge	continuous improvement models	Q.14	Task 1, 2	
	knowledge management systems	Q.3, 7, 10	Task 1, 2	
	quality systems	Q.3, 7, 10	Task 1, 2	
	sustainability principles	Q.14, 16	Task 1, 2	
Required skills	communication skills to communicate opportunities for improvement	Q. 1, 4, 15	Task 1, 2	
	learning skills to coach and mentor staff, using a range of methods to cater for different learning styles	Q.9	Task 1, 2	
	innovation and lateral thinking skills to design better ways for achieving work outcomes	Q.14, 17	Task 1, 2	
	planning skills to establish and monitor systems and process for continuous improvement	Q.10	Task 1, 2	
	teamwork and leadership skills to gain the confidence and trust of others	Q.14, 17	Task 1, 2	

Mapping document for Cluster 2 – Risk management strategies

Using this document

This document is mapped to the direct sources of evidence required to satisfy competence in these clusters.

Each of the columns reflects the particular tool in use, and the numbers relate to the question numbers in that tool which support the relevant performance criteria, critical aspects of evidence or required knowledge and skills in these clusters.

Note: The final column, '**Supplementary evidence**', refers to any suggested sources of documentary evidence that the candidate may use to support their application for RPL.

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Evidence Matrix

The evidence matrix below identifies how each of the questions in the Interview Question Bank (*Section 3*) and the Practical Tasks (*Section 4*) demonstrate competence against the elements, performance criteria and critical aspects of evidence, underpinning skills, knowledge, and dimensions of competency (Task Skill – **TS**, Task Management Skill – **TMS**, Contingency Management Skill – **CS**, Job role environment – **JRE**).

Cluster 2 – Risk management strategies				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS503A – Contribute to the systematic management of risk				
Element 1 – Access information and data to contribute to the systematic management of WHS risk	1.1 Identify sources of information and data	Q1, 2	Task 3 (TS, TMS)	1
	1.2 Obtain information and data to determine the purposes, objectives, principles and framework of a systematic approach to managing WHS risk	Q2, 4	Task 3 (TS, TMS, JRE)	1, 3
Element 2 – Contribute to effective consultation and participation during all stages of the risk-management process	2.1 Identify individuals and parties who need to participate and be consulted	Q2, 3, 4, 6, 7, 9, 10	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 8, 9, 10, 11
	2.2 Apply knowledge of effective consultation and participation to contribute to ensuring effective consultation and participation processes occur	Q2, 5, 7, 9, 10, 11	Task 3 (TS, TMS, CS)	2, 8, 9
Element 3 Contribute to establishing the context for risk management	3.1 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management	Q1, 2, 3	Task 3 (TS, TMS, CS)	4, 9, 12
	2 Identify individuals and parties impacting on risk management	Q1, 2, 3, 4	Task 3 (TS, TMS, CS, JRE)	2

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	3.3 Apply knowledge of organisation to identify factors that will impact on risk control	Q1,2,3, 4, 7, 8	Task 3 (TS, TMS, JRE)	9, 10, 11
	3.4 Contribute to establishing the context of the risk-management process	Q1, 2, 3, 4, 7, 8, 9, 10	Task 3 (TS, TMS, JRE)	11
	3.5 Contribute to defining risk criteria	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 11, 12
4. Contribute to risk assessment	4.1 Apply knowledge of workplace hazards and risks to contribute to risk identification	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 11,12
	4.2 Apply knowledge of WHS legislation, risk assessment and workplace WHS information and data to contribute to risk analysis and evaluation	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 11, 12
5. Contribute to risk treatment	5.1 Apply knowledge of WHS hazard and risk control, and WHS legislation to contribute to the selection of risk treatment options	Q Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 12
	5.2 Apply knowledge of the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to prepare and implement risk treatments	Q Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 12
6. Contribute to monitoring, reviewing and recording risk-management process	6.1 Apply knowledge of the organisation's WHSMS to contribute to monitoring and reviewing risk-management process	Q Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 12
	6.2 Apply knowledge of the organisation's WHSIS to contribute to recording risk-management process	Q Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, JRE)	6, 9, 12

