BSBWH5402
Assist with Compliance with WHS Laws

Student Study Guide
Acoustar and Noise Measurement Services Pty Ltd is a registered training organization (RTO Registration Identifier Code 41013) under the Australian Skills Quality Authority (ASQA) providing BSB41415 Certificate IV Work Health and Safety qualification and MSS11 Sustainability Training Package (noise and noise management) units of competency.

For Inquiries
Contact:
Acoustar  ph. (7) 3355 9707
Brisbane

email: admin@acoustar.qld.edu.au
www.acoustar.qld.edu.au

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Acoustar WHS PO Box 2127 Brookside Centre, Qld 4053, Australia

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WELCOME!

The Acoustar course content is designed to be easy to understand. We provide practical work with theory to give a rounded understanding of a particular topic. Your trainers are practical people who work in industry and show you how to promote best practice in the workplace and avoid pitfalls in legislation, codes of practice and workplace guidelines.

Our projects relate to your work, and we guide you through each assignment so the key issues become clear and can be used in your workplace. Our study guides allow an easy progression from identifying basic issues to assessing complex solutions.

STUDY GUIDE

Your study guide has been carefully developed and customised for this unit of competency. Read and research the following information carefully. It is important not to limit your research to the sources provided.

Course Learning Guides
Acoustar BSBWHS402 Study Guide

Course reading (directed by trainer)
Work Health and safety legislation for your home state
Best practice guidelines

Refer to the following website which outlines WHS issues in the retail sector:

Research ‘The Principles of Effective OHS Risk Management’ publication found at the following site:

The following resources are good background
AS 3906-2004 Quality of service - Guide to customer expectations
AS 3806-2006 Compliance Programs
HB 254-2004 Guide to Controls Assurance
GB 158-2004 Guide to Internal Audit
HB 221:2004 Business Continuity
GB 002-2007 The Business Excellence Framework
AS 8015-2005 Corporate Governance of Information and Communication Technology

Useful websites include
Each WHS jurisdiction in Australia has an internet site to allow easy access to relevant WHS legislation and information. In some jurisdictions mining and petroleum safety is administered by a separate government authority, each with its own website.

websites that may be of interest are:
www.safeworkaustralia.gov.au – Safe Work Australia: national government work health and safety body
www.comcare.gov.au – Commonwealth workplace safety, rehabilitation and compensation Regulator
www.arpsans.gov.au – Australian Radiation Protection and Nuclear Safety Agency - nuclear and radiation safety Regulator
www.nopsa.gov.au – National offshore petroleum safety authority – oil and gas safety Regulator
www.austlii.edu.au – Australian Legal Information Institute for Commonwealth, state and territory work health and safety acts and regulations
www.saiglobal.com – For copies of Australian and international standards and codes
ohs.anu.edu.au – Australian National University’s National Research Centre for OHS Regulation
STUDYING

Your Study materials consist of a set of documents:

- This Study Guide
- Reading materials
- The assessment tasks; and
- A face-to-face tutorial program

The training program is arranged over a tutorial program and assessment tasks to be completed. A trainer-assessor will be assigned to you to help you through the program. The program is weighted towards practical work. Theory and background readings will be made available.

The assessment tasks are in three groups:

- Learning the **knowledge** underpinning the real-world building, environmental and workplace acoustics and noise control. The assessment tasks will be discussed briefly in the tutorials and are completed at home.

- **Case scenarios** dealing with real-world situations.

- **Practical** assessments that are the heart of the training program. These are done at home.

The unit is based on a minimum of 40 hours tutorial and at-home / work related activity for a person without prior knowledge. A person with prior knowledge may complete the unit in less time.

There are strict rules governing study and factual evidence of your work. Please read your assessment questions carefully.

The next section presents an overview to the content and structure of the course.
BSBWHSHS402

Overview
BSBWHS402 Assist with compliance with WHS laws

Element 1. Assisting with determining the legal framework for WHS in the workplace

- On 1 January 2012, the Work Health and Safety Act 2011 came into effect.
- Victoria and Western Australia are yet to implement the harmonised work health and safety (WHS) laws.
Slide 4

- WHS legislation has the objective of:
  - creating and maintaining a safe and healthy working environment
- By requiring employers to:
  - provide a safe workplace, adequate training and supervision
  - control workplace hazards and risks.
  - consult with workers

Slide 5

- Let's consider the various layers of WHS administration

Slide 6

- Matters that are covered by WHS regulations, include:
  - representation, participation and consultation
  - managing risks to health and safety
  - hazardous work, plant and structures
  - construction work, hazardous chemicals
  - asbestos
  - review process of decisions.
  - workplace amenities
Slide 7

- Codes of practice provide guidance
  - how to fulfil the WHS obligations.

