Assessment Requirements for BSBWHS614 Conduct a WHS audit under the guidance of a lead auditor

# Modification History

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| 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:

* prepare for and conduct one work health and safety (WHS) audit under the guidance of a lead auditor.

During the above, the candidate must:

* outline purpose, scope and objectives of audit in a preliminary meeting
* develop and implement a WHS audit plan suited to the work area, which reflects nature and scope of required audit
* select, develop, trial and modify WHS audit tools suited to audit and work area
* gather information, data and WHS records, consulting required range of workplace personnel
* report on WHS audit outcomes
* make recommendations in areas where improvements are identified
* work effectively under the guidance of a lead auditor.

# 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 legislative responsibilities, duties and obligations of managers, supervisors, workers and persons conducting a business or undertaking (PCBUs) or officers
* WHS legislative requirements regarding:
* communication, consultation and participation processes in a WHS audit
* notification of incidents
* audit recordkeeping
* hazard identification and risk assessment methods
* procedures for identifying WHS audit tools and assessing their suitability
* nature and use of information and data that provide valid and reliable results about performance of WHS risk-management processes and positive performance indicators, and limitations of other types of measures
* key components of a WHS audit plan, including:
* nature of information and data to be collected
* key audit personnel
* information and data collection strategies that ensure security, confidentiality, impartiality and equity
* process that includes opportunities for corroborating performance evidence collected
* principles and practices of WHS audit, including:
* reflecting understanding of nature of workplace, work processes, and hazards and controls relevant to workplace
* methods for collecting reliable WHS information and data
* methods for interviewing those subject to audit, including arrangements to validate audit findings
* strategies for addressing commonly encountered problems in collection, and adapting to contingencies as they arise to meet WHS legislative and audit outcome requirements
* methods for collecting evidence of compliance with WHS laws
* consulting with required personnel, including lead auditor
* key components of audit findings, including:
* recommendations
* non-compliances, uncontrolled hazards and associated risks
* objective evidence and rationale
* procedures for developing and using benchmark criteria during WHS audit, including positive performance indicators (PPIs)
* features of good-practice WHS audit tools
* internal and external sources of WHS information and data, and procedures for accessing them
* requirements for recordkeeping that address WHS, privacy, confidentiality and other legislative requirements
* roles and responsibilities of internal and external personnel as they apply to WHS audit
* legal liability in relation to providing WHS audit advice
* role of lead auditor and own relationship to lead auditor.

# 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:

* lead auditor
* organisational documentation, information and data required for WHS audits
* WHS laws, and organisational policies and procedures 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>