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Cluster 2 – Risk management strategies				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS503A – Contribute to the systematic management of risk				
Critical aspects of evidence	contributing to the development, implementation and evaluation of a systematic approach to WHS risk management	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 12
	knowledge of pertinent sections of relevant Australian standards and WHS Acts, regulations, codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 12
	preparing an action plan to implement a systematic approach to WHS risk management	Q2, 10	Task 3 (TMS)	16
	preparing positive performance indicators for evaluation of a systematic approach to WHS risk management.	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TMS)	2, 4

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS503A – Contribute to the systematic management of risk				
Required knowledge	formal and informal communication and consultation processes, and key personnel related to communication			
	principles of incident causation and injury processes	Q1, 3, 4, 5	Task 3 (TMS)	3, 5, 8, 12, 14, 15
	difference between hazard and risk	Q1, 3, 4, 7	Task 3 (TMS)	2, 3, 4, 6, 12, 13
	how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q1, 3, 7, 9, 10, 11	Task 3 (TMS, CS, JRE)	2
	internal and external sources of WHS information and data, and how to access them	Q1, 2, 4	Task 3 (TMS, JRE)	1
	limitations of generic hazard identification and risk assessment checklists, and risk ranking processes	Q3, 4, 5, 7	Task 3 (TMS)	2
	Methods of providing evidence of compliance with WHS legislation.	Q7, 8, 10	Task 3 (TS, TMS)	3, 4, 6, 7, 12, 13, 14, 15, 16
	nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace	Q1, 7, 9	Task 3 (TMS, JRE)	2, 8
	Organisational culture as it impacts on the work team.	Q1, 3, 7	Task 3 (TMS, CM, JRE)	2

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Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	Organisational WHS policies, procedures, processes and systems.	Q1, 2, 5, 6, 7, 8, 9, 11	Task 3 (TMS, JRE)	2
	Other functional areas that impact on the management of WHS.	Q1, 2, 3, 7, 9	Task 3 (TMS, CM, JRE)	2
	pertinent sections of relevant Australian standards and publications, including: <ul style="list-style-type: none"> AS/NZS ISO 31000–2009 Risk Management – Principles and Guidelines Standards Australia publication HB 327:2010 Communicating and consulting about risk (Companion to AS/NZS ISO 31000:2009) Standards Australia publication HB 158-2010 Delivering assurance based on ISO 31000:2009 – Risk management – Principles and guidelines 	Q2, 7, 8, 10	Task 3 (TMS)	16
	Principles and practices of systematic approach to managing WHS.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15
	Principles of duty of care, including concepts of causation, foreseeability and preventability	Q7, 10	Task 3 (TMS)	16
	Principles of incident causation and injury processes	Q1, 3, 4, 5	Task 3 (TMS)	3, 5, 6, 8, 12, 14, 15
	risk management as a duty of PCBUs or their officers under WHS legislation	Q2, 4, 6, 7, 8, 10	Task 3 (TMS)	16
	risk as the effect of uncertainty on objectives	Q1, 3, 4, 7	Task 3 (TMS)	2, 5, 12, 13
	roles and responsibilities of individuals and parties under WHS legislation .	Q2, 6, 7, 8, 10, 11	Task 3 (TMS)	16
	Standard industry controls for a range of hazards.	Q5, 6, 7	Task 3 (TMS)	4, 13
	relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	Q2, 7, 8, 10	Task 3 (TMS)	16
	techniques, tools and processes for identifying and controlling health	Q1, 2, 3, 4, 5, 6, 7, 8, 9,	Task 3 (TS, TMS,	2, 3, 5, 12, 14, 15

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	and safety hazards and risks, including: <ul style="list-style-type: none"> • hazard and risk checklists • hazard hunts • job safety analyses • 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 	10	CS)	
	toxicology of hazardous chemicals and potential health effects in the workplace.	Q1, 5, 6, 7	Task 3 (TMS)	6

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Cluster 2 – Risk management strategies				
Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS503A – Contribute to the systematic management of risk				
Required skills	<ul style="list-style-type: none"> analytical skills to read and interpret relevant workplace information and data 	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Task 3 (TS, TMS, CS)	2, 3, 5, 12, 14, 15
	research skills to: <ul style="list-style-type: none"> access relevant WHS information and data identify areas for improvement interpret information and data. 	Q1, 2, 4, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	1
	literacy skills to write policies procedures and plans	Q3, 7, 8, 9	Task 3 (TS, TMS)	2, 5, 12, 14, 15
	numeracy skills to: <ul style="list-style-type: none"> analyse workplace information and data carry out calculations identify trends 	Q3, 7, 8, 9	Task 3 (TS, TMS)	2, 5, 12, 14, 15
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation use language appropriate to the work team and the task 	Q2, 3, 4, 6, 7, 9, 10	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 8, 9, 10, 11
	Consultation and negotiation skills to develop plans, and to implement and monitor designated actions.	Q2, 5, 7, 9, 10, 11	Task 3 (TS, TMS, CS)	2, 8, 9
	Project management skills to achieve change in WHS matters.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2
Organisational skills to manage own tasks in a timeframe.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2	

