Assessment Requirements for MSL946001 Implement and monitor WHS and environmental management systems

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL946001A Implement and monitor WHS and environmental management systems

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- implementing and monitoring work health and safety (WHS) and environmental management systems for a work group or laboratory
- accessing and interpreting relevant sections of WHS and environmental legislation, regulations and codes of practice
- analysing the work environment and data and monitoring WHS and/or environmental interventions
- documenting WHS and environmental responsibilities, duties and accountabilities of employees
- consulting employees and other stakeholders about WHS and environmental issues
- implementing a process of hazard identification and risk assessment and developing controls
- raising issues related to concerns with safety of work systems and work environment through consultation with management and employees
- promptly addressing WHS and environmental management issues within the area of control
- developing and implementing improvements in work practices and procedures to reduce the risk of illness and injury and meet WHS legislative requirements
- conducting a training needs assessment for the work group
- developing and implementing a WHS or environmental management training program for the work group
- communicating effectively with personnel at all levels of the organisation and WHS specialists
- keeping WHS and environmental records complete, current and secure
- preparing summary reports for the WHS committee, WHS representatives, managers and supervisors.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge of:
- definitions and workplace examples of risk, hazards, control measures, hierarchy of control and risk management
- principles and practices of effective WHS and environmental management
- relevant standards, codes and guidelines for WHS and environmental management systems
- roles and responsibilities under WHS and environmental legislation of employers and employees, including supervisors and contractors
- WHS and environmental management policies and procedures
- legislative requirements for WHS information and consultation, WHS, environmental and waste status record keeping
- workplace counselling/disciplinary/issue resolution processes
- sources of WHS and environmental management information, including specialist advisors and key personnel within workplace

participative consultation processes used in WHS and environmental management systems.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency must be assessed in a laboratory environment that either meets Australian standards for working laboratories or is accredited by the National Association of Testing Authorities (NATA) or the Royal College of Pathology, as appropriate.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
    - MSL915001 Provide information to customers
    - MSL916003 Supervise laboratory operations in work or functional area
    - MSL916004 Maintain registration and statutory or legal compliance in work/functional area
- Holistic assessment methods include:
    - review of documents, such as information, training needs analysis, and training program and plans developed by the candidate for the work group
    - review of records and reports generated by the candidate
    - feedback from team members and managers regarding provision of information and the candidate's ability to implement and monitor established management systems
    - written and/or oral questioning to assess required knowledge and likely reactions to simulated incidents.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
    - relevant WHS and environmental legislation and regulations
    - codes of practice
    - workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience.
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSA Training Package Implementation Guides - http://mskills.org.au/training-packages/info/

Manufacturing Skills Australia