- Although they are not enforceable by law, codes of practice:
  - should be followed unless there is an alternative course of action
  - Are admissible in a court of law.

Slide 8

- There are different types of standards to be aware of:
  - Australian standards
  - Exposure standards
  - Industry standards
  - International standards

- Some are mandatory and some are evidentry

Slide 9

- Guidance notes or guidelines provide
  - step-by-step directions, safety and prevention information
  - and a range of initiatives to deal with the particular hazards and risks specific to an industry.
Examples of other legislation relevant to work health and safety includes:
- Common, Contract and Criminal law
- Dangerous goods legislation
- Environmental Protection Act
- Equal opportunity and anti-discrimination law
- Industrial relations law
- Privacy law

WHS systems are a broad framework of
- Plans, policies, procedures
- Documented actions
- Roles and responsibilities

Designed by the organisation to manage health and safety in the workplace.

WHS policies are part of a WHS management system.

Typical policy areas include:
- hazard identification and management
- induction, training and supervision
- incident reporting and investigation
- consultation and participation
- emergency planning and response
- alcohol, drugs and smoking
- bullying and harassment.
You need to understand the difference between
- legislation,
- regulations,
- standards,
- codes of practice
- guidance material

So you can see how these documents interrelate and apply in your workplace.

All workers have duty of care, which is a legal obligation to provide reasonable care when performing tasks so as not to cause harm to others.

While everyone has some responsibility for WHS, it can be difficult to work out exactly what requirements fit each role.

The Work Health and Safety Act 2011 details the duty of care of different individuals in the workplace, including:
- persons conducting a business or undertaking (PCBU)
- managers and supervisors (officers)
- workers
- others
- health and safety committees
- health and safety representatives
- contractors
Slide 16

- Advice on WHS can be sought from:
  - legal practitioners
  - WHS specialists
  - workplace safety inspectors.

Slide 17

Element 2
Assisting with providing advice on WHS compliance

Slide 18

- The following types of products may assist you in providing advice about WHS obligations:
  - Fact sheets
  - Information brochures
  - Signage
  - Improvement notices
  - Prohibition notices
  - Fines issued for noncompliance
  - Bulletin board notices
  - Meeting agenda
Slide 19

- Continued…
  - Article on the intranet
  - Newsletter article
  - Report
  - Organisational WHS policies and procedures
  - Training session material/DVDs
  - WHS handouts for briefings/information sessions
  - Guidance/advice
  - Blog/Facebook/Twitter/LinkedIn

Slide 20

- Ensure the information you give is accurate, current and relevant.
- Pictures, graphics and symbols help people who speak English as a second language.
- Safe Work Australia is the body responsible for setting national WHS policy and improving WHS and workers compensation arrangements across Australia.

Slide 21

- WHS regulators are appointed by the government specifically to administer and enforce the requirements of WHS legislation and regulations across each state and territory in a consistent manner.
There are a number of WHS regulatory bodies at state and territory levels. For example:
- ACT WorkSafe ACT
- NSW WorkSafe NSW
- NT NT WorkSafe
- Qld WorkCover Queensland
- SA SafeWork SA
- Tas Workplace Standards
- VIC Worksafe Victoria
- WA WorkSafe WA

Your organisation may require you to advise them on WHS regulators, their function and their powers.

Use the Safe Work Australia website as a key reference point for your research and the websites of the state or territory regulators.

Consider the best way to inform others about the role of WHS regulators, for example:
- a briefing paper for managers
- a handout or article on the Internet
- an electronic presentation at a meeting.
Slide 25

Element 3
Assist with WHS legislation compliance measures

Slide 26

- To effectively monitor compliance, you can make an assessment, or audit, of the current workplace systems against the established regulations and standards.

- Processes need to be in place to continually monitor whether your organisation is complying with current legislation.

