



Australian Government

**Assessment Requirements for
FBPWHS5001 Manage work health and
safety processes**

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

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 completed all steps in managing the work health and safety process in at least one workplace context, including:

- accessing and interpreting work health and safety information, including legislation, guidance material and benchmarks
- monitoring a record keeping process for compliance with legal requirements for work health and safety
- communicating work health and safety information to others using a range of media and formats
- managing effective work health and safety consultation and participation processes including development, implementation, monitoring and review, in consultation with others
- managing work health and safety risk management processes
- implementing a risk management approach to developing solutions to complex work health and safety problems, utilising information from a range of sources
- applying an action planning process
- assessing policies and procedures for compliance with work health and safety legislation
- managing workplace information and records to ensure all are current and accurate
- facilitating participatory consultative processes
- evaluating work processes for collecting and providing information
- determining support and training needs of work group
- implementing and monitoring training programs
- evaluate and monitor risk management processes
- managing a continuous improvement process.

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 work health and safety information both internal and external to the workplace
- understanding of work health and safety legislation and regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace
- legislative requirements for consultation
- legal and practical requirements for work health and safety training
- legal requirements for work health and safety record keeping and reporting
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- risk assessment process, including:
 - hazard identification procedures
 - principles of risk assessment
 - the hierarchy of control and its application
 - legislative requirements for record keeping and reporting
- systems for identifying skill needs, such as:
 - performance reviews
 - training needs analysis
 - identifying additional training needs of learners
- workplace specific information, including:
 - hazards of the particular work environment and how they cause harm
 - hazard identification procedures relevant to the hazards in their workplace
 - designated person for raising work health and safety issues
- organisation procedures related to work health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
- awards and enterprise agreements that impact on the particular workplace
- the characteristics and composition of the workforce and how they may impact on the management of work health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - sample documents and forms appropriate for recording and reporting work health and safety issues

- sample emergency procedures and related resources
- specifications:
 - work health and safety legislation, regulations and codes of practice
 - workplace policies and procedures for work health and safety
- relationships (internal and/or external):
 - experts in work health and safety for advice and direction.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>