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	information technology skills to access and download internal and external information and data on WHS and to use a range of communication media	Q3, 4, 6, 7, 8, 9, 10	Task 3 (TS, TMS)	1, 8, 9
BSBWHS504A – Manage WHS hazards and risks				
Element 1 – Access information and data on WHS hazards and risks	1.1 Identify sources of information and data	Q1, 2	Task 3 (TS, TMS, JRE)	1
	1.2 Obtain information and data to determine the nature and scope of hazards and risks , the range of harms they may cause, and how these harms happen	Q2	Task 3 (TS, TMS, JRE)	1, 3
	1.3 Obtain information and data to determine techniques, tools and processes to assess risk associated with identified hazards and risk control options	Q3	Task 3 (TS, TMS, JRE)	3
Element 2 – Prepare to manage WHS hazards and risks	2.1 Apply knowledge of the organisation's WHSMS and WHSIS to identify requirements for managing WHS hazards and risks	Q3, 4	Task 3 (TS, TMS, JRE)	3, 5, 14, 15
	2.2 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for managing WHS hazards and risks	Q2, 3, 4	Task 3 (TS, TMS, JRE)	5, 7, 9, 12 16

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Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS504A – Manage WHS hazards and risks				
Element 3 – Develop and implement WHS hazard and risk-management processes	1 Apply techniques, tools and processes to assess risks associated with hazards and risk control options	Q2, 4	Task 3 (TS, TMS, CS)	1, 4
	3.2 Apply knowledge of hazards and risks to develop appropriate risk controls	Q2, 9	Task 3 (TS, TMS, CS)	1, 4
	3.3 Develop and implement a risk control plan and evaluate risk controls	Q3, 4, 7, 9, 10	Task 3 (TS, TMS, CS, JRE)	2, 3, 4
	3.4 Carry out hazard identification and risk management according to organisational and legal requirements, adopting a risk-management approach	Q3, 10	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 16
Critical aspects of evidence	complete risk assessment using a range tools and processes	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 12
	outline risk factors and recommended risk controls for a hazard	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TMS)	2, 4
	action plan to implement risk controls and risk-management processes, including positive performance indicators to monitor implementation	Q1, 2, 3, 4, 5, 6, 7, 8, 9	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 12
	knowledge of relevant WHS Acts, regulations, codes of practice, standards and guidance material	Q2, 10	Task 3 (TMS)	16
Required knowledge	formal and informal communication and consultation processes, and key personnel related to communication			
	basic principles of incident causation and injury processes	Q1, 3, 4, 5	Task 3 (TMS)	3, 5, 8, 12, 14, 15
	difference between hazard and risk	Q1, 3, 4, 7	Task 3 (TMS)	2, 3, 4, 6, 12, 13

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Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including: <ul style="list-style-type: none"> • communication skills • cultural background and diversity • gender • labour market changes • language, literacy and numeracy levels of the workforce • structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location • workers with specific needs and limitations • workplace culture towards alcohol and other drug use 	Q1, 3, 7, 9, 10, 11	Task 3 (TMS, CS, JRE)	2
	internal and external sources of WHS information and data, and how to access them	Q1, 2, 4	Task 3 (TMS, JRE)	1
	limitations of generic hazard identification and risk assessment checklists, and risk ranking processes	Q3, 4, 5, 7	Task 3 (TMS)	2
	Methods of providing evidence of compliance with WHS legislation.	Q7, 8, 10	Task 3 (TS, TMS)	3, 4, 6, 7, 12, 13, 14, 15, 16
	nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace	Q1, 7, 9	Task 3 (TMS, JRE)	2, 8
	Organisational culture as it impacts on the work team.	Q1, 3, 7	Task 3 (TMS, CM, JRE)	2
	Organisational WHS policies, procedures, processes and systems.	Q1, 2, 5, 6, 7, 8, 9, 11	Task 3 (TMS, JRE)	2
	Other functional areas that impact on the management of WHS.	Q1, 2, 3, 7, 9	Task 3 (TMS, CM, JRE)	2
	Principles and practices of systematic approach to managing WHS.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