Slide 27

- Identifying new legislation:
  - First, study any new health and safety legislation to see what has changed.
  - Then, review your organisation’s WHS management systems to see what changes need to be made to policies and/or processes to comply with the new legislation.
Slide 28

- Make a list of the tasks required for compliance.
- For example:
  - update WHS documentation
  - modify a standard operating procedure
  - give new instructions to staff and fit machinery with safety guards.

Slide 29

- All of these steps need to be communicated to workers and other relevant personnel, so you also need to:
  - prepare posters
  - arrange meetings with staff
  - write articles for the intranet or newsletters
  - provide training.

Slide 30

- Using a checklist is one of the best ways to assess current workplace systems as it allows you to easily identify where there are gaps.
- The results of your review of the workplace systems against WHS legislation and regulations may result in you identifying areas that require development, implementation or alterations.
You may need to:
- update electronic or written information
- complete a training needs analysis
- develop and provide training materials
- attend meetings to provide briefings
- provide guidance in the form of work instructions.

Making sure everyone in the workplace is trained to understand and perform their WHS obligations is a key part of your role.

A training needs analysis considers the needs of a group and also enables you to consider individual needs.

Training may be provided in many ways:
- Workplace induction
- Ongoing training
- Informal training
- Formal training
- Coaching and mentoring
- Briefings and information sessions
The way an organisation manages its WHS activities is referred to as the WHS management system.

- The WHS management system should include:
  - procedures for reviewing activities
  - clear direction on how any inadequacies can be dealt with.
  - Roles and training

---

Underpinning knowledge questions 1-11
- Brief and Bullet points

Case Scenarios tasks 1-12
- Complete it a brief report to "management"

Practical assessment
- Preparation for presentation, Activity 1

The importance of evidence.
- For this course evidence is everything!
More on your presentation
- 30 mins
- Represent your knowledge
- Meet specific criteria
- Gather and build your presentation as you go
- Don’t leave it till the last minute
- I will give you a structure when we do “BSBCMM401A make a presentation”
BSBWH5002

Course Content
COURSE CONTENT

This Study Guide describes the performance outcomes, skills and knowledge required to implement an organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage your participation in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

The BSB07 Business Services Training Package was developed by the Innovation and Business Skills Australia Industry Skills Council in consultation with industry stakeholders including employers, unions, peak bodies, professional associations, regulatory bodies, registered training organisations (RTOs) and other relevant parties. The training package specifies the skills and knowledge required to perform effectively in the workplace.

Individual units of competency are nationally agreed statements that describe work outcomes and can stand alone when applied in the workplace.

Q. What is ‘competency’?

A. Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Every job requires a specific set of knowledge and skills and this varies depending on the type and complexity of the job. Competency assessment is about providing a way of building the skills and knowledge people need to perform a job. It is a combination of work practice and knowledge learned through training programs or own study.

To be competent in a task you must have the necessary skills and knowledge to do so. This is the purpose of our training program.

This unit applies to those with responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools, such as:

- identifying areas for improvement
- developing plans to make improvements
- implementing and monitoring improvements in environmental performance.

A person who demonstrates competence in this unit must be able to provide evidence of the ability to implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation. Evidence must be strictly relevant to the particular workplace role.
**Elements and Performance Criteria**

*Elements* describe the essential outcomes of a unit of competency.

*Performance criteria* describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the *evidence* guide.

<table>
<thead>
<tr>
<th>1. Assist with determining the legal framework for WHS in the workplace</th>
<th>1.1 Access current WHS legislation and related documentation relevant to the organisation’s operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 Use knowledge of the relationship between WHS Acts, regulations, codes of practice, standards and guidance material to assist with determining legal requirements in the workplace</td>
<td></td>
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<tr>
<td>1.3 Assist with identifying and confirming the duties, rights and obligations of individuals and parties as specified in legislation</td>
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<tr>
<td>1.4 Assist with seeking advice from legal advisors where necessary</td>
<td></td>
</tr>
<tr>
<td>2. Assist with providing advice on WHS compliance</td>
<td>2.1 Assist with providing advice to individuals and parties about their legal duties, rights and obligations, and where they are located in WHS legislation</td>
</tr>
<tr>
<td>2.2 Assist with providing advice to individuals and parties about the functions and powers of the WHS regulator and how they are exercised, and the objectives and principles underpinning WHS</td>
<td></td>
</tr>
<tr>
<td>3. Assist with WHS legislation compliance measures</td>
<td>3.1 Assist with assessing how the workplace complies with relevant WHS legislation</td>
</tr>
<tr>
<td>3.2 Assist with determining the WHS training needs of individuals and parties, and with providing training to meet legal and other requirements</td>
<td></td>
</tr>
<tr>
<td>3.3 Assist with developing and implementing changes to workplace policies, procedures, processes and systems that will achieve compliance</td>
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</tbody>
</table>
## Definitions to assist in understanding the Performance Criteria

