



**Australian Government**

# **BSBWHS419 Contribute to implementing WHS monitoring processes**

**Release: 1**

# BSBWHS419 Contribute to implementing WHS monitoring processes

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

## Application

This unit describes the skills and knowledge required to contribute to monitoring a range of physical agents and conditions relating to work health and safety (WHS) in the workplace. It involves the use of a range of measuring devices to collect, interpret and report on workplace information and data in relation to those physical agents and conditions.

The unit applies to those working in a broad range of WHS roles across all industries.

The unit does not extend to hazard identification, risk assessment or developing risk controls based on the outcomes of monitoring, which are covered in BSBWHS414 *Contribute to WHS risk management*.

This unit does not qualify individuals to perform duties as a registered officer under any legislation.

## NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

Licensing, legislative and certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.

## Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to selecting measuring devices	1.1 Contribute to determining WHS regulatory requirements and standards that apply to monitoring 1.2 Consult with relevant individuals and/or parties to identify agents and/or conditions to be measured, according to organisational policies and procedures 1.3 Identify characteristics of agents and/or conditions to be monitored 1.4 Identify work area where measurements are to be taken 1.5 Contribute to selecting measuring equipment according to agents and/or conditions, work environment, activities being carried out and level of risk to self and others present at time of monitoring 1.6 Determine limits of own expertise and available equipment, and seek specialist advice and equipment as required
2. Contribute to preparing to collect workplace information and data	2.1 Determine sampling process for data collection 2.2 Contribute to outlining a sampling plan according to organisational policies and procedures 2.3 Collect information and data about requirements, nature and purpose of monitoring 2.4 Inspect work area and consult with workers and affected individuals and/or parties about nature of agents and/or conditions to be monitored 2.5 Contribute to checking operability of equipment according to WHS laws, and organisational policies and procedures
3. Contribute to collecting workplace information and data	3.1 Assist with arranging calibration of monitoring equipment where required 3.2 Contribute to testing according to legislative requirements 3.3 Use equipment to conduct sampling according to legislative requirements 3.4 Ensure own health and safety and that of others present at the time of monitoring while collecting information and data 3.5 Record readings according to organisational requirements, using expert support and advice as required

ELEMENTS	PERFORMANCE CRITERIA
4. Contribute to cleaning and storing equipment	<p>4.1 Participate in reinstating equipment and parts to pre-use condition, or dispose of appropriately</p> <p>4.2 Contribute to correctly storing reusable equipment, and/or making it ready for re-use as required, according to WHS laws, and organisational policies and procedures</p>
5. Contribute to documenting and evaluating results of monitoring	<p>5.1 Assist with interpreting and evaluating results against a recognised standard and document results</p> <p>5.2 Use results to contribute to preparing reports on the monitoring process, including any WHS regulatory requirements</p> <p>5.3 Ensure that results and records are retained in an easily retrievable format according to WHS laws, and organisational policies and procedures</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Interprets and analyses legal, organisational and technical texts relevant to monitoring</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Uses appropriate structure, layout and language for reporting and recording information about WHS monitoring in a clear and logical manner</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Uses structure and language suitable for audience to present or seek information about monitoring</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Uses units of measurement required for specific hazards</li> <li>Uses appropriate scales when using equipment</li> <li>Performs calculations to interpret sampling results</li> </ul>
Navigate the world	<ul style="list-style-type: none"> <li>Adheres to legal and regulatory responsibilities in relation to own</li> </ul>

Skill	Description
of work	<p>WHS role and responsibilities</p> <ul style="list-style-type: none"> <li>Keeps up to date on changes to WHS laws relevant to own role</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Identifies what, with whom and how to communicate in the context of WHS monitoring</li> <li>Cooperates with others as part of WHS monitoring processes, and contributes to specific activities requiring joint responsibility and accountability</li> <li>Collaborates with others to achieve individual and team outcomes</li> <li>Offers assistance, and shares information and resources voluntarily</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Determines priorities, sequences the steps for clearly defined tasks, and identifies and assembles resources required to plan for WHS monitoring within scope of own role</li> <li>Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria</li> <li>Uses familiar digital systems and tools to access, organise, analyse and display information relevant to role</li> <li>Manages and maintains files securely in appropriate storage media and formats to enable retrieval according to legislative requirements</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBWHS409 Assist with workplace monitoring processes.

## **Links**

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>