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Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	risk management as a duty of PCBUs or their officers under WHS legislation	Q2, 4, 6, 7, 8, 10	Task 3 (TMS)	16
	risk as the effect of uncertainty on objectives	Q1, 3, 4, 7	Task 3 (TMS)	2, 5, 12, 13
	roles and responsibilities of individuals and parties under WHS legislation .	Q2, 6, 7, 8, 10, 11	Task 3 (TMS)	16
	Standard industry controls for a range of hazards.	Q5, 6, 7	Task 3 (TMS)	4, 13
	relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications.	Q2, 7, 8, 10	Task 3 (TMS)	16
	techniques, tools and processes for identifying and controlling health and safety hazards and risks, including: <ul style="list-style-type: none"> • hazard and risk checklists • hazard hunts • job safety analyses • 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 	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Task 3 (TS, TMS, CS)	2, 3, 5, 12, 14, 15
Required skills	<ul style="list-style-type: none"> • analytical skills to: <ul style="list-style-type: none"> • analyse relevant workplace information and data • contribute to the assessment of resources needed to manage risk and where appropriate access these resources • identify areas for WHS improvement • 	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 11	Task 3 (TS, TMS, CS, JRE)	2, 3, 5, 12, 14, 15

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation use language appropriate to the work team and the task 	Q2, 3, 4, 6, 7, 9, 10	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 8, 9, 10, 11
	consultation and negotiation skills to: <ul style="list-style-type: none"> develop plans implement and monitor designated actions 	Q2, 5, 7, 9, 10, 11	Task 3 (TS, TMS, CS)	2, 8, 9
	information technology skills to: <ul style="list-style-type: none"> access and download internal and external information and data on WHS use a range of communication media 	Q3, 4, 6, 7, 8, 9, 10	Task 3 (TS, TMS)	1, 8, 9
	literacy skills to prepare plans and reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers	Q3, 7, 8, 9	Task 3 (TS, TMS)	2, 5, 14, 15
	organisational skills to manage own tasks within a timeframe	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2
	project-management skills to achieve change in WHS matters	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2
	Research skills to access relevant WHS information and data.	Q1, 2, 4, 7, 8, 9, 10, 11	Task 3 (TS, TMS)	1
	Numeracy skills to carry out simple arithmetical calculations (eg % change), and to produce graphs of workplace information and data, to identify trends and recognise limitations.	Q3, 7, 8, 9	Task 3 (TS, TMS)	2, 5, 14, 15
BSBWHS508AB – Manage WHS hazards associated with plant				
Element 1 – Comply with WHS legislation as it applies to plant	1.1 Comply with WHS legislation as it applies to plant	Q1, 2	Task 3 (TS, TMS, JRE)	1, 6

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Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS508AB – Manage WHS hazards associated with plant				
	1.2 Ensure the management of hazards associated with plant, complies with relevant WHS legislation and organisational policies, procedures, processes and systems	Q1	Task 3 (TS, TMS, JRE)	1, 6
	1.3 Identify and analyse work environments, tasks and circumstances that may lead to hazardous situations or exacerbate risk associated with use of plant and equipment.	Q1	Task 3 (TS, TMS, JRE)	1, 6
	1.4 In the process of hazard identification, identify and consult appropriate specialist advisors, stakeholders, relevant key personnel and other parties.	Q2	Task 3 (TS, TMS, JRE)	1
	1.5 Establish, report and review appropriate procedures for recording and reporting on hazards associated with plant as part of the systematic approach to managing WHS.	Q8	Task 3 (TS, TMS, CS, JRE)	2, 6
Element 2 Ensure organisational policies, procedures, processes and systems incorporate management of hazards associated with plant	2.1 Apply knowledge of organisational policies, procedures, processes and systems to determine if they effectively manage hazards associated with plant	Q3, 4	Task 3 (TMS, JRE)	8, 9, 10, 11,12
	2.2 Develop and implement modifications to organisational policies, procedures, processes and systems as necessary to ensure hazards associated with plant are effectively managed	Q2, 3, 4, 5	Task 3 (TS, TMS, JRE)	6, 9, 12
	2.3 Follow organisational policies, procedures, processes and systems when managing hazards associated with plant	Q2, 3	Task 3 (TS, TMS, CS, JRE)	7, 13