| Current WHS legislation and related documentation will include: | • current applicable commonwealth and state or territory WHS Acts, regulations and codes of practice  
• organisational WHS policies, procedures, processes and systems  
• other documents, such as standards, guidance publications and alerts issued by the relevant WHS regulator. |
| --- | --- |
| Individuals and parties may include: | • contractors and subcontracts  
• customers  
• duty holders as specified in WHS Acts:  
• PCBUs or their officers  
• workers  
• other persons at a workplace  
• suppliers  
• health and safety committees  
• health and safety representatives  
• unions  
• WHS entry permit holders  
• WHS inspectors  
• WHS regulators. |
What skills and knowledge do I need to demonstrate?

**Skill set**

Every job requires a specific set of skills and knowledge and this varies depending on the type and complexity of the job. Competency assessment is about providing a way of building the skills and knowledge people need to perform a job. It is a combination of work practice and knowledge learned through training programs or own study.

**Improved skills & knowledge – improved performance capability**

The key to competency assessment is that it is based on actual skills and knowledge that a person can demonstrate in the workplace or other contexts. In this unit the competencies are benchmarked against a pre-set of performance criteria.

These are described the section “Elements and Performance Criteria” This is different to other approaches where there is no requirement to demonstrate knowledge and skills – like approaches where people just answer questions as a test of their general or specific knowledge and skills.

The problem with testing is that it doesn’t guarantee that a person will be able to do something – it just verifies that they know something. To assist you our approach is:

- Assess yourself against a set of competencies.
- Compile a list of evidence that shows your level of competency.
- Identify your development needs.
- Study the assessment questions (“Learning”) and work through the Project (“Understanding, Skill and Application of Knowledge”)
- Send your completed Project to your Trainer / Assessor for Assessment. You are awarded competence in this Unit if you can demonstrate the required level of skills and knowledge.
## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<table>
<thead>
<tr>
<th>Skill</th>
<th>Performance Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.3</td>
<td>- Interprets and analyses complex WHS legislative and organisational texts</td>
</tr>
</tbody>
</table>
| Writing                      | 1.4, 2.1, 3.3        | - Documents WHS legislative and organisational advice using structure, layout and language suitable for audience  
- Drafts, documents and updates policies, procedures or processes according to requirements  
- Uses appropriate vocabulary and register to seek legal advice |
| Oral communication           | 1.2-1.4, 2.1, 2.2, 3.1-3.3 | - Uses structure and language suitable for audience to provide, seek and discuss WHS legislative information  
- Uses questioning and active listening to clarify understanding |
| Navigate the world of work   | 1.2, 1.3, 2.1, 2.2  | - Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS role and responsibilities  
- Keeps up to date on changes to WHS legislation and regulations, and organisational policies and procedures |
| Interact with others         | 1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.2, 3.3 | - Understands what to communicate, with whom and how, in the context of seeking WHS legal advice  
- Cooperates with others as part of WHS compliance activities, and contributes to specific activities requiring joint responsibility and accountability  
- Collaborates with others to achieve individual and team outcomes |
| Get the work done            | 3.1-3.3              | - Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies in relation to WHS compliance  
- Uses formal decision making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in relation to WHS compliance and training needs identification  
- Contributes to the design of new approaches in relation to WHS compliance |
The required performance and knowledge for this Unit

During the Assessment your Trainer will be looking for evidence that you have achieved the required performance and knowledge. For most items the evidence can be presented in your Project.

