



**Australian Government**

# **Assessment Requirements for BSBWHS606 Conduct a WHS audit**

**Release: 1**

# Assessment Requirements for BSBWHS606 Conduct a WHS audit

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- prepare for a WHS audit including:
  - defining scope, objectives and benchmarks
  - obtaining relevant information
  - arranging resources
  - assigning timing, schedule and responsibilities
- develop a WHS audit plan including:
  - ensuring validity and reliability of evidence
  - incorporating **key personnel and stakeholders**
  - ensuring security, confidentiality, impartiality and equity
  - gathering corroborating evidence
  - documenting the plan
  - getting feedback, modifying and resubmitting the plan for comment
  - negotiating issues and amending as required
- select, develop, trial and modify WHS audit tools ensuring that they:
  - reflect specific requirements
  - focus on WHS management processes
  - can be used consistently by the audit team
  - can be used in timely and efficient manner
- gather information, data and WHS records including:
  - consulting a broad range of workplace personnel
  - identifying reasons for discrepancies
  - using alternative methods when needed
  - checking reliability and validity
  - adapting to any contingencies
- undertake WHS audit activities including:

- conducting a preliminary evaluation, initial meetings and work site familiarisation
- monitoring progress
- documenting and recording
- reporting hazards and risks
- addressing own health and safety
- ensuring legal and ethical compliance
- conducting entry and exit meetings
- report on the outcomes of the WHS audit including:
  - comparing results against criteria
  - consulting on results and developing findings and recommendations
  - presenting clear and objective evidence, findings and recommendations, including explanations of benefits
  - recommending further action required.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

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

- outline auditing methods and techniques
- outline commonwealth and state or territory WHS Acts, regulations and codes of practice
- explain development and use of WHS performance assessment tools including positive performance indicators (PPIs)
- outline ethics related to professional practice
- describe formal and informal communication and consultation processes and key personnel related to communication
- identify internal and external sources of WHS information and data, and how to access them
- explain legal liability in relation to providing WHS advice
- summarise methods for collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
- list methods for providing evidence of compliance with WHS legislation
- describe the nature and use of information and data that provide valid and reliable results on performance of WHS management processes (including PPIs) and limitations of other types of measures
- outline the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational behaviour, diversity and culture as they impact on WHS and on change
- identify other functional areas that impact on the management of WHS
- summarise the principles and practices of a systematic approach to managing WHS

- identify the requirements for recordkeeping that address WHS, privacy and other relevant legislation
- identify standards related to WHS information and data, statistics and records management, including requirements for information and data under elements of systematically managing WHS
- summarise WHS legislative requirements regarding:
  - communication, consultation and participation
  - notification of incidents
  - recordkeeping
  - specific hazard identification and risk assessment methods
- identify WHS legislative responsibilities, duties and obligations of managers, supervisors, workers, and persons conducting businesses or undertakings (PCBUs) or officers.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational documentation, information and data
- workplace policies and procedures
- WHS legislation regulations and codes of practice
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

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