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Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Element 3 – Identify WHS hazards associated with plant	3.1 Access sources of information, data and advice to assist with identifying hazards associated with plant	Q2	Task 3 (TS, TMS, JRE)	1, 6
	3.2 Identify and consult with others , as necessary, as part of hazard identification	Q2	Task 3 (TS, TMS, JRE)	1, 9
	3.3 Record and report on hazard identification	Q3, 7, 10	Task 3 (TS, TMS, CS, JRE)	3, 4, 6
Element 4 – Assess WHS risks associated with plant	4.1 Access sources of information, data and advice to assist with assessing WHS risks associated with plant hazards	Q2	Task 3 (TS, TMS, JRE)	1, 6
	4.2 Identify and consult with others, as necessary, as part of WHS risk assessments	Q2	Task 3 (TS, TMS, JRE)	1, 9
	4.3 Record and report on WHS risk assessments	Q3, 7, 10	Task 3 (TS, TMS, CS, JRE)	3, 4, 6

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Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS508AB – Manage WHS hazards associated with plant				
Element 5. Control WHS risks associated with maintenance and continued safe use of plant	5.1 Access sources of information, data and advice, including the outcomes of risk assessments, to assist with developing risk-control options for hazards associated with the maintenance and continued safe use of plant	Q2	Task 3 (TS, TMS, JRE)	1, 6
	5.2 Identify, consult with and report to others as necessary during all stages of risk control	Q2	Task 3 (TS, TMS, JRE)	1, 9
	5.3 Develop <i>risk control options</i> and determine which options will be implemented	Q3, 7, 10	Task 3 (TS, TMS, CS, JRE)	3, 4, 6
	5.4 Implement, evaluate and monitor risk controls	Q9	Task 3 (TS, TMS, JRE)	2
	5.5 Record and report on risk controls	Q3, 7, 8, 10	Task 3 (TS, TMS, CS, JRE)	3, 4, 6
	5.6 Review implemented risk controls and recommend improvements, where necessary	Q9	Task 3 (TS, TMS, JRE)	2
Element 6 – Advise on registration, licensing and certification issues associated with plant	6.1 Identify types of plant requiring registration and tasks requiring operator licensing and/or certification, according to legislative requirements	Q6	Task 3 (TS, TMS, CS, JRE)	6, 16

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Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	6.2 Document registration, licensing and certification requirements and communicate them to individuals and parties	Q7, 10	Task 3 (TS, TMS, CS, JRE)	3, 6, 8, 9, 10, 11, 16
	6.3 Identify, document and communicate training requirements to individuals and parties to meet registration, licensing and certification, according to legislative requirements	Q7, 10, 11	Task 3 (TS, TMS, CS, JRE)	3, 9, 16
	6.4 Determine training needs required for new plant and/or new operating methods	Q7, 11	Task 3 (TS, TMS, CS, JRE)	2, 3
	6.5 Ensure training is undertaken and completed prior to commencement of work using new plant and/or new operating methods	Q7, 11	Task 3 (TS, TMS, CS, JRE)	2, 3
	6.6 Monitor and report compliance with regulatory requirements for registration, licensing and certification	Q7, 8, 10	Task 3 (TS, TMS, JRE)	2, 3, 16
	6.7 Identify, document and maintain appropriate records for plant and operator skill requirements	Q7, 8	Task 3 (TS, TMS, JRE)	16