Performance Evidence

Evidence of the ability to assist with:

- determining current work health and safety (WHS) legal requirements for the workplace
- providing advice to parties and individuals about current WHS legal requirements for the workplace, including underpinning principles, legal duties, rights and obligations and WHS regulator functions and powers
- assessing workplace compliance with WHS legislative requirements
- determining the training needs of individuals and parties in relation to WHS requirements
- developing and implementing workplace changes in order to achieve WHS legal compliance.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- detail the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation, and specify the location of relevant information on WHS legislation
- describe the functions and powers of the relevant WHS regulator and how they are exercised
- identify internal and external sources of WHS information, and how to access them
- outline the objectives and principles underpinning WHS legislation
- specify method/s used for:
  - assessing WHS compliance
  - determining training needs in relation to WHS compliance
  - implementing changes to achieve WHS compliance.
# Skills self-assessment

In this section you are asked to make a realistic assessment of your skills BEFORE starting the Unit. If you are unsure mark the Level as ‘Low’. Your trainer will use this assessment to help you complete the Unit.

<table>
<thead>
<tr>
<th>1. Assist with determining the legal framework for WHS in the workplace</th>
<th>Current Skill level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong> Access current WHS legislation and related documentation relevant to the organisation’s operations</td>
<td>High</td>
</tr>
<tr>
<td><strong>1.2</strong> Use knowledge of the relationship between WHS Acts regulations, codes of practice, standards and guidance material to assist with determining legal requirements in the workplace</td>
<td>High</td>
</tr>
<tr>
<td><strong>1.3</strong> Assist with identifying and confirming the duties, rights and obligations of individuals and parties as specified in legislation</td>
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<td><strong>1.4</strong> Assist with seeking advice from legal advisors where necessary</td>
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<th>Current Skill level</th>
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<tbody>
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<td><strong>3.3</strong> Assist with developing and implementing changes to workplace policies, procedures, processes and systems that will achieve compliance</td>
<td>High</td>
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</tbody>
</table>
What is evidence?

Evidence is a body of facts that proves or supports a belief or proposition to support your competency in this unit. An Assessment needs to contain evidence from your own work and understanding.

The rules of evidence are closely related to the principles of assessment and provide guidance on the collection of evidence to ensure:

- Validity
- Sufficiency
- Authenticity
- Currency

**Validity**
The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

**Sufficiency**
The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgment to be made of a learner’s competency.

**Authenticity**
The assessor is assured that the evidence presented for assessment is the learner’s own work.

**Currency**
The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

What evidence do I need to provide?

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, Range Statement and the Assessment Guidelines for the Unit.
## Evidence Guide

### Overview of assessment

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- assisting with providing advice about the WHS legal and regulatory framework and other relevant legislation, either in an actual workplace, simulation exercise or scenario
- assisting with the seeking of advice from appropriate sources
- assisting with developing a range of products to provide advice on WHS legal compliance issues, such as a training needs analysis, talks, briefings, training sessions, guidance and advice, and paper or electronic materials
- evidence of how these products were developed and used.

### Context of and specific resources for assessment

**Assessment must ensure access to:**

- relevant Acts, regulations, codes of practice, standards and guidance material
- other appropriate workplace documentation
- reports from individuals and parties consulted in ensuring WHS compliance.

### Method of assessment

**A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:**

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate
- demonstration of activities used to assist with WHS legislative compliance
- oral or written questioning to assess knowledge of how advice was provided in the workplace, interpreting and applying legislation, and reporting requirements of legislation
- review of WHS action plans, documented WHS training needs and documents, and recording processes undertaken to ensure WHS compliance
- simulated project-based activities, scenarios, case
studies, role plays or actual activities associated with a systems approach to managing WHS.

<table>
<thead>
<tr>
<th>Guidance information for assessment</th>
<th>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>- <a href="#">BSBWH503A</a> Contribute to implementing and maintaining WHS consultation and participation processes</td>
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<tr>
<td></td>
<td>- <a href="#">BSBWH504A</a> Contribute to WHS hazard identification, risk assessment and risk control</td>
</tr>
<tr>
<td></td>
<td>- <a href="#">BSBWH505A</a> Contribute to implementing and maintaining WHS management systems</td>
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<tr>
<td></td>
<td>- <a href="#">BSBWH506A</a> Assist with responding to incidents.</td>
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</tbody>
</table>
What is an assessment?

**Assessment** is the process of checking your competence to perform to the standard detailed in each element’s performance criteria against a set of pre-determined benchmarks.

**Principles of assessment**
To ensure quality outcomes, assessment should be:

- Fairness
- Flexibility
- Validity
- Reliability

**Fairness**
The individual learner’s needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner’s needs. The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

**Flexibility**
Assessment is flexible to the individual learner by:

- reflecting the learner’s needs;
- assessing competencies held by the learner no matter how or where they have been acquired; and
- drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

**Validity**
Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires:

- assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills is integrated with their practical application;
- assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
- judgment of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability
Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

How will I be assessed?

The assessment activities are in the Assessment Guide and designed to enable you to collect evidence for assessment and to assess your skills and knowledge.

Work through the activities. While the activities are listed separately they are designed to build up into an integrated project which is described at the end of the assessment guide.

You should clearly reference your work with full citations for any quotes or references, and list all materials that provided background information for completion of an activity.

While access to an actual workplace is desirable, part of the assessment may be through simulated project activity, scenarios, case studies, role-plays or actual activities.

The integrated project and presentation activity in each assessment guide provides you with an opportunity to consolidate your learning. Ideally the project will be an application of what you have learnt as applied to a workplace, thus providing evidence of your ability to transfer and apply skills and knowledge to new situations.

A mentor, or an appropriate third party familiar with your work, can help provide an independent evaluation of your ability to work consistently and effectively at the required level.

Underpinning Knowledge and Practical Assignments

This is where you show that you have achieved an acceptable level of competence in skills and knowledge for this Unit.

Confidentiality

When collecting material, please ensure that you protect the confidentiality of colleagues, workers and other persons, and block out any sensitive information.

All evidence and coursework you send to Acoustar will be treated in the strictest confidence by your Trainer / Assessor and not made available to any third party.
Assessments

There are three formal assessments:

1. Classwork and completing the Underpinning Knowledge questions with the help of others and your trainer
2. Completing the Case Scenarios in your own time but with the help of others and your trainer as needed
3. Completing the Practical Assessments in your own time and by yourself. You can ask your trainer for assistance.

In addition the Skills and Knowledge questions cover the range of topics in the Foundation Skills. These questions are in the ‘Underpinning Knowledge - Tutorials’ section.

Assessment Conditions

Information for assessors:

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- equipment, materials and business software packages for making a presentation
- business technology
- interaction with others.
BSBWH502

Underpinning Knowledge
Underpinning Knowledge

Instructions to the student

• Read all of the questions for this unit of competency before commencing.

• Answer all the questions for this unit of competency. Keep in mind you are studying a Nationally Recognised Certificate IV unit of competency.

• Your answers must reflect the depth of knowledge and understanding expected of a person who can work without supervision, and demonstrate a level of judgement and decision making.

• This assessment is to be conducted in a supervised classroom environment. Computers may be used for the purpose of presenting the answers in a neat and professional manner.

• You must complete all your own work without assistance from other persons and / or sources:
  • The assessor will take steps / make arrangements to ensure students do not share their work and / or answers
  • The assessor will predetermine the timeframe for the assessment and advise the students
  • The assessor will make arrangements to receive the completed assessment via email, USB, printed or similar

• Unless otherwise specified, your answers should be 100 to 250 words.

• All questions and tasks must be true and correct to be assessed as satisfactory.

• Complete the assessment sign off sheet with your assessor.
Underpinning Knowledge Questions

**Question 1**
Explain the key features of the duties of care of a PCBU and worker.

**Question 2**
Outline how the hierarchy of risk control is specified in the regulations and the relevant code of practice.

**Question 3**
Out of the following key features of WHS legislation in Australia, select three (3) and explain them:
- Consultation
- Offence categories
- Reckless endangerment
- Issue resolution
- Due diligence
- Codes of practice

**Question 4**
How often does the supervisor, within your workplace, carry out informal WHS inspections in the parts of an organisation you are familiar with? Evaluate the effectiveness of this process.

**Question 5**
Identify any compliance issues which have occurred in your workplace. Make recommendations for how these issues can be avoided in the future.

**Question 6**
Describe situations to illustrate the PCBU’s duty of care to contractors and visitors.

**Question 7**
Outline, with examples, what is meant by so far as is reasonably practicable under the general duty of care, in terms of eliminating or reducing risk.

**Question 8**
Give an example of circumstances where you as a general WHS practitioner would seek specialist advice.

**Question 9**
What are the powers and functions of a WHS regulator and how are they exercised?

**Question 10**
Describe three (3) key criteria which you think make for an effective relationship between a WHS practitioner and the organisation he or she works for (or contracts to).

**Question 11**
What approaches should you take as a WHS practitioner to stay abreast of WHS legislation?
Case Scenarios

Instructions to the Student

These case scenarios will be discussed in tutorials with your tutor. Please read and attempt the tasks. There are no assignment answers required.

Case Scenario Questions

Using your workplace as the case subject and the role you currently have, complete the following questions.

Scenario Task 1
Determine the legal framework for WHS that applies to your workplace.

Scenario Task 2
Now that you have a greater understanding of the legal framework, what advice could you provide your organisation on WHS compliance?

Scenario Task 3
Identify two (2) WHS legislation compliance measures in place within your organisation.

Assessment Task 4
Research and note legislation and guidance material relevant to your organisation, including relevant regulations and relevant standards, codes of practice and guidance notes.

Scenario Task 5
Determine and note the legal requirements of various workplace parties, including the duty of care requirements of PCBU’s, workers and others as relevant – such as those managing premises, main contractors, subcontractors, the self-employed, importers, manufacturers, suppliers, erectors and installers.

Scenario Task 6
Identify two (2) safety issues relevant to your workplace. The safety issues may form part of the following:

- Hazard identification
- Reporting requirements
- Consultation
- Safety committee
- Safety representatives
- Return-to-work programs
- Incident reporting
- Risk management
- Workplace monitoring
Apply the act, regulations and associated codes and guidance material to both of the selected situations.

**Scenario Task 7**
Identify a situation that may occur within your workplace in which it would be necessary to seek advice from WHS specialists. Draft a letter to your supervisor which seeks authorisation to proceed. Ensure the specific questions on which you need advice are clearly explained.

**Scenario Task 8**
Prepare an information leaflet for supervisors and managers at your workplace to communicate the functions and powers of the WHS regulator and how they are exercised. The leaflet should clearly explain the objectives and principles that underpin WHS and how the WHS regulator contributes to them.

**Scenario Task 9**
Review how your workplace complies with WHS legislation and put your findings in the form of a report to the health and safety committee. The report must address legal compliance regarding the following issues:
- Systematic approach to managing WHS
- Hazard identification
- Reporting requirements
- Consultation
- Safety committee
- Safety representatives
- Return-to-work programs
- Incident reporting
- Risk management
- Workplace monitoring
- Continuous improvement

Ensure the report notes which sections of the legislation you are measuring your evaluation against. Make any recommendations for improvement.

**Scenario Task 10**
Undertake a WHS training needs analysis for your workplace / work group. Ensure your analysis not only represents the legally required training, but also possible additional training to ensure continuous improvement. Collate the results in a spreadsheet.

**Scenario Task 11**
Write a short memo to your safety representatives explaining what methods they could use to stay up-to-date with changes to WHS legislation. Ensure you include relevant sources of information, including internal and external references.

**Scenario Task 12**
Describe a recent change to your workplace, identify the compliance issues arising out of that change and prepare a memo advising the line managers of your organisation of the improvements that need to be made to achieve compliance.
BSBWHS402

Practical Assessment
Practical Assessment

Instructions to the Student

- Read the study material included in your Study Guide. Read relevant texts from the list of suggested reading websites provided. Read each of the practical activity assessments for this unit of competency before commencing.

- Answer all of the requirements of the practical activities. Keep in mind you are studying a Nationally Recognised Unit of Competency. Your answers must reflect the depth of knowledge and understanding expected of a person who can work without supervision and demonstrate a level of judgement and decision making.

- The assessment tasks are to be completed in your own time.

- Notes, textbooks and computers may be used. Be prepared to:
  - View www.youtube.com
  - Utilise search engines like www.google.com.au
  - Research the websites of organisations specialising in business, management, technology and similar

- You must complete all your own work without assistance from other persons:
  - The assessor will take steps / make arrangements to ensure students do not share their work and / or answers
  - The assessor will predetermine the timeframe for the assessment and advise the student
  - The assessor will make arrangements to receive the completed assessment via email, USB, printed or similar

- All aspects of your practical activities must be assessed as satisfactory in order to achieve a satisfactory result for this assessment.

- Save your work on your computer. Backup your work and secure the backup in an alternate, safe location. For example, save a backup copy on an external drive or another computer.

- Email your work to your assessor. Plan to present your work to your trainer / assessor at your next class tutorial.

- Complete the assessment sign off sheet with your assessor.
Practical Assessment Questions

Practical Activity 1

You are required to make a presentation to the safety committee highlighting the importance of compliance with WHS laws and the results of non-compliance. Ensure your presentation addresses the following:

- Results of non-compliance
- What constitutes non-compliance
- What legislation must be complied with
- Duties, rights and obligations of relevant people
- Objectives and principles underpinning WHS legislation
- How a systematic approach to managing WHS can assist with compliance of WHS laws

The presentation will take place in the classroom environment with the assessor playing the role of a safety committee member.

You are being assessed on:

- Your knowledge of the subject matter listed above
- Your communication skills to communicate with people from a range of backgrounds and with a range of abilities
- Your ability to prepare a presentation that suits the target audience
- Planning and organising skills to ensure presentation stays on track

Practical Activity 2

Using the training needs analysis developed in Assessment Task 10 of the Case Scenario Assessments for this unit of competency, research possible training providers to ensure needs are met.

Research the costs involved with the training and complete a detailed cost report for your supervisor. Ensure the report comprehensively covers all costs involved, including:

- Cost of training provider
- Cost of trainee’s time
- Cost of trainee replacement during training
- Additional costs, such as travel, accommodation, training supplies

Practical Activity 3

Conduct research on the Model Work, Health and Safety Bill 2009 and write a 500 word report for your manager highlighting your organisation’s legal requirements regarding consultation. Your report must address:

- Duty to consult with other duty holders
- Duty to consult workers
- Nature of consultation
- When consultation is required
**Practical Activity 4**
Write a 300 word report for the safety committee explaining *Part 7, Division 3, sub-division 4A* of the *Queensland Workplace Health and Safety Act 1995*. The report must be written in terms the safety committee can understand and must include the definition of a PIN. The report must also address how the clause affects them and the role of consultation in the process.

**Practical Activity 5**
Refer to the following website which outlines WHS issues in the retail sector:

  a. Interview a person working in the retail sector and ask questions to obtain information:
     - In their opinion, does the organisation have effective processes for informing workers about WHS hazards and risks?
     - In their opinion, what consultation processes would they like to see in place to inform staff who may be affected by workplace hazards?

Keep your notes and findings, and submit this material as part of your assessment.

Write a short report that details three (3) issues identified during your interview. Expand on these issues and recommend effective consultation processes based on your research.

  Approximately 300 words

**Practical Activity 6**
Research ‘The Principles of Effective OHS Risk Management’ publication found at the following site:

Identify the six (6) elements of effective OHS Management as defined by the Commonwealth.

Develop a report for your PCBU (or officer) explaining the six (6) elements and how they can be systematically applied to your workplace.
# COVER SHEET

## ASSIGNMENTS SUBMITTED FOR ASSESSMENT

## STUDENT DETAILS

Your assignments may be submitted by email. Please state whether the answers submitted are for:

- Underpinning Knowledge questions
- Practical questions

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Email to: admin@acoustar.qld.edu.au
SUBMISSION OF ASSIGNMENT  
VIA STUDENT PORTAL  
INSTRUCTIONS TO THE STUDENT

1. Read the study material included in this Study Guide. Read relevant texts and from the list of suggested reading websites provided. Read each of the practical activity assessments for this unit of competency before commencing.

2. Upon enrolment, you should have received an invitation to log into the Acoustar Student Portal. Go to your account on the Acoustar Student Portal:
   a. Visit acoustar.qld.edu.au
   b. Click Student Info and then Portal Login
   c. If you do not have a User Name or Password, please contact us.

3. Enter into your course by clicking the course that you have enrolled into. You now have access to the Student Resources and the Assignment Questions for each Unit.

4. Attempt the Assignment Questions; you must satisfactorily complete each Assignment.

If you require assistance, please contact us:

admin@acoustar.qld.edu.au

07 3355 9707 (Business hours)