



**Australian Government**

# **Assessment Requirements for BSBWHS416 Contribute to workplace incident response**

**Release: 1**

# Assessment Requirements for BSBWHS416 Contribute to workplace incident response

## Modification History

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

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- contribute to responding to at least two different workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

During the above, the candidate must:

- identify duty holders relevant to incident response
- contribute to:
  - communicating WHS requirements clearly and accurately to individuals and/or parties involved
  - reporting each incident according to WHS legislative and organisational requirements
  - obtaining information about each incident using appropriate data-collection techniques
  - developing and contributing to implementing required actions in response to each incident
  - investigating incident
  - communicating and implementing recommendations from investigation.
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## Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- WHS laws about investigating and reporting workplace incidents
- sources of internal and external WHS information and data relating to incidents, and procedures for accessing them
- organisational policies, procedures, processes and systems relevant to own role or work area that relate to incident response and investigation, including those for:

- recording information relating to workplace incident responses
- reporting information to external authorities
- implementing improvements to policies, procedures, processes and systems as a result of an incident
- communication strategies to facilitate engagement of individuals and/or parties in incident response
- roles and responsibilities of self and duty holders in responding to workplace incidents.
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## Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures, procedures and plans required to demonstrate the performance evidence
- WHS legislation, licensing requirements and standards required to demonstrate the performance evidence
- WHS data required to contribute to incident response
- case studies and, where possible, real situations
- workplace equipment and resources
- opportunities for interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guides are available from VETNet -

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