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Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS508AB – Manage WHS hazards associated with plant				
Critical aspects of evidence	managing effective identification of hazards and developing risk control options for a range of plant, as defined in WHS legislation	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS, JRE)	6, 7
	knowledge of relevant WHS Acts, regulations and codes of practice	Q2, 10	Task 3 (TMS)	16
	using relevant procedures and systems in the maintenance of plant	Q9	Task 3 (TS, TMS, CS, JRE)	2
	implementing general licensing and training requirements associated with plant	Q7, 11	Task 3 (TS, TMS, CS, JRE)	2, 3
	using machinery safety control measures to control plant risks.	Q6, 9	Task 3 (TS, TMS, CS, JRE)	2, 6
Required knowledge	Basic principles of incident causation and injury processes.	Q1, 3, 4, 5	Task 3 (TMS)	3, 5, 6, 8, 12, 14, 15
	Difference between a hazard and a risk.	Q1, 3, 4, 7	Task 3 (TMS)	2, 3, 4, 6, 12, 13
	Factors that impact on risk.	Q10	Task 3 (TMS)	16
	Hierarchy of control and considerations for choosing between different risk controls	Q3	Task 3 (TS, TMS, CS)	6
	High risk work licenses required for specific plant	Q2, 7, 8, 10, 11	Task 3 (TMS)	16
	Internal and external sources of WHS information and data and how to access them.	Q1, 2, 4	Task 3 (TMS, JRE)	1
	Organisational WHS policies, procedures, processes and systems	Q1, 2, 5, 6, 7, 8, 9, 11	Task 3 (TMS, JRE)	2
	Language, literacy and cultural profile of the work team.	Q1, 9, 10	Task 3 (TMS, JRE)	5, 8, 9, 10, 11
	Methods of providing evidence of compliance with WHS legislation.	Q7, 8, 10	Task 3 (TS, TMS)	3, 4, 6, 7, 12, 13, 14, 15, 16
	Nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace.	Q1, 7, 9	Task 3 (TMS, JRE)	2, 8
Other functional areas that impact on the management of WHS.	Q1, 2, 3, 7, 9	Task 3 (TMS, CS, JRE)	2	

Cluster 2 – Risk management strategies				
Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
	Organisational behaviour and culture as they impact on WHS and on change.	Q1, 3, 7, 9	Task 3 (TMS, CS, JRE)	2
	Organisational culture as it impacts on the work team.	Q1, 3, 7	Task 3 (TMS, CS, JRE)	2
	Plant specific knowledge including: <ul style="list-style-type: none"> • basic physics of fluids under pressure and pressure vessels, and the behaviour of pressurised fluid when pressure is released • duties, rights and obligations of individuals and parties specified in WHS legislation • hazards associated with plant and systems of work associated with plant • industry practices related to permit to work, and isolation and tag out systems • registration requirements of plant, licensing and certification competencies. 	Q1, 5, 6, 7	Task 3 (TMS)	6
	Strategies for guarding moving parts in machinery, human factors related to machine guarding, safe design principles, features and limitations.	Q5	Task 3 (TMS)	6
	Principles and practices of systematic approaches to managing WHS.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TMS)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16
	WHS Acts, regulations, codes of practice and other instruments issued by WHS regulators..	Q2, 7, 8, 10, 11	Task 3 (TMS)	16

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Units of competency BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant		Units of competency		
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
Required skills	Analytical skills to: <ul style="list-style-type: none"> analyse relevant workplace information and data contribute to the assessment of resources needed to manage WHS and where appropriate access these resources identify areas for risk control make observations of workplace tasks and interactions between people, their activities, equipment, environment and systems 	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 11	Task 3 (TS, TMS, CS)	2, 3, 5, 6, 12, 14, 15
	Research skills to access relevant WHS information and data, identify areas for improvement , and interpret information and data.	Q1, 2, 4, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	1
	Technical skills to use basic measuring equipment, such as scales and dials applicable to selected hazards.	Q4	Task 3 (TS, TMS)	5, 14, 15

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Units of competency		Units of competency		
BSBWHS503A - Contribute to the systematic management of WHS risk BSBWHS504A - Manage WHS hazards and risks BSBWHS508A - Manage WHS hazards associated with plant				
Element	Performance Criteria	Question	Practical Tasks	Supplementary Evidence
BSBWHS508AB – Manage WHS hazards associated with plant				
Required skills (continued)	Communication skills to: <ul style="list-style-type: none"> conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation and WHS specialists prepare reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers 	Q2, 3, 4, 6, 7, 9, 10	Task 3 (TS, TMS, CS, JRE)	1, 2, 3, 4, 5, 6, 8, 9, 10, 11
	Consultation and negotiation skills to develop plans, and to implement and monitor designated actions.	Q2, 5, 7, 9, 10, 11	Task 3 (TS, TMS, CS)	2, 8, 9
	Project management skills to achieve change in WHS matters.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2
	Organisational skills to manage own tasks in a timeframe.	Q1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Task 3 (TS, TMS, CS)	2
	Information technology skills to access and download internal and external information and data on WHS and to use a range of communication media.	Q3, 4, 6, 7, 8, 9, 10	Task 3 (TS, TMS)	1, 8, 9

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