Assessment Requirements for SITXWHS003 Implement and monitor work health and safety practices

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement and monitor adherence to workplace health and safety procedures in three of the following real or simulated situations:
    - evacuation of staff and customers
    - security management of cash, documents, equipment, keys or people
    - handling chemicals and hazardous substances
    - hazard identification and reporting
    - incident and accident reporting
    - risk assessment and reporting
- coordinate consultative processes for managing the above workplace health, safety and security issues
- coordinate risk assessments, WHS training, and the maintenance of records relating to above situations
- monitor the effectiveness of the WHS system and identify:
    - required adjustments
    - staff training needs
- demonstrate management practices that must be implemented for compliance with state or territory occupational health and safety (OHS) or WHS legislation during above situations.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- primary components of relevant state or territory OHS or WHS legislation:
    - actions that must be taken for legal compliance
    - employer responsibilities to provide a safe workplace
    - requirement to consult, and acceptable consultation mechanisms
    - requirements for the use of WHS representatives and committees, and their roles and responsibilities
    - requirements for hazard identification, risk assessment, risk control and acceptable mechanisms

- - requirements for record keeping and acceptable record keeping mechanisms
  - requirement to provide information and training
  - employee responsibilities to ensure safety of self, other workers and other people in the workplace
  - employee responsibility to participate in WHS practices
  - ramifications of failure to observe OHS or WHS legislation and organisational policies and procedures
- specific organisation:
  - full content of WHS policies and procedures; and consultation, hazard identification, risk assessment and reporting documents
  - methods used for WHS consultation, hazard identification and risk assessment
  - options for the provision of training:
    - coaching or mentoring in safe work practices
    - formal training programs in safe work practices
  - hazard identification, risk assessment and control
  - WHS policy and procedure induction
  - WHS representative or committee
  - provision of information, fact sheets and signage to ensure safe work practices
- WHS information:
  - consultative arrangements for WHS
  - employee roles and responsibilities in WHS management practices
  - legal obligations and ramifications of failure to comply
  - location of first aid kit and emergency evacuation plan
  - WHS training information and updates
  - policies:
    - overall approach of organisation to WHS
    - participation of personnel in WHS management practices
    - responsibilities of employees to ensure safety
  - procedures
  - specific risk control measures relevant to the workplace
  - specific regulations and codes of practice
  - use of:
    - hazard identification reporting documents
    - risk assessment template documents
- consultative processes:
  - a diary, whiteboard or suggestion box used by staff to report issues of concern
  - fact sheets to fully inform personnel about WHS rights and responsibilities
  - formal WHS representatives and committees
  - formal meetings with agendas, minutes and action plans
  - informal meetings with notes

SkillsIQ

- WHS discussions with employees during the course of each business day
- recording issues in a management diary
- regular staff meetings that involve WHS discussions
- seeking staff suggestions for content of WHS policies and procedures
- special staff meetings or workshops to specifically address WHS issues
- staff handbook containing WHS information
- surveys or questionnaires that invite staff feedback on WHS issues
- time requirements for hazard identification:
  - when changes to the workplace are implemented:
    - before the premises are used for the first time
    - before and during the installation or alteration of any plant
    - before changes to work practices are introduced
  - when any new information relating to health and safety risks becomes available
- required WHS records and reports:
  - consultation
  - hazard identification
  - incident and accident notifications to WHS regulatory authorities
  - incident or accident, near miss reports and related statistics
  - monitoring reports and recommendations for change:
    - agendas for and minutes of meetings
    - committee members
    - consultation decisions and follow-up actions
    - consultation processes
    - diaries of meetings
    - WHS information provided to personnel
    - risk controls
    - safe work practices
  - risk assessments
  - risk control actions
  - training action plans
  - training undertaken.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation where WHS management practices are implemented and monitored. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, software programs, printers and communication technology used to administer the implementation and monitoring of a WHS system
- relevant state or territory WHS legislation
- current plain English regulatory documents distributed by the local WHS government regulator
- codes of practice and standards issued by government regulators or industry groups
- WHS information and business management manuals issued by industry associations or commercial publishers
- current commercial WHS policies and procedures
- operational team for which the individual coordinates WHS management practices; this can be:
  - teams in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694