



Australian Government

**Assessment Requirements for
FBPWHS4002 Maintain work health and
safety processes**

Release: 1

Assessment Requirements for FBPWHS4002 Maintain work health and safety processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained work health and safety processes for a work group of at least three members, on at least one occasion, including:

- accessing and interpreting health and safety information, including legislation, guidance material and benchmarks
- communicating clearly and accurately with work group members, other technicians/specialists, managers and expert advisers
- ensuring work group is provided with safety equipment, information and training on safe work practices
- consulting with work groups and documenting safe work practices
- reviewing and maintaining work procedures to ensure compliance with safety policies
- identifying and addressing hazards and assessing risk by developing and implementing risk control measures
- monitoring work practices and identifying and addressing non-compliances
- contributing to investigations and consultative processes
- completing and maintaining health and safety records
- implementing and reviewing emergency procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazard and risk
- sources of health and safety information both internal and external to the workplace
- general duty requirements of health and safety legislation and also regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace

- nature of common workplace hazards, such as chemicals, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- hazard identification procedures, such as workplace inspections and review of workplace data
- principles of risk management including the hierarchy of control and its application
- personal protective equipment requirements, including use, storage and maintenance
- legislative requirements for record keeping and reporting
- standards and guidelines related to emergency procedures
- roles and responsibilities of health and safety representatives and committees
- workplace specific information, including:
 - hazards of the particular work environment
 - hazard identification procedures relevant to the hazards in the work place
 - risk controls for specific hazards
 - designated person for raising health and safety issues
 - workplace procedures related to health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
 - workplace procedures related to the work of the group, including use of personal protective equipment and emergency response
 - potential emergency situations, alarms and signals and required response.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - access to health and safety advice and direction
- specifications:
 - legislation, regulations, standards and codes of practice
 - workplace policies and procedures for health and safety, and for emergencies
- relationships (internal and/or external):
 - access to a work group of at least three members.

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 found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>