



**Australian Government**

**Assessment Requirements for MSS027012  
Implement and maintain the site health and  
safety management system**

**Release: 1**

# **Assessment Requirements for MSS027012 Implement and maintain the site health and safety management system**

## **Modification History**

Release 1. Supersedes and is equivalent to MSS027012A Implement and maintain the site OHS management system

## **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 maintaining the health and safety management system for at least one (1) site or work group
- accessing and interpreting relevant sections of WHS legislation, regulations, codes of practice and updates
- analysing the work environment and assessing the need for WHS interventions
- consulting employees and other stakeholders about safety issues, hazard identification, risk assessment, selection and implementation of control measures and their review
- raising issues related to concerns with safety of work systems and work environment through consultation with management, employees and contractors
- promptly addressing WHS management issues within their area of control/scope of responsibility
- developing and implementing improvements in work practices and procedures to reduce the risk of illness and injury and meet WHS legislative requirements
- developing and implementing training program(s) to meet the identified WHS training needs of site personnel
- providing appropriate supervision, support and information in accordance with workplace procedures
- keeping WHS records complete, current and secure
- communicating effectively with personnel at all levels of the organisation and WHS specialists
- preparing reports for a range of target groups, including WHS committee, WHS representatives, managers and supervisors
- working safely and monitoring the safety of others.

## Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- terminology, principles and practices of effective WHS management (e.g. hazard identification, risk assessment, risk control and hierarchy of control)
- standards and regulator's guidelines relating to WHS management systems
- key personnel identified in workplace management structure and WHS management systems
- sources of WHS management information, including specialist advisors
- workplace WHS and management policies and procedures, plans, housekeeping, inspections and audits
- roles and responsibilities of employers and employees under WHS legislation, including managers/supervisors and contractors
- how the characteristics and composition of the workforce impact on WHS management
- nature of site safety hazards and risks and existing control measures
- legislative requirements for WHS information and consultation
- participative consultation processes relating to WHS management systems
- workplace purchasing policy and procedures for safety related supplies and equipment
- workplace record keeping/reporting requirements that address WHS, privacy and other relevant legislation.

## 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 is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- 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).
- Holistic assessment methods include:
  - review of WHS information and/or training material developed by the candidate and provided to site personnel
  - review of WHS records and reports prepared by the candidate
  - feedback from site personnel and manager regarding the candidate's ability to provide/collect accurate and timely WHS information and implement/monitor established WHS management systems
  - oral and/or written questions to assess the candidate's knowledge of WHS legislative/regulatory requirements, roles/responsibilities, common hazards, procedures for hazard identification, risk assessment and control, and responses to simulated incidents.
- Access is required to all instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit including, but not limited to:
  - relevant WHS legislation and regulations, codes of practice
  - workplace WHS policies, management plans, procedures and tools.
- 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 competency 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 an organisation providing environmental monitoring, management or technology related services about performing the competency being assessed within the last twelve months.

## **Links**

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