

	<b>RPL Assessment Sheet</b>	
	KSA Campus:	Current as of:
	Student Name:	Next Review:

<b>Unit Code: HLTWHS004</b>	<b>Unit Name: Manage Work Health and Safety</b>
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Mandatory Unit Requirements	Evidence Collected				
	<i>Certificate Statement of Attainment</i>	<i>Third Party Referral (letter from employer etc)</i>	<i>Portfolio of evidence</i>	<i>Practical Assessment</i>	<i>Evidence Accepted Y/N</i>
<b>Elements and Performance Criteria</b>					
<b>1. Establish work health and safety practices</b> 1.1 Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS 1.2 Develop procedures for ongoing hazard identification, and assessment and control of associated risks 1.3 Ensure risk controls and hazard-specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements 1.4 Identify requirements for expert WHS advice, and request this advice as required					
<b>2. Facilitate consultation, cooperation and communication</b> 2.1 Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues 2.2 Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues 2.3 Document outcomes of consultation and communicate to workers 2.4 Develop and implement processes to ensure that responsibilities and duties are documented and accountability processes are in place					

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2.5 Implement and monitor training programs to ensure identified WHS training requirements are addressed, including induction process					
<b>3. Monitor compliance with risk control processes</b> 3.1 Develop WHS record-keeping policies and procedures and provide information to workers 3.2 Monitor hazard, incident and injury reporting processes to meet legislative requirements and to inform future prevention strategies 3.3 Evaluate WHS record-keeping policies and procedures for compliance with legislative requirements					
<b>4. Evaluate and maintain WHS</b> 4.1 Determine WHS priorities in consultation with work group 4.2 Develop a WHS action plan taking account of priorities and training needs 4.3 Identify potential barriers to improvement 4.4 Establish processes to monitor achievement against the plan and update plans as required					
<b>Performance evidence</b>					
<b>The candidate must show evidence of the ability to:</b> Conducted a workplace risk assessment and recorded the results, including: <ul style="list-style-type: none"> <li>- identification of hazards and potential hazards</li> <li>- risk assessment</li> <li>- evaluation of policy/procedure in line with state/territory legislation and industry guidelines</li> <li>- development of risk controls and measures</li> </ul>					

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Conducted the following consultative activities with at least two workers: <ul style="list-style-type: none"> <li>- information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role</li> <li>- consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process</li> </ul>					
Monitored workplace compliance with WHS procedures					
Developed a WHS action plan, including strategies for monitoring and review					
Coordinated workplace procedures for a simulated emergency situation					
<b>Knowledge Evidence</b>					
<b>The candidate must demonstrate knowledge of:</b> State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including: <ul style="list-style-type: none"> <li>- state/territory WHS authorities</li> <li>- rights and responsibilities of persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care</li> <li>- legislative requirements for record-keeping and reporting</li> <li>- due diligence and general duty requirements</li> <li>- regulatory requirements relevant to the particular industry/type of work site</li> </ul>					

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<ul style="list-style-type: none"> <li>- legislative requirements for consultation</li> <li>- hazardous manual tasks</li> <li>- infection control</li> </ul>					
Hazards common to the work environment and strategies for minimisation					
Requirements for WHS policies, including: <ul style="list-style-type: none"> <li>- hazard, incident and injury reporting</li> <li>- hazard identification, risk assessment and control</li> <li>- human resources policies and procedures</li> <li>- consultation and participation</li> <li>- incident investigation and record-keeping</li> <li>- quality system documentation</li> <li>- designated person/s for raising issues</li> <li>- workplace support services</li> <li>- use of personal protective equipment (PPE)</li> <li>- emergency procedures</li> </ul>					
Principles of hazard and risk management, including: <ul style="list-style-type: none"> <li>- risk analysis</li> <li>- hazard identification procedures</li> <li>- hierarchy of control and its application</li> <li>- principles of risk assessment</li> <li>- examples of health and safety benchmarks</li> <li>- principles of safe design processes</li> </ul>					
<b>Student signature:</b>  <b>Date:</b>	<b>RPL Outcome:</b>				
	Assessor Name:			Upgrade Required Y/N	
	Assessor Signature:			Competent / NYC Date:	

