



**Australian Government**

**Assessment Requirements for BSBWHS431  
Develop processes and procedures for  
controlling hazardous chemicals in the  
workplace**

**Release: 1**

# Assessment Requirements for BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

## 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:

- on at least two different occasions, develop processes and procedures to control hazardous chemicals in the workplace.

During each of these occasions, the candidate must:

- identify hazardous chemicals in the workplace through inspections and consultation with required personnel
- monitor and report on implementation of control processes and procedures
- communicate requirements and compliance associated with hazardous chemicals in the workplace
- comply with work health and safety (WHS) requirements for hazardous chemical monitoring
- implement training and development opportunities to address non-compliance
- identify WHS duty holders and their duties, and seek specialist advice as required.
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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:

- range of common workplace hazardous chemicals and the origin and nature of associated harm
- requirements for controlling hazardous chemicals as specified in:
  - relevant WHS laws, licences and permit conditions
  - organisational WHS policies, procedures, processes and systems

- documentation about the safe use, handling, processing, storage, transportation, and disposal of hazardous chemicals in the workplace, including safety data sheets (SDSs)
- risk control processes and procedures, including:
  - identifying hazards and assessing risks
  - responding to incidents involving hazardous chemicals
- organisational policies and procedures for:
  - accessing internal and external sources of WHS information and data
  - recording outcomes of monitoring process and distributing to required personnel according to workplace policies and procedures
- key features and components of controls for hazardous chemicals in the workplace, including:
  - workplace register for hazardous chemicals
  - labelling of hazardous chemicals
  - workplace signposting
  - current and complete SDSs for hazardous chemicals in the workplace
  - risk controls in line with the hierarchy of control measures
  - safe work practices that eliminate, or where this is not possible, minimise risks
- emerging issues about hazardous chemicals and identifying potential risks from exposure to hazardous chemicals
- hierarchy of control measures suited to identified hazardous chemicals
- training and development procedures and protocols.
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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:

- workplace equipment and resources
- WHS laws, standards and guidelines required to demonstrate the performance evidence
- organisational policies, procedures, processes and systems required